

- APPLICABLE TO:
- Admin

Manager

Editor

Reader

Collaborate

eTMF

Only Admins or users (non-Readers) who are assigned the Document Manager action can perform this task. Because they are able to move Final documents too, carefully evaluate all information before committing to this change.

- 1

Locate the document(s) to be moved.
- 2

Check the box(es) next to the document(s) that you wish to move.
- 3

Drag the selected document(s) to the desired folder.
A message will be displayed, indicating that the document(s) will be moved.
- 4

Release the button while the pointer is on the target folder. The document(s) will immediately be moved there. A **notification** above the grid will confirm successful completion.

1

		Submitted N...	Document Id	Document T...
<input type="checkbox"/>		Confidentialit...	2644550	Confidentialit...
<input type="checkbox"/>		Principal Inve...	2644551	Principal Inve...

1 - 22 of 22 (2 selected)

Expand 22

 

Manage Co

 2		Submitte...	Docume...
<input checked="" type="checkbox"/>	    	Confidenti...	2644550
<input checked="" type="checkbox"/>	    	Principal I...	2644551

3

View by Index

Filters Show Empty Fo...

Search by fol...

Index

- Trial 2
- Country 1
- Site 2
 - BHS 003 Brad Pitt 0
 - GBR 002 Albus Dum
 - USA 001 Martin Smith 2
- Training Certificates 0

Document

Manage Security

Mass Coding

1 - 2 of 2 (1 selected)

Expand 2

		Submitted Name
<input checked="" type="checkbox"/>		Confidentiality Agree...
<input type="checkbox"/>		Principal Investigator Fin...

1 document will be moved

Hold CTRL or SHIFT to copy

4

Copying/Moving documents

Documents were successfully copied

Note: **This action will not update document metadata.** Review the document metadata and make any necessary changes after moving documents. Final documents can only be changed with appropriate permissions (Document Manager or Administrator).