

APPLICABLE TO:

- Administrators
- eTMF
- Room Managers
- Study Start-Up
- Editors
- TI Docs/ Collaborate
- Readers



Admins must enable the Page Manipulations **Action** within the **User's Profile** of individual users in order for users to perform these steps.



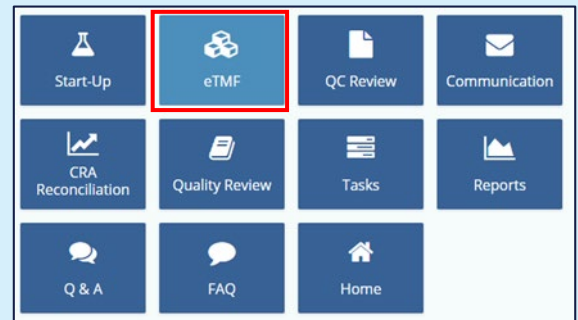
Page Manipulation includes:
 -Reordering pages
 -Deleting a page or pages

These features are available with the **TI Viewer** only (located at the bottom of the Document View).

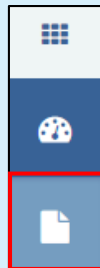


Any page manipulations are applied to the original file. The system will not save a copy of the document state before your changes.

1. Login to a room and click the **eTMF** application from the Navigation Grid.



2. Navigate to the **Documents** module and locate the document to be manipulated.



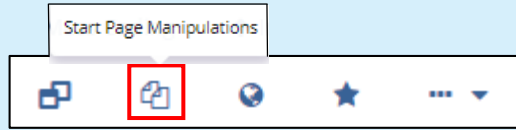
3. Select the desired document in the grid

1 - 10 of 133 (1 selected)						
					Submitted Name	
<input type="checkbox"/>					...	FDF_19Jan2013
<input checked="" type="checkbox"/>					...	Confidentiality Agreement_p...
<input type="checkbox"/>					...	DataPrivacyAgreement
<input type="checkbox"/>					...	IEC-IRBRoster_IRB Board Me...

4. Open the document by clicking **Document View** below the grid



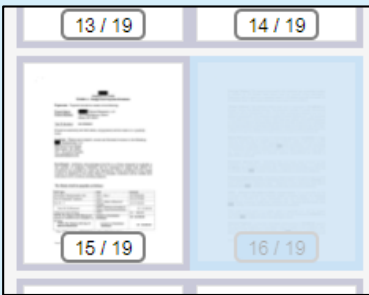
5. Above the document, click **Start Page Manipulations**. Choose from the following step(s)..



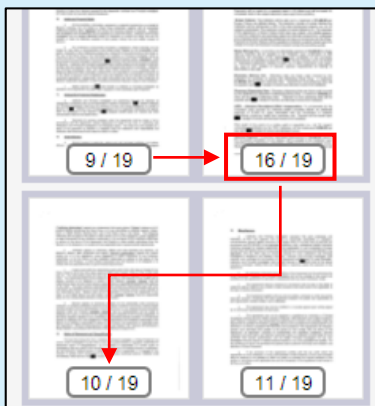
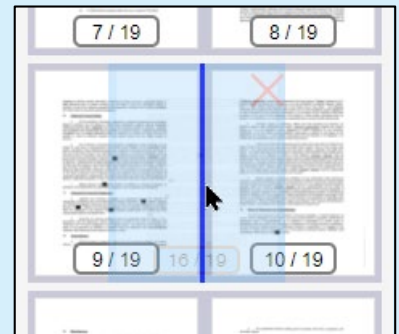
Editors should always make changes prior to document review in the Workflow. You can find documents open for editing under **My Submissions**.

Option 1 - Reorder Pages:

6a. Click on the thumbnail of the page to be reordered (in this example, page 16 of 19)



6b. **Drag** the page (do not release the mouse button yet) to its new location. The blue indicator bar will show its destination

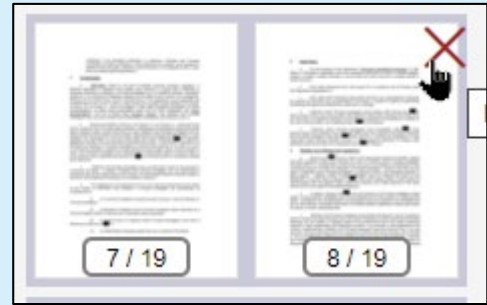


6c. **Drop** the thumbnail. Thumbnails will temporarily show the new page order, with the original numbering.

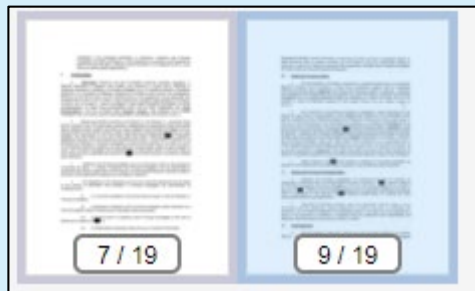
Option 2- Delete Pages:

7a. To delete a page, hover over its thumbnail.

A red X displays on the thumbnail

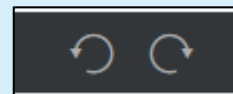


7b. Click the X and the page will disappear. Repeat as needed for additional pages.

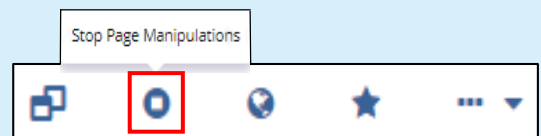
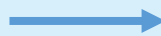
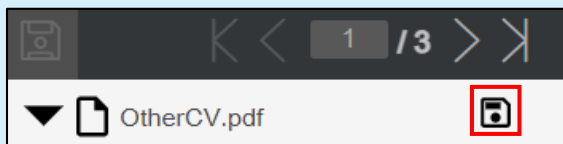


Option 3- Rotate Pages:

8a. You can rotate the current page (shown in the main viewer area) by using the rotation buttons just above it.



9. For all options: to save your changes, click on the **Floppy Disk** icon next to the file name. When ready, **Stop Page Manipulations** to exit this mode.



Any required Page Manipulations (rotations, page removals, etc.) need to be performed **PRIOR** to any redaction or else the redaction will need to be reapplied.

Note the redaction tool is not available during page manipulation