TRIAL INTERACTIVE
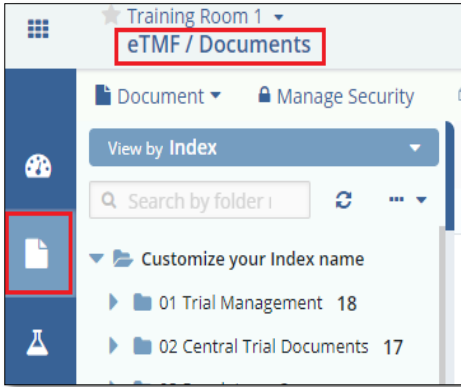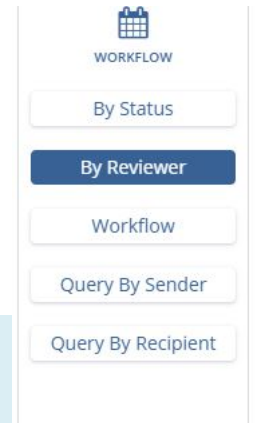# Workflow: How to Reassign a Document Reviewer

Applicable to: ☑ Administrators ☐ Editors ☐ Readers
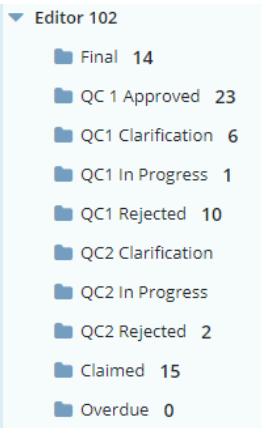☑ eTMF ☐ Study Start-up

1. Login to the room and Navigate to the **eTMF/Documents module.**

2. Click the drop down arrow within the index pane and select **By Reviewer.**
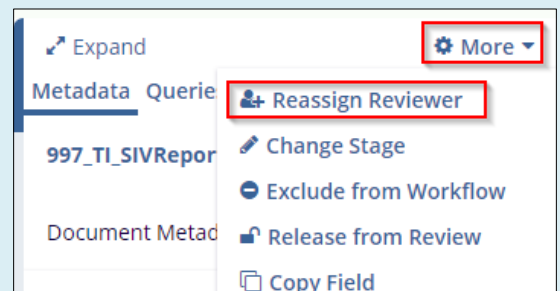
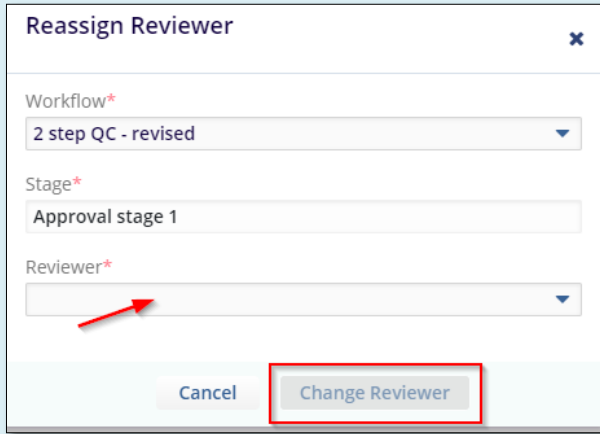3. Choose a reviewer. Locate the document to be reassigned by its workflow stage.

4. Select the record and open the **Metadata** pane.

5. Click on **More** and select **Reassign Reviewer.**

Reassign Reviewer ✕

Workflow*

2 step QC - revised ▼

Stage*

Approval stage 1

Reviewer*

▼

Cancel   Change Reviewer

6. Select the new **Reviewer** and Click **Change Reviewer.**

For any additional assistance, click … ❓ Help   📘 Guide