

APPLICABLE TO:

- Administrators
- Editors
- Readers

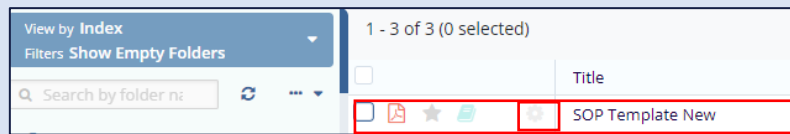
- eTMF
- Content Management
- myTI

Note: This job aid assumes that the **Sharing** function has been enabled within the Settings Menu, and the user has been granted the **Document Distribution** action in their profile.

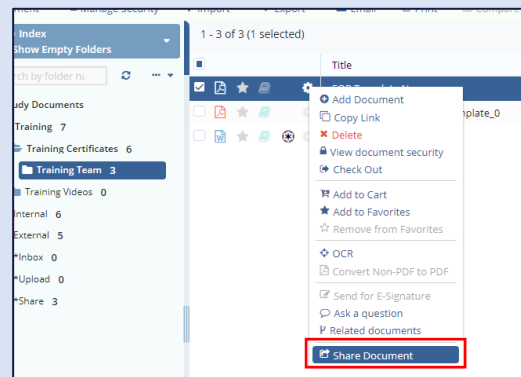
1. Login to the Collaborative Workspace and navigate to the **Documents Module**



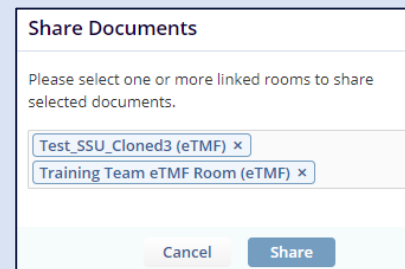
2. Select the document to be shared and click the **gear wheel** icon.



3. From the list of options, select **Share Document**.



4. Select one or more linked rooms to share the selected document, then click **Share**.



\*Shared documents are indicated by the  icon