Accessing and launching the PDF Side by Side Viewer

The Cortellis Side by Side Viewer enables you to select, view, scroll and search within two pdf documents of your choice. This powerful tool can assist you to evaluate and compare two pdf documents side by side.
For example:

-Two related documents, such as a previous and a current version

-Regulatory Summaries on two topics

-Regulatory Summaries for two different countries/regions

-Two product approval documents

-Comparing an English Machine Translation with the native language version of a source document

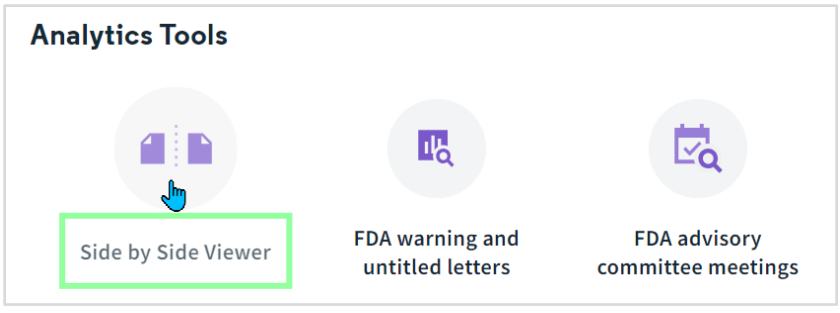
Accessing and launching the PDF Side by Side Viewer

The viewer can be accessed and launched from multiple places in your Cortellis Regulatory journey:

- Regulatory Intelligence homepage
- Regulatory results page
- Regulatory document or report page
- Side-by-side document list and history
- Machine Translation Document icon in a source document

From the Regulatory Intelligence homepage

Scroll down the Regulatory Intelligence homepage to the Analytics Tools and click on **Side by Side Viewer.**



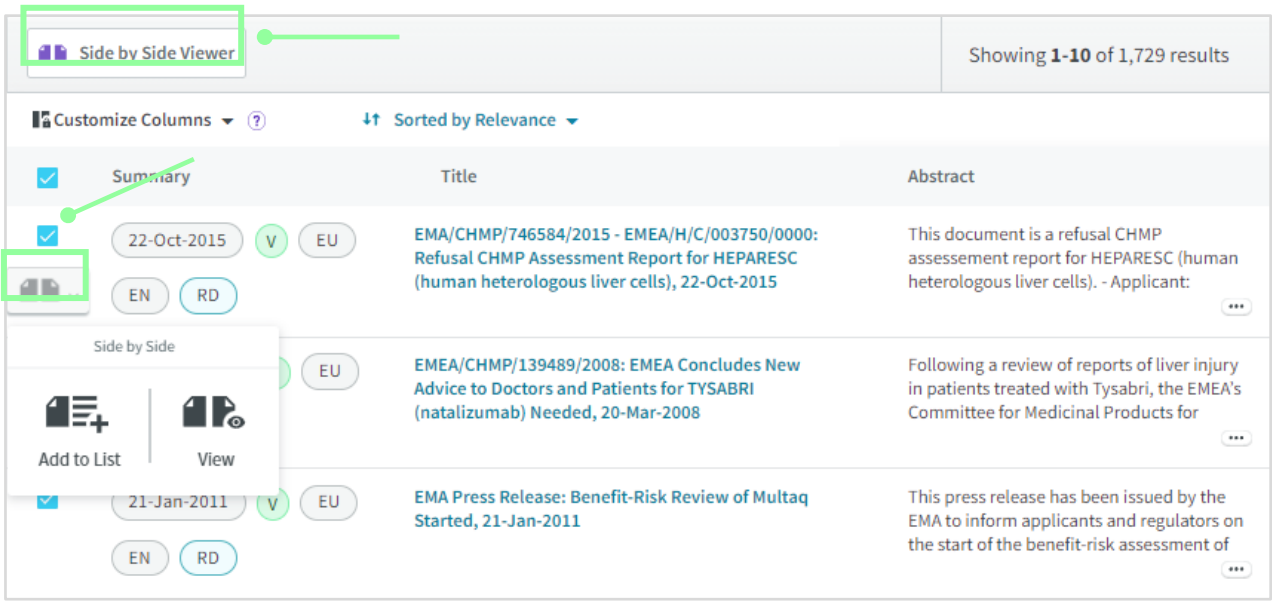
From the regulatory results page

On the results page click on the **Side by Side Viewer** button at the top left to launch the tool.

