APPLICABLE TO:
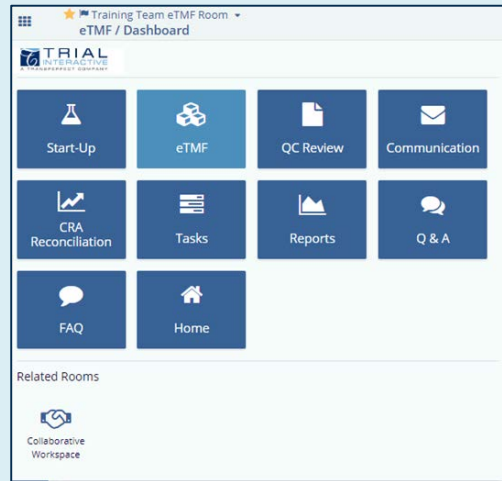
☑ Administrators   ☑ eTMF

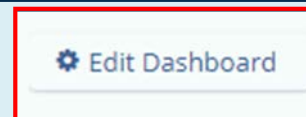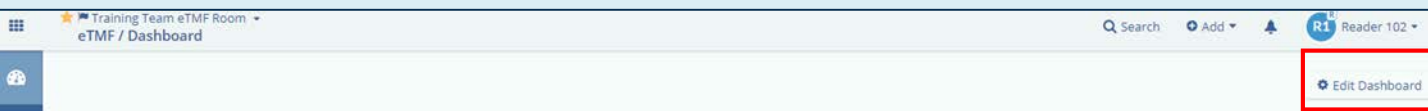☑ Editors   ☑ Study Start-Up

☑ Readers   ○ myTI

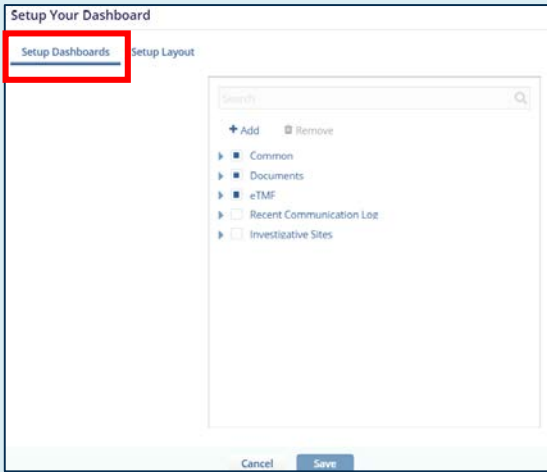1. Log into the system and click on the name of the room to enter.
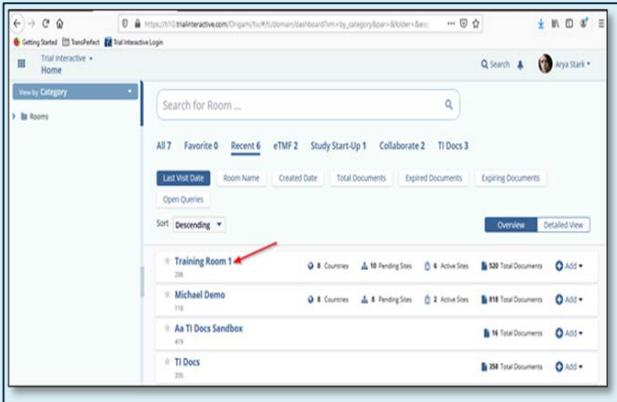
2. Navigate to either the eTMF, SSU or QC Review Module depending on which dashboard you want to customize.

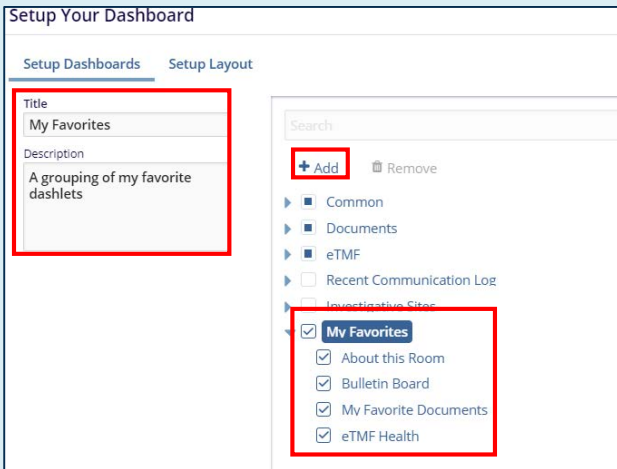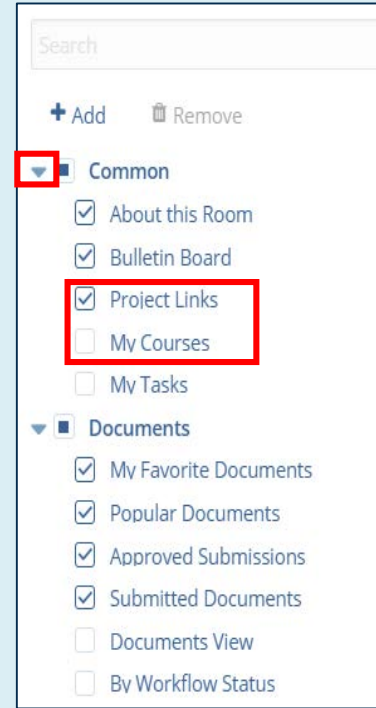3. To change your Dashboard dashlets, click the **Edit Dashboard** button at the top right of your screen

4. Click **Setup Dashboards** to edit dashlets.

Users can expand the groupings to find the list of individual dashlets by clicking the arrow.

5. Click the box next to the dashlet to select it.

Unchecking the box will remove the dashlet from your dashboard

6a. Users can create custom groupings of dashlets by clicking the **Add** button.

6b. Enter the title and appropriate description in the text boxes

7. Click and drag individual dashlets into the newly created dashlet category