

APPLICABLE TO:

Administrators

eTMF

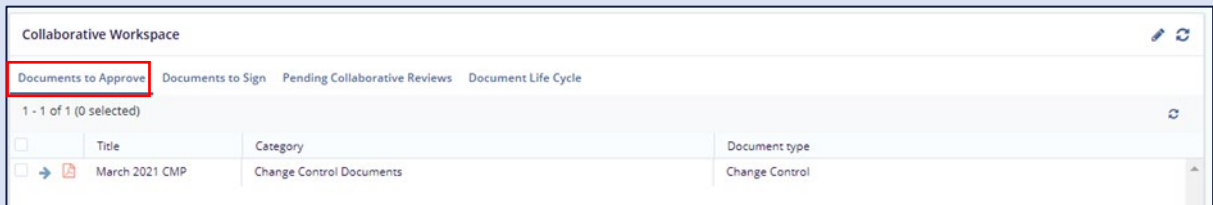
Editors

Content Management


Readers

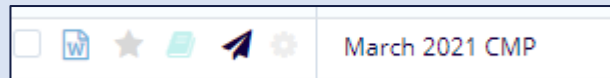
myTI

1. Login to the Collaborative Workspace and navigate to the **Collaborative Workspace** grouping of dashlets on the Dashboard.



2. Click on the **Documents to Approve** dashlet to find any documents which require your approval. Choose a document and click the airplane icon to open it.

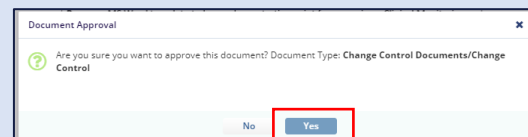
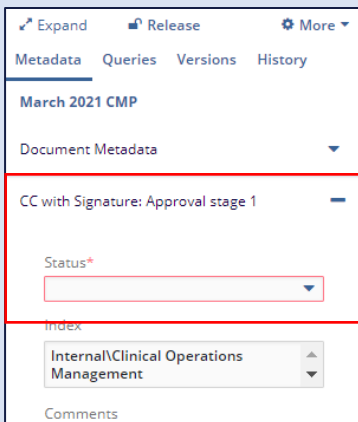
**Note:** Documents that requires change control workflow approval are indicated with the  icon.



3. To approve the document, it must be **Claimed**. Click **Claim** at the top of the metadata pane, then choose the appropriate status from the **Status** field.

Click **Save**.

Click **Yes** when the **Document Approval** box opens to approve the document.



Note: Additional steps such as **e-Signature** may be required depending on the type of document workflow. See related job aid **Finding and Signing Documents for Signature** for guidance