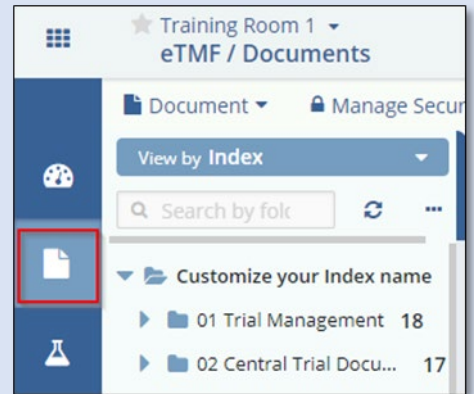


APPLICABLE TO:

- Administrators
- Editors
- Readers

- eTMF
- Study Start-Up
- Content Management

1. Login to a room and navigate to the **Documents** module on the left.

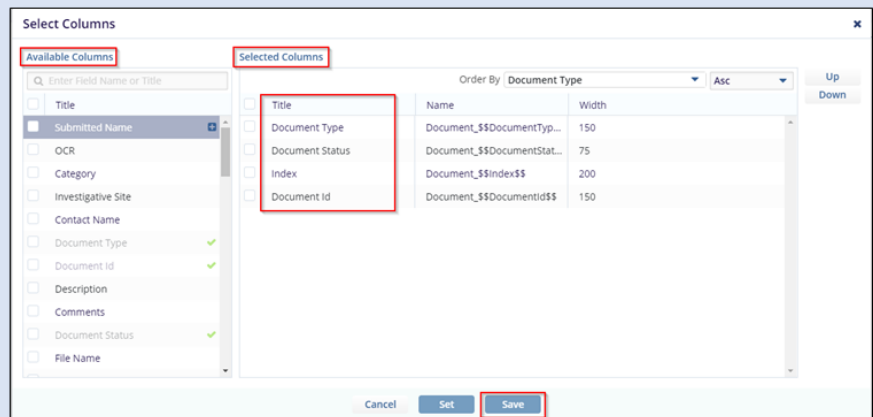


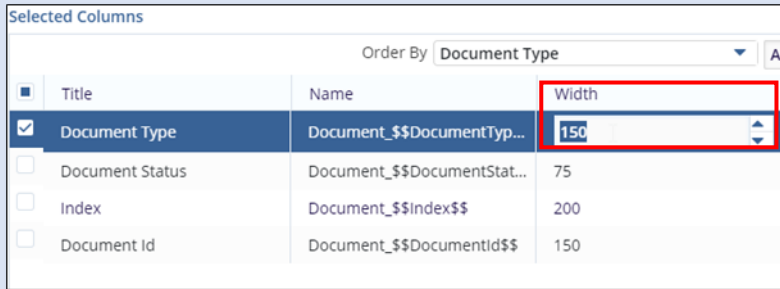
2. Click any folder to view the document grid then click **Select Columns**.

1 - 3 of 3 (0 selected) Filters Select Columns Default View

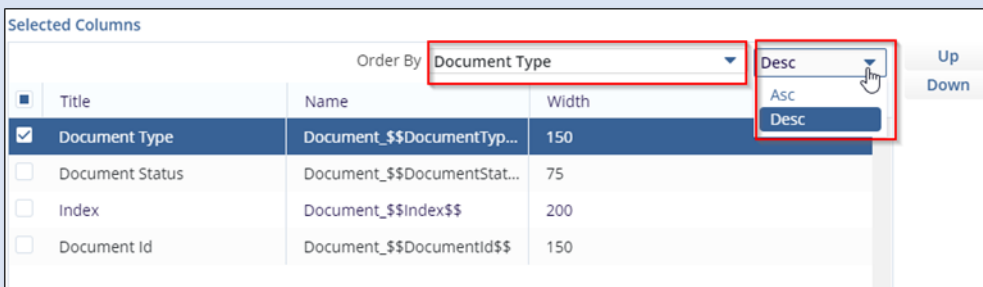
	Document Type	Docu...	Index	Documen
<input type="checkbox"/>	eTMF Filing Plan	Final	01 Trial Management\01....	491421
<input type="checkbox"/>	eTMF Filing Plan		01 Trial Management\01....	660674
<input type="checkbox"/>	Filenote Master List	QC 1 ...	01 Trial Management\01....	304994

3. Click and drag or use the **Up** and **Down** arrows on the right to change the order in which the **Column Titles** appear.



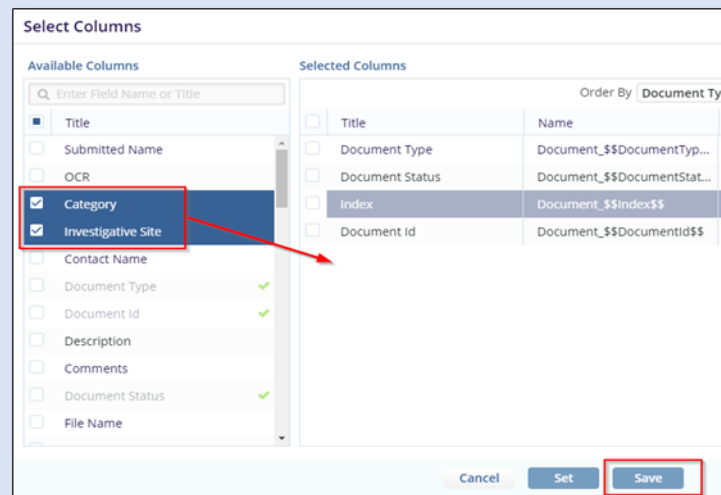


4. Change the default column Width by double clicking the numerical value and entering a new value.



5. Use the drop-down menu to change the Default sorting column.

6. To add additional columns for viewing, drag and drop or use the + sign next to each Column Title in the left pane.



7. Click **Save** when editing is complete.