

APPLICABLE TO:

Admin

Manager

Editor

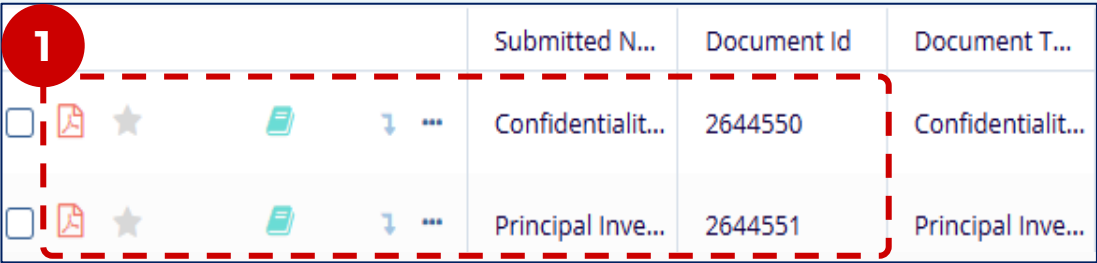
Reader

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.

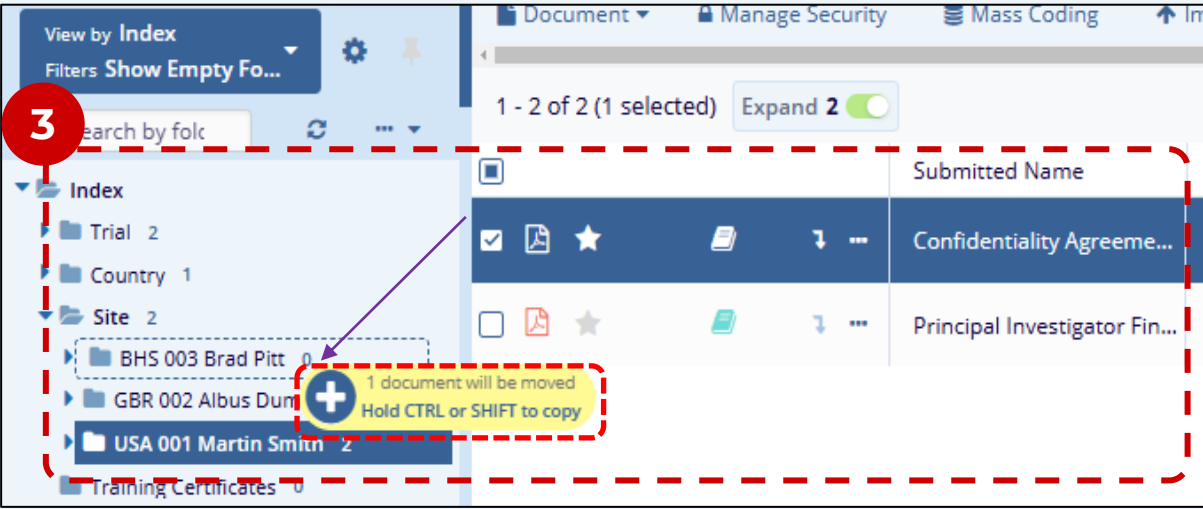
1 Locate the document(s) to be moved.



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.



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).