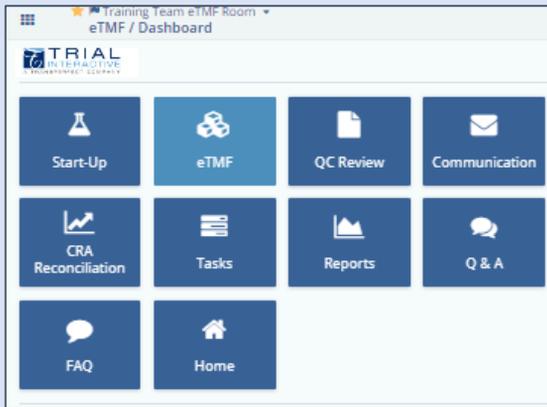


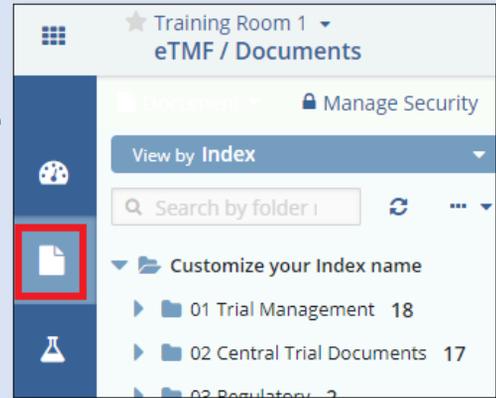
### APPLICABLE TO:

- Administrators
- Room Managers
- eTMF
- Editors
- Study Start-Up
- Readers
- myTI



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

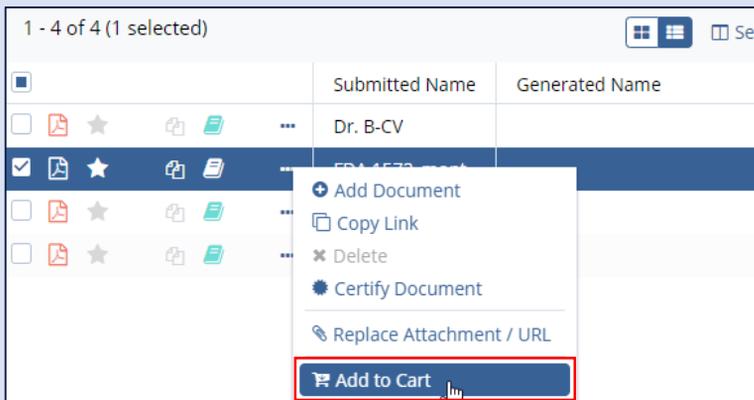
2. Click on the **Documents** module on the left.



3. Locate the document(s) to be copied.

The document does not have to be Final to be copied.

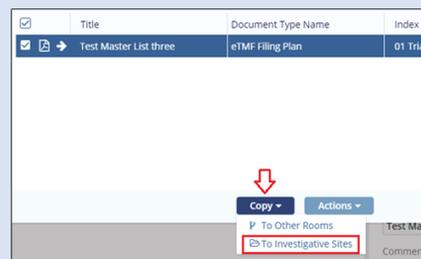
4. Right-click on the document action menu and select **Add to Cart**.

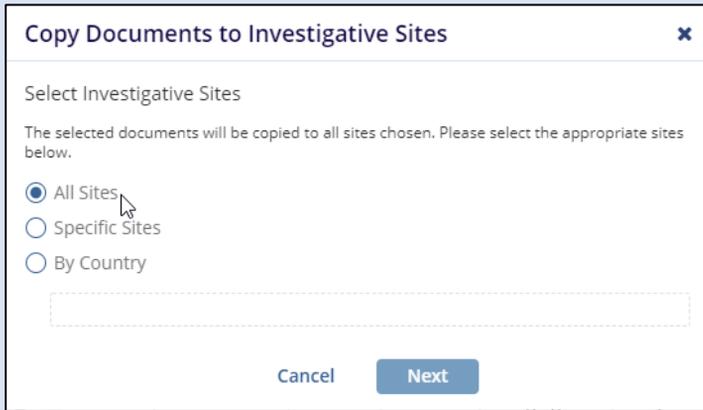


5. Open the Documents Cart.

Click **Copy**

Click **To Investigative Sites**





**Copy Documents to Investigative Sites** [X]

Select Investigative Sites

The selected documents will be copied to all sites chosen. Please select the appropriate sites below.

All Sites  
 Specific Sites  
 By Country

[Search Bar]

Cancel Next

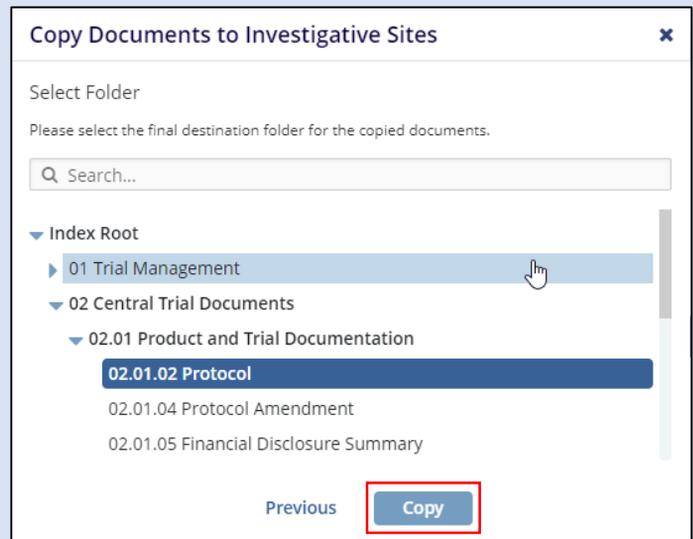
6. Choose between site options for copying, and click **Next**.

7. Select the Folder where you want to copy the document, and click **Copy**.



Final documents will be cloned to the Index as a final document.

Non-Final documents will be cloned and included in the Workflow.



**Copy Documents to Investigative Sites** [X]

Select Folder

Please select the final destination folder for the copied documents.

[Search Bar]

- Index Root
  - 01 Trial Management
  - 02 Central Trial Documents
    - 02.01 Product and Trial Documentation
      - 02.01.02 Protocol**
      - 02.01.04 Protocol Amendment
      - 02.01.05 Financial Disclosure Summary

Previous Copy

8. When the job is done, the notification will appear confirming the clone.



**Notifications 3**

All Background Jobs Actions Queries 1

 **Copy Documents to Investigative Sites**  
 Room: Training Team eTMF Room  
 Finished  
 Operation was successfully completed!  
 Get Job Result