

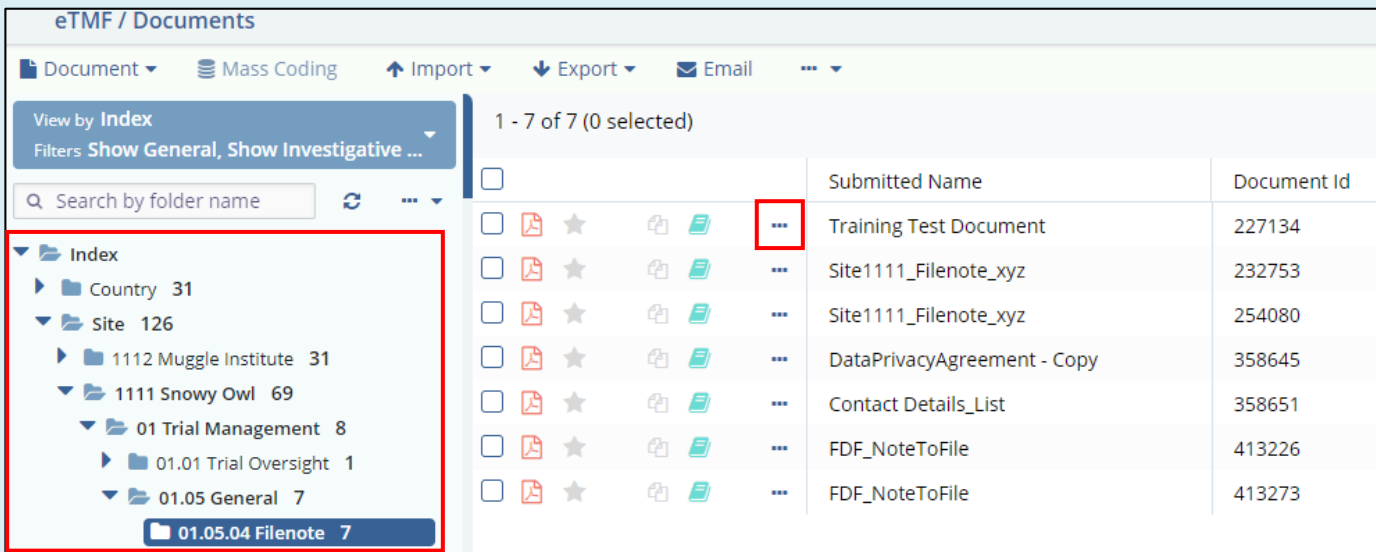
APPLICABLE TO:

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

1. Log into a room and navigate to the **Documents Library**.



2. Expand folders to locate the document(s) you want to share.



eTMF / Documents

Document Mass Coding Import Export Email

View by Index Filters Show General, Show Investigative ...

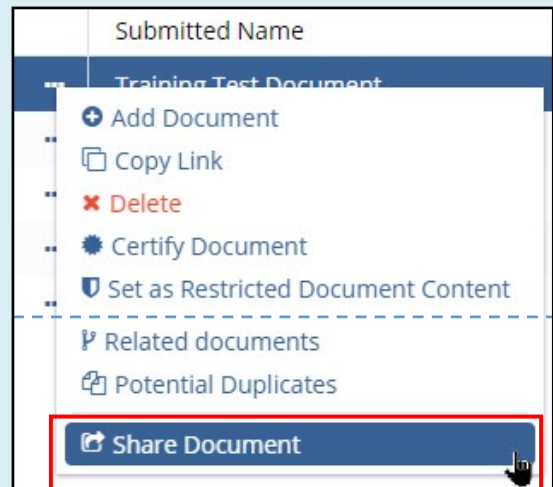
Search by folder name

1 - 7 of 7 (0 selected)

Submitted Name	Document Id
Training Test Document	227134
Site1111_Filenote_xyz	232753
Site1111_Filenote_xyz	254080
DataPrivacyAgreement - Copy	358645
Contact Details_List	358651
FDF_NoteToFile	413226
FDF_NoteToFile	413273

3. Right click on your chosen document, or click on the three-dots icon, to open the Document action Menu. Then click **Share Document**.

