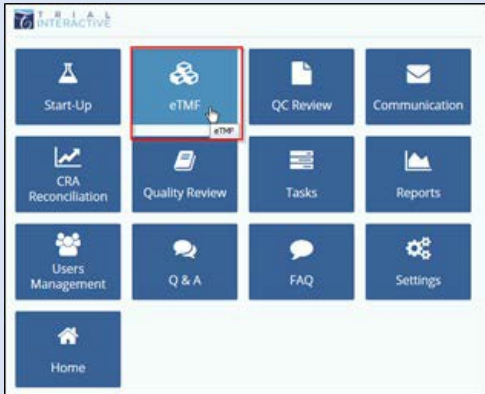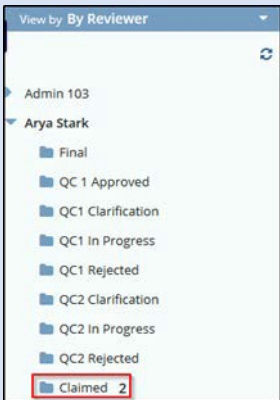**APPLICABLE TO:**

● Administrators
○ Editors
○ Readers

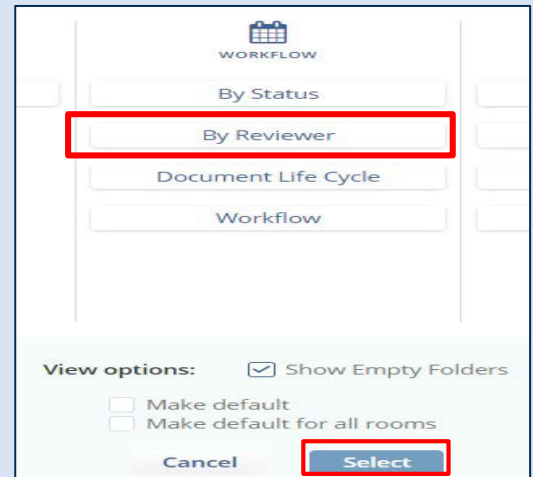● eTMF
○ Study Start-Up
○ myTI

1. From the **eTMF** application, navigate to the **Documents Module.**

📝 Users must *first* be added to the Workflow group(s) by the room Administrator.
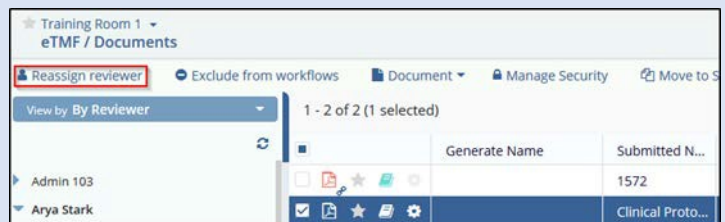
2. Select the **By Reviewer** view from the menu above the index.

3. Open/expand the folder of the reviewer whose claimed documents are to be reassigned.
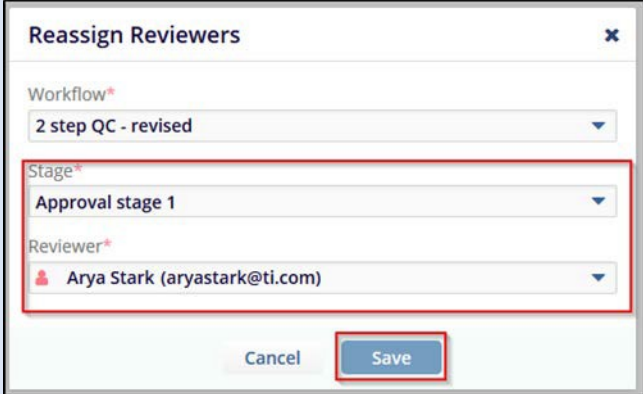