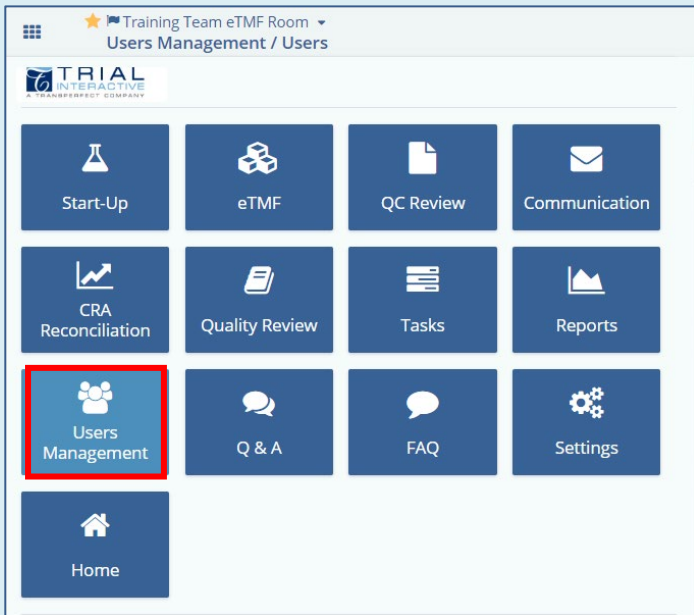


APPLICABLE TO:

- 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.

<input type="checkbox"/>	Name	Email	Organization
<input type="checkbox"/>	Editor Training	TI.Editor100@gmail.c...	Trial Interactive
<input type="checkbox"/>	Reader 100	TIReader100@ti.com	ti.com
<input type="checkbox"/>	Reader 101	TIReader101@ti.com	ti.com
<input type="checkbox"/>	Reader 102	TIReader102@ti.com	ti.com
<input type="checkbox"/>	Reader 103	TIReader103@ti.com	ti.com
<input type="checkbox"/>	Reader 104	TIReader104@ti.com	ti.com
<input type="checkbox"/>	Reader 105	TIReader105@ti.com	TransPerfect Trial Int...
<input type="checkbox"/>	Reader 106	TIReader106@ti.com	ti.com
<input type="checkbox"/>	Reader 107	TIReader107@ti.com	ti.com

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