

Share Document

Documents that are Authored within the eTMF can be Shared with other users. Sharing a document gives the Recipient permission to Check-in and Check-out a document to edit it.

To share a document that was Authored within the eTMF, select the Actions Menu associated with the document and select **Share Document**.

From the Share Document window, enter a Recipient into the Name or email address field. Multiple Recipients can be added to the Share list. To remove a Recipient from the list, select the X next to that Recipient. When the appropriate Recipients have been selected, click **Apply**.

The document will be displayed in your [Work Area](#) as well as the Recipient's Work Area.

Removing a document that has been Shared will remove it from the Recipient's Work Area as well.