If you hover over any of the document tick boxes on the left, the Side by Side Viewer button will also appear. You will have two choices: **Add to List** or **View**.

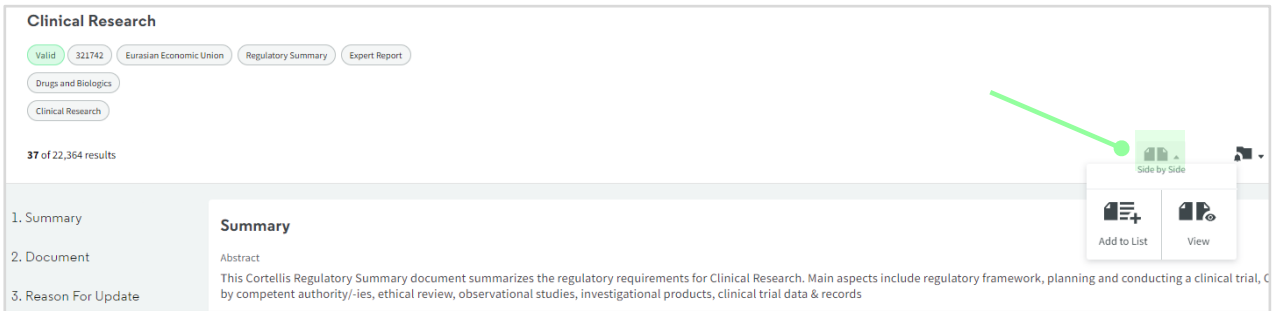
If you click **View**, the pdf viewer will be launched with the related document displayed on the left-hand side. You can then load a second document to view both side by side.

Add to List will add the related document to a side by side list. See the next section about your side by side list.



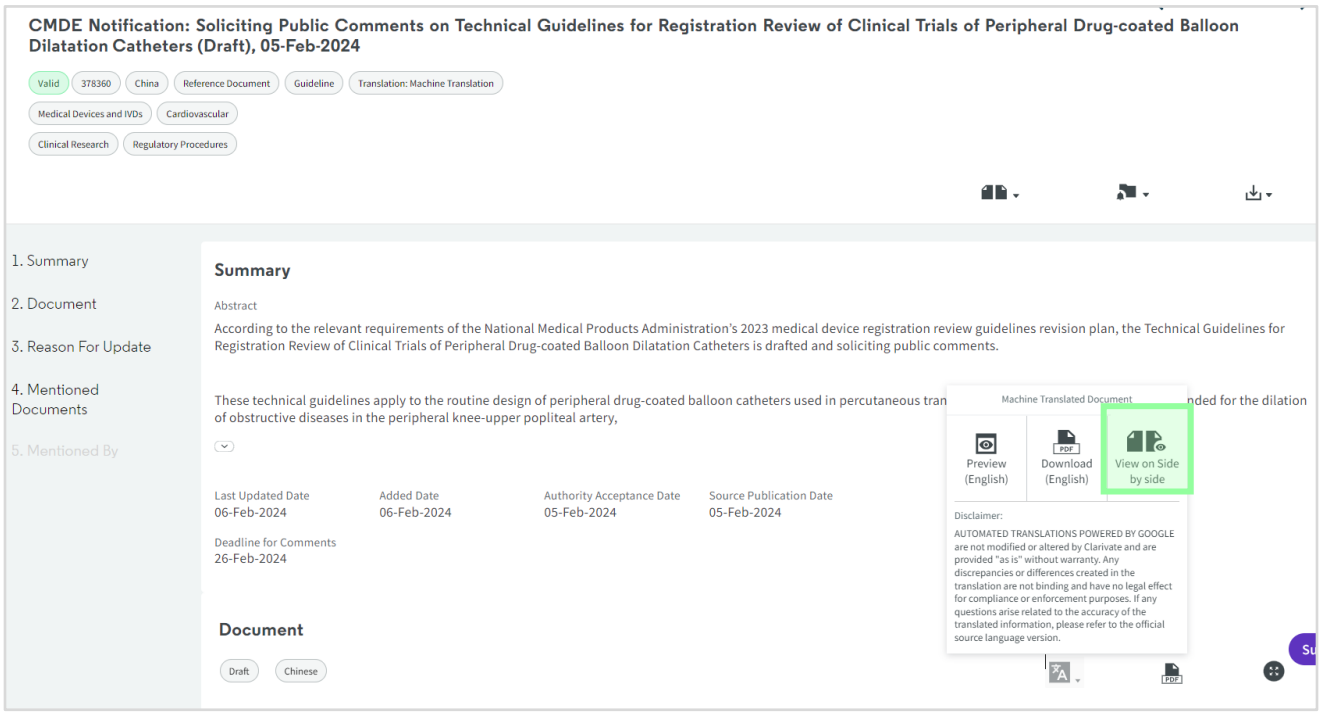
From the regulatory document or report page

The **Add to List** and **View** options are also available on the document page if you click the **Side by Side Viewer** button at the top right of the Summary section. Click on either option to add the report to your side by side list or to launch the pdf viewer, respectively.



