

APPLICABLE TO:


Administrators



Editors



Readers



Administrator: Admins have rights to all documents and site settings. They can also add and modify documents and users



Editor: Editors have the ability to add documents directly to the room, apply metadata to documents and perform Workflow functions.



Reader: Readers have basic view-only access to files. These users can only submit documents to a room via email.

Action	Applicable to	Description
Redaction	Admin, Editor	This action allows the user to redact a document.
Study Startup	Admin, Editor, Reader	This action allows the user the ability to perform Study Startup activities.
Page Manipulations	Admin, Editor	This action allows the user to make changes to a document's layout (e.g., page rotation).
eSignature	Admin, Editor, Reader	This action allows the user to sign documents within the room.
Communications	Editor	This action allows the user to access the Communication Module.
Milestones	Admin, Editor, Reader	This action allows the user to access the Milestones Module, accessible from the sidebar.
Assign Tasks	Admin, Editor	This action allows the user to view/assign tasks.
Document Manager	Editor	This action allows the user to update metadata and/or change the index location of a document with Final status. Note: The document cannot be submitted by the respective user.
CRA	Editor	This action allows the user to submit documents via the myTI application but limits their role in the eTMF to Reader access.
CRA Reconciliation	Admin, Editor, Reader	This action allows the user to access the CRA Reconciliation Module.