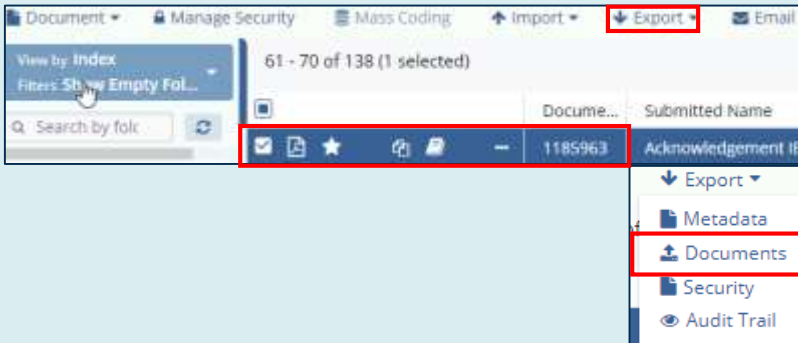


APPLICABLE TO:

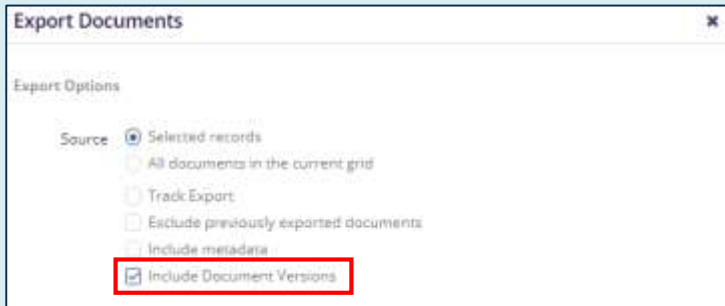
- Administrators
- Room Managers
- Editors
- Readers
- eTMF
- Study Start-Up
- TI Collaborate



1. Log into a Collaborative Workspace or eTMF room and navigate to the **Documents** module



2. Locate and select the document(s) that you wish to export, then click on the **Export** button at the top of the document grid, followed by **Documents**



3. In the **Export Documents** window, be sure to select **Include Document Versions**, then click **Export**

4. Make sure to **Get Job Result** to start the download.

