TRIAL INTERACTIVE

APPLICABLE TO:

● Administrators   ● eTMF
○ Editors   ○ Study Start-Up
○ Readers   ○ myTI
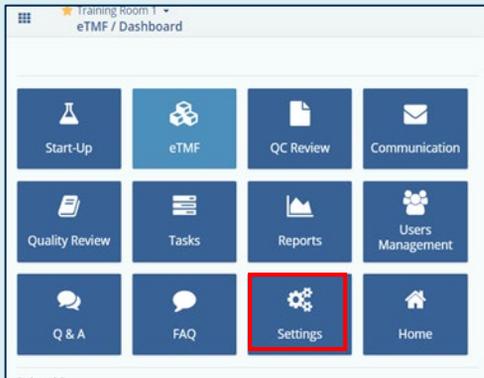
1. Enter a room and click on **Settings** within the Navigation Grid at the top left.

2a. Navigate to **Workflows** then **Common Settings**.

2b. Tick the checkbox in **Auto-Claim Configuration** to enable the auto-claiming of a document.
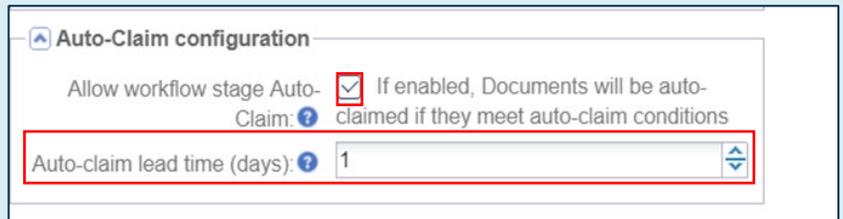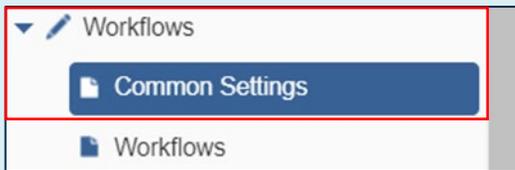
2c. Set the number of days for the following condition. If the reviewer has not manually claimed the documents, they will be auto-claimed by the system and assigned to the reviewer.

💡 Increase or decrease the number of Auto-claim lead time (days) with up and down arrows.

📝 If there is only one reviewer in a single workflow, the documents will be auto-claimed by the system and assigned to the lone reviewer for review.

📝 If a document is going through a multi-step workflow, a different reviewer needs to be assigned at each step. Documents will not be auto claimed to a reviewer present in more than one stage of the workflow.

TRANSPERFECT