 The user needs to be set up with the **Document Distribution** action in order to perform this job.




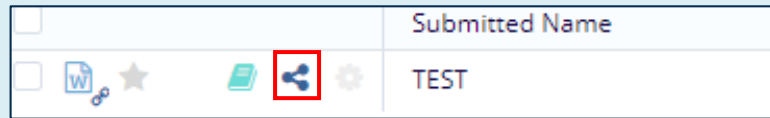
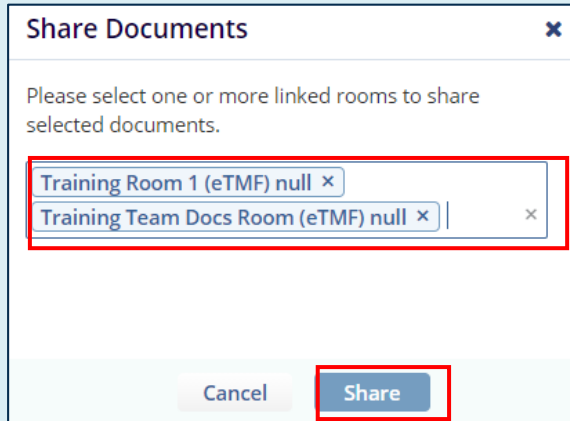
Submitted Name

Training Test Document

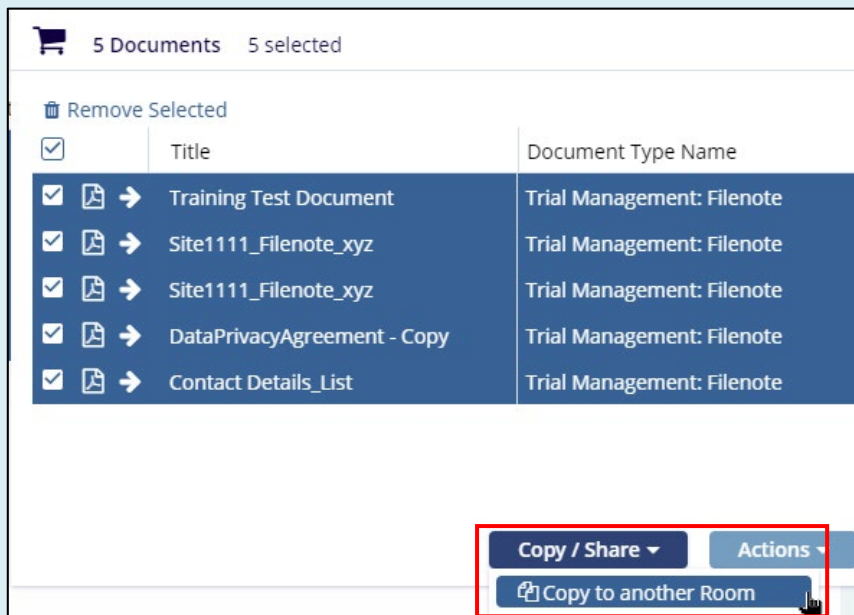
- + Add Document
- Copy Link
- Delete
- Certify Document
- Set as Restricted Document Content
- Related documents
- Potential Duplicates
- Share Document**

4. Select the room(s) to share the selected document(s) to, then click **Share**.

Shared documents can easily be distinguished by the  icon in the grid.



5. To share multiple documents at once, add them to the Documents Cart, then select the **Copy/Share** dropdown. Click on **Copy to Another Room** and repeat the instructions in step 4.



Admins can link rooms to enable distribution, either in the **Settings** menu or requesting **Service Desk** assistance.