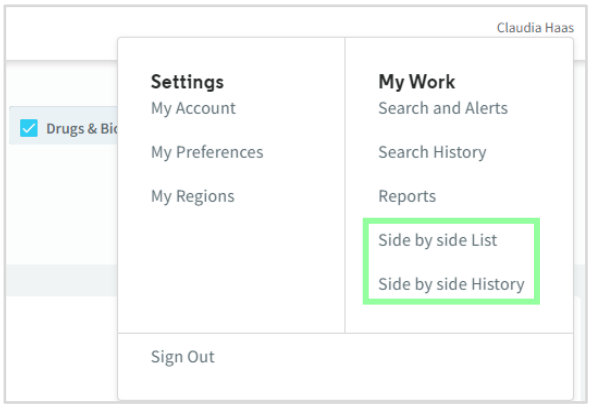
From the Machine Translation Document icon in a source document

Documents that are presented in their native language, will have an English Machine Translation version. Click the Icon to view options and select View on Side by side to open the viewer and compare the native language version with the Machine Translation in English in the viewer.

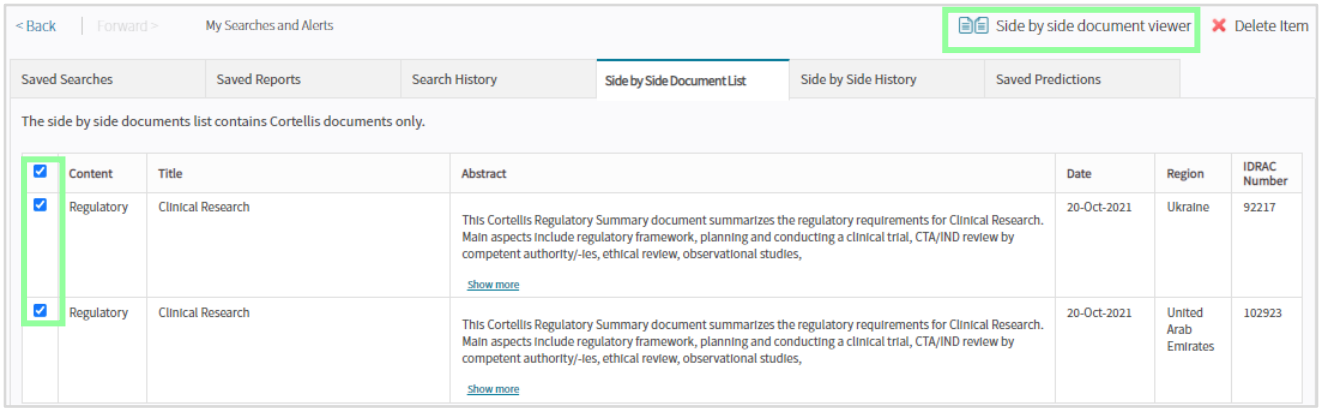


From the Side by side document List and History

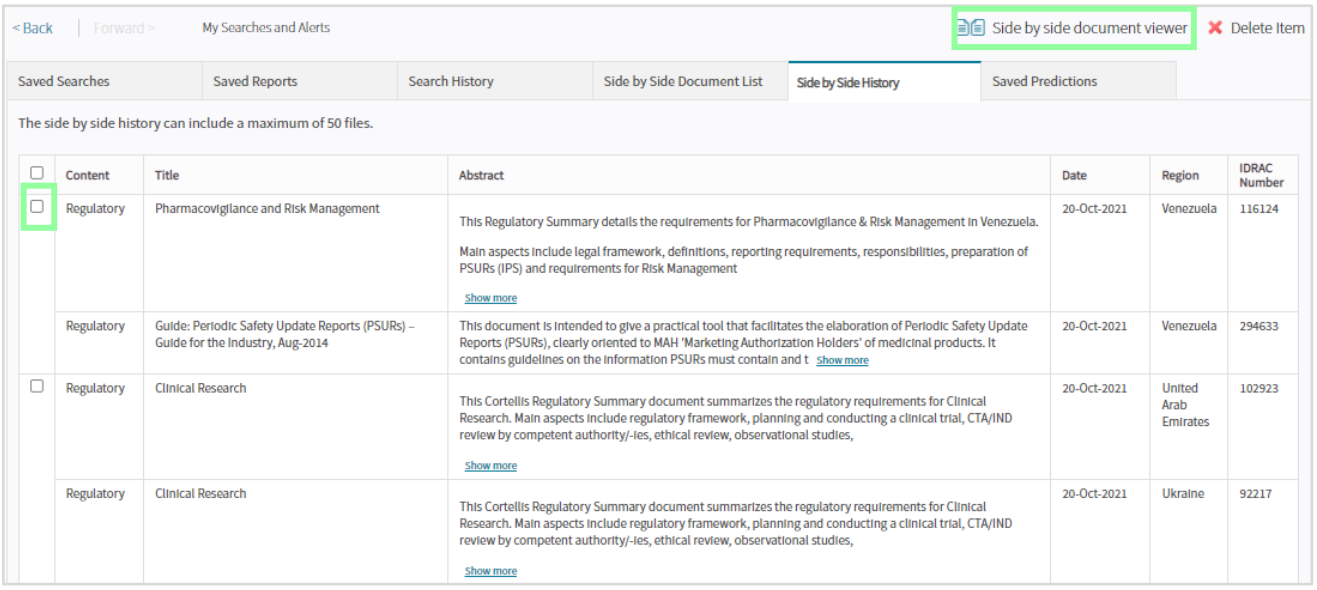
To access the list and the history of your side by side documents**, hover over your name** at the top right of any Cortellis page. Under My Work you will see links to access your **Side by side List** and your **Side by side History**.



