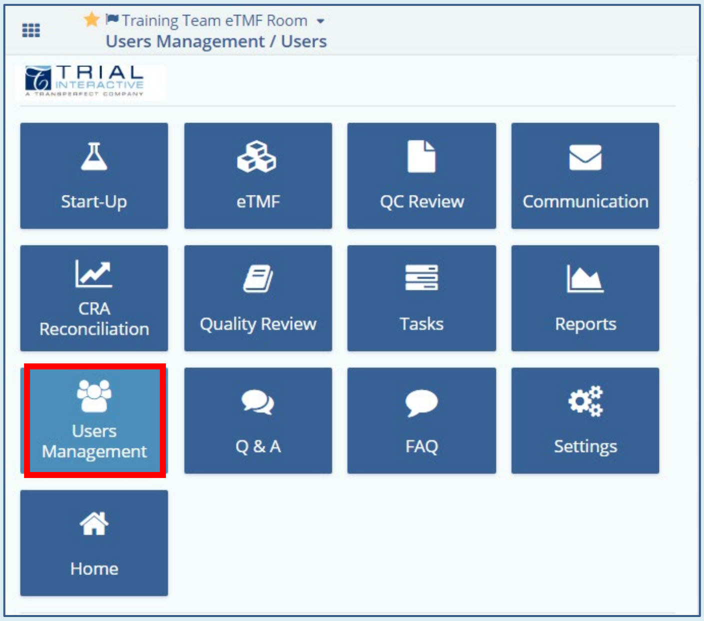
TRIAL INTERACTIVE

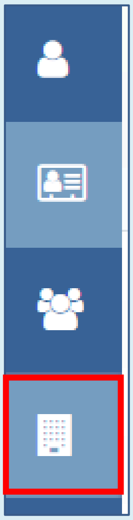
How to Create Responsible Departments
TI v 10.2

APPLICABLE TO:

- ● Administrators
- ○ Editors
- ○ Readers
- ● eTMF
- ○ Study Start-Up
- ○ myTI



1. Navigate to the Users Management application from the Navigation Grid (waffle).

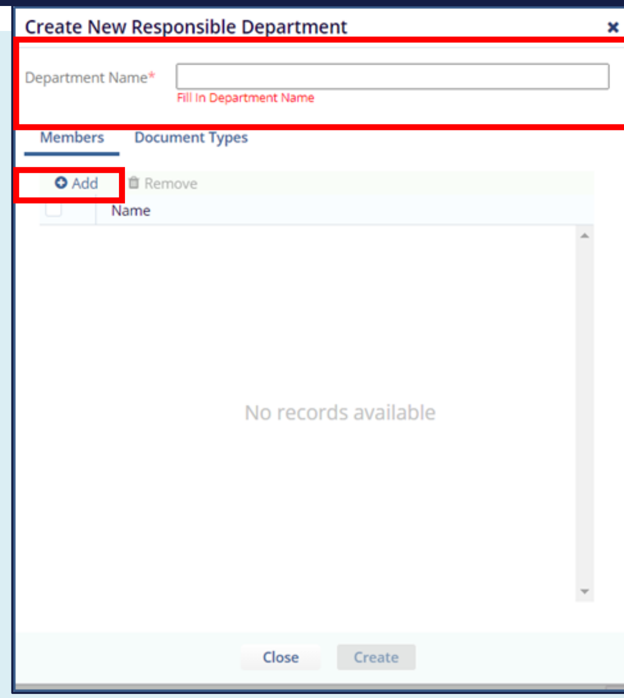


2. Click on the **Responsible Department** Icon on the left to open the module.

3. To add a new Department, click the **Add** button at the top.

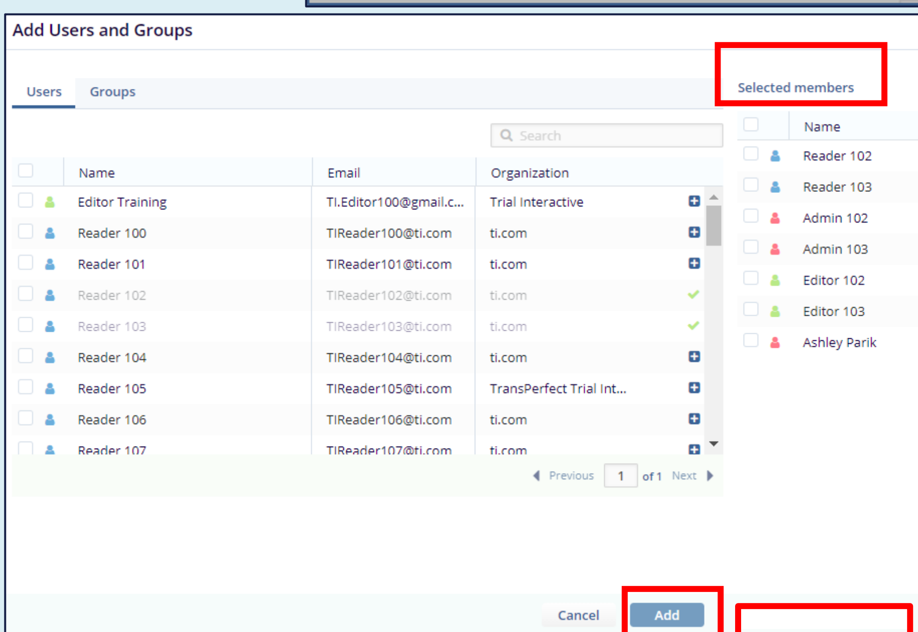
4. Enter the Department Name (ex. Quality Assurance, CRA's, Training).

Note: The Department Names will be internal teams. These are teams that will be assigned responsibility for specific document types.



5. Add members and groups of users to the newly created Department, click the **Add** button.

Drag the users and groups you wish to add into the Selected Members Box on the left.



6. Click **Add**, then **Create** to make the department.

For assistance in adding document types to responsible departments, please see the Adding Documents to Responsible Departments job aid in Trial Interactive