How to Drag and Drop Documents Between Folders

TRIAL INTERACTIVE

TI version 10.7

APPLICABLE TO:

- ● Admin
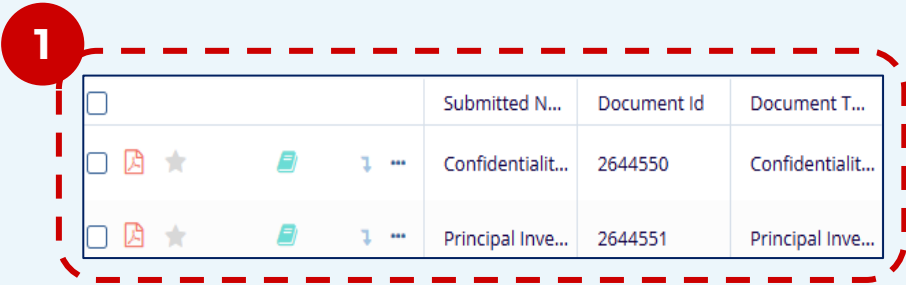- ◑ Manager
- ◑ Editor
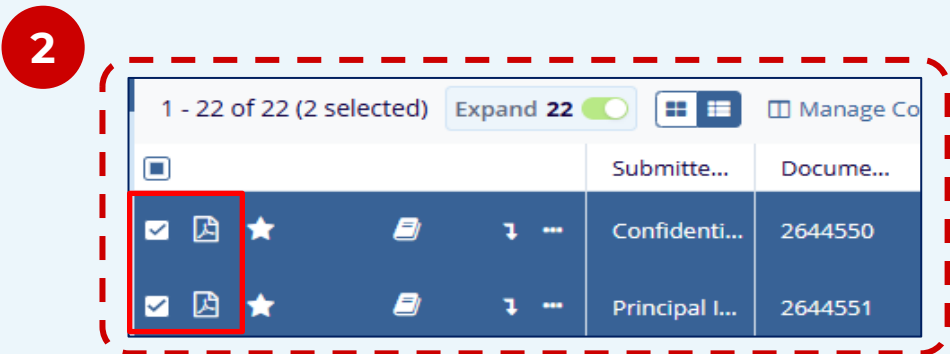- ○ Reader

- ● Collaborate
- ● eTMF

* Only Admins or users who are assigned the Document Manager action can perform this task.
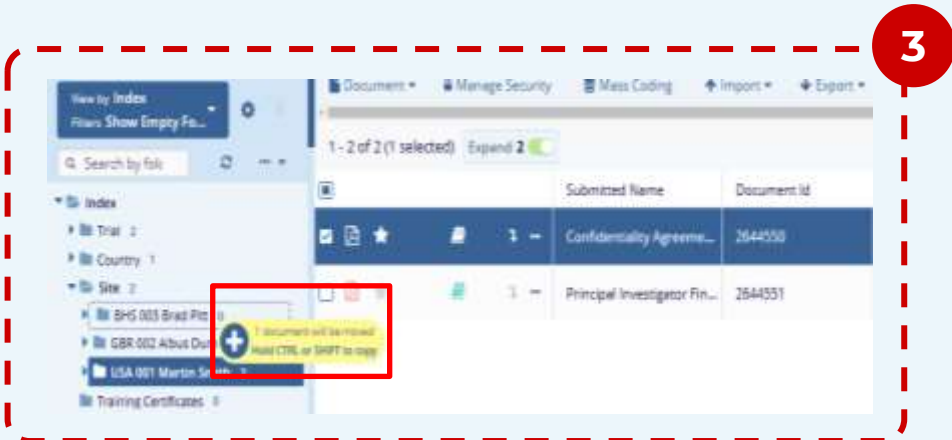
1 Locate the document(s) to be moved.

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

3 Click and drag the document(s) to the desired folder. A message will be displayed that the document(s) will be moved.

4 Drag and release the button onto the target folder. The document(s) will immediately be moved there.

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