Click on **Side by side List** to see all documents that you've added from a regulatory results or report page. Select any two documents and click on **Side by side document viewer** on the top right of the page to launch the viewer. Both documents will be displayed in the pdf viewer side by side.

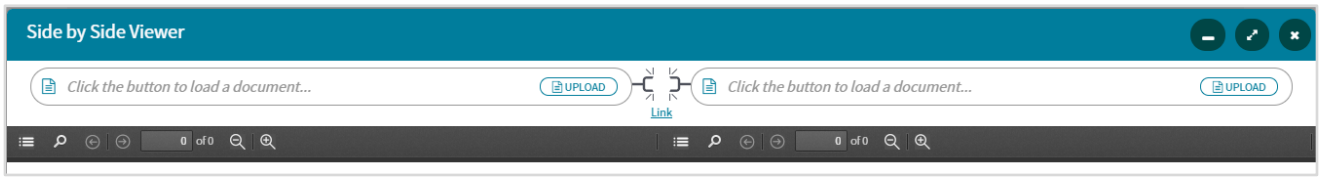


Click on **Side by side History** to see a record of the last 50 pairs of documents you viewed side by side in the tool. You can review any of these pairs of documents in the viewer. Please note that we update all documents to the most recent version. So for example, if a Regulatory Summary was updated since you last viewed it, we will display the latest version of this document. Also note that we do not keep details of documents that are stored on your computer when you viewed them in the side by side tool.



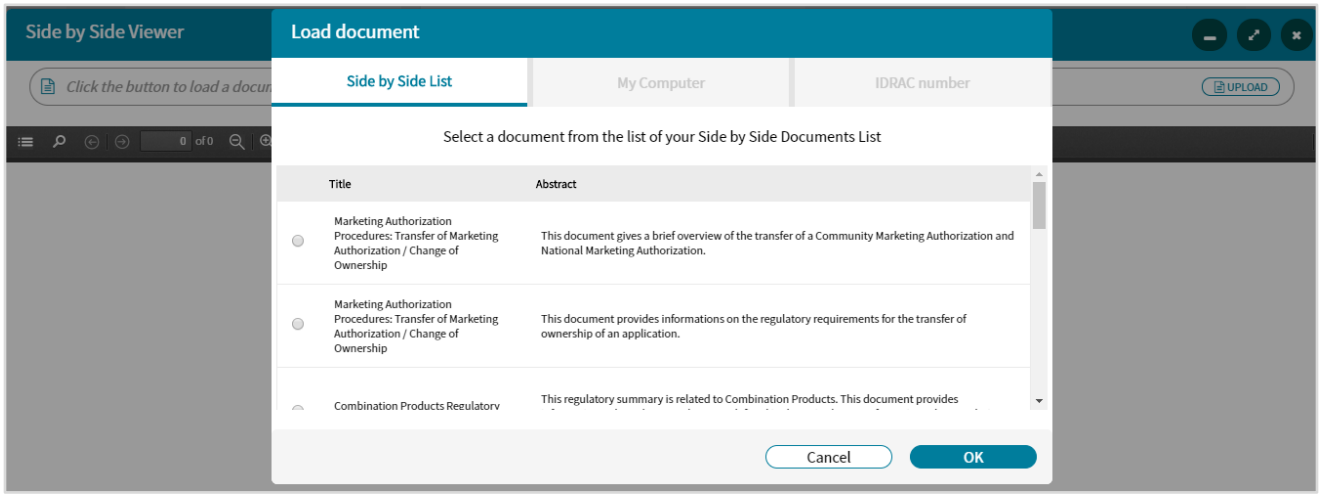
Using the PDF Side by Side Viewer

Once in the Side by Side viewer, click on one of the Upload buttons to upload documents from your side by side list or history, from your computer or by entering an IDRAC number of a Cortellis document.

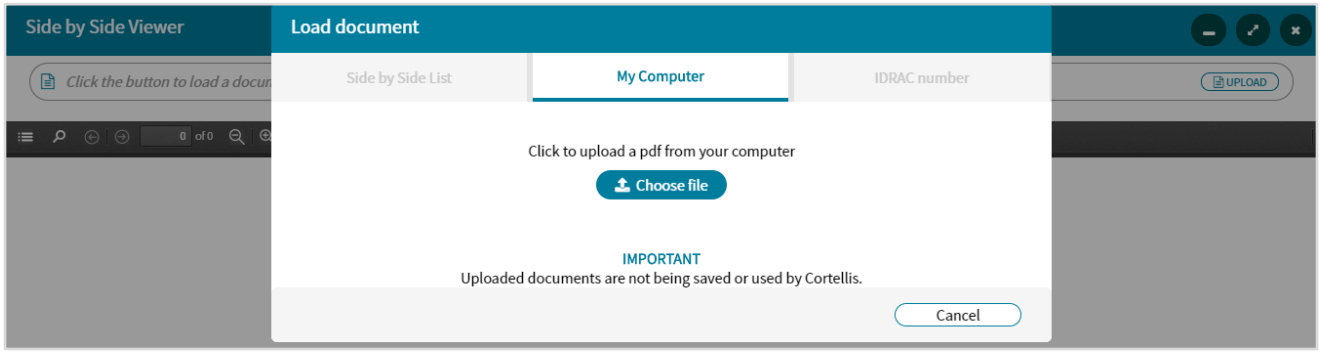


Loading documents into the viewer

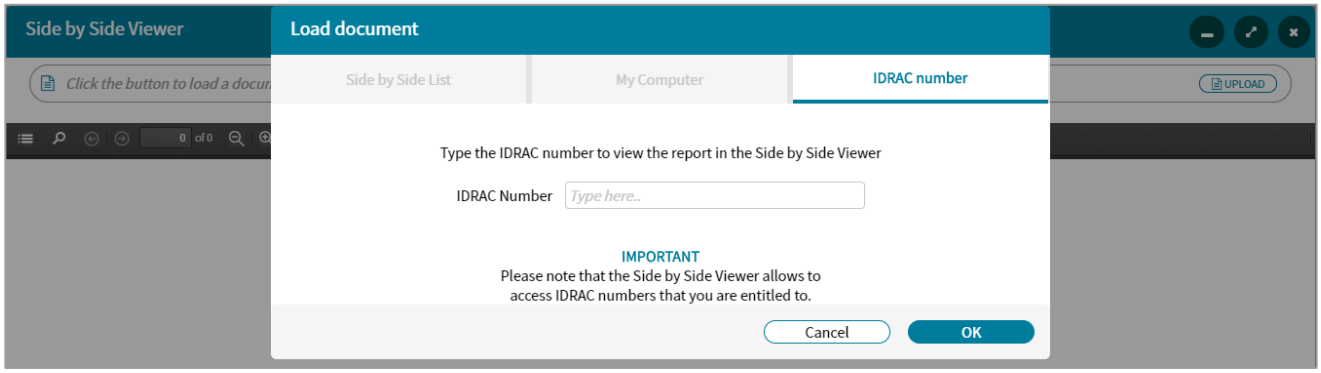
If you've added documents to the Side by side List previously, they will automatically be listed. Select **the document of interest** and click **OK** to load it. The selected pdf document will be displayed in the relevant panel with its title appearing in the box next to the load button. Click on the other **Load** button to add a second document.



To upload a document from your own files, click on **My Computer** and select your pdf of interest, which will then appear in the relevant panel of the viewer.

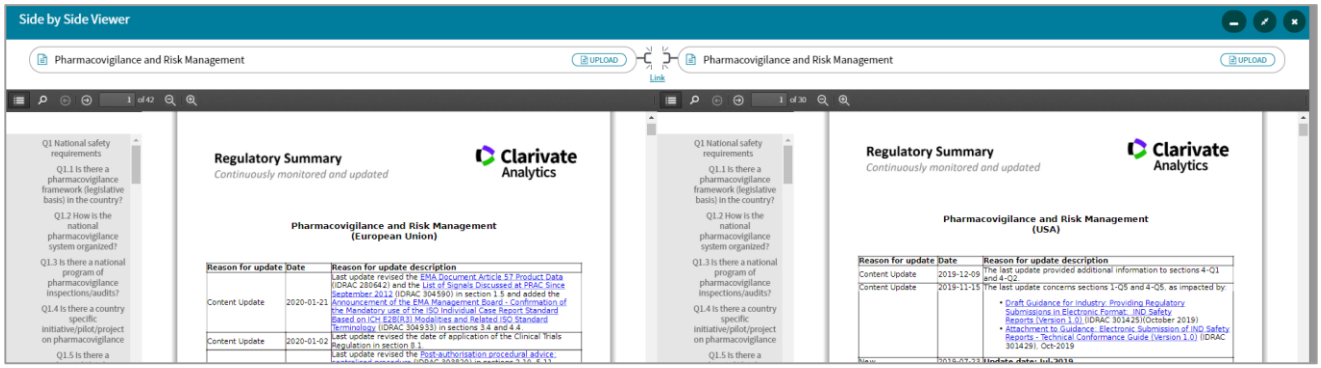


Alternatively, you can enter an **IDRAC number** to upload a Cortellis document to the viewer.

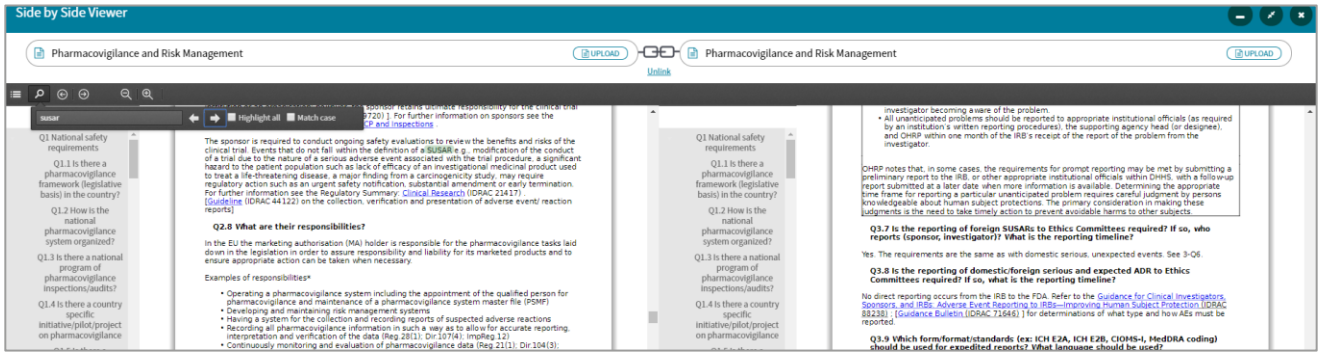


Using the viewer tools

When two documents have been uploaded to the viewer, they can be unlinked or linked to each other. If unlinked (default setting) you will see a toolbar at the top left corner of each document. From here you can scroll or search within each document independently. Click the Link button between the two documents to link to them.



If the documents are linked, there will be a joint toolbar at the top left corner and all options work in parallel. For example, you can search simultaneously in both documents and you can scroll or paginate synchronously in both documents.



The following actions can be executed from the toolbar:

 **Show/hide bookmark9(s) or table of content(s)**

 **Search within the document(s)**

 **Previous page(s)**

 **Next page(s)**

Go to a specific page number

 **Zoom In to the document(s)**

 **Zoom Out of the document(s)**

You can fully minimize the viewer and continue working in Cortellis. For instance, run a search and add more documents to your side by side list. You can at any time get back to the viewer by maximizing it.

For more information contact Customer Service at **LS Product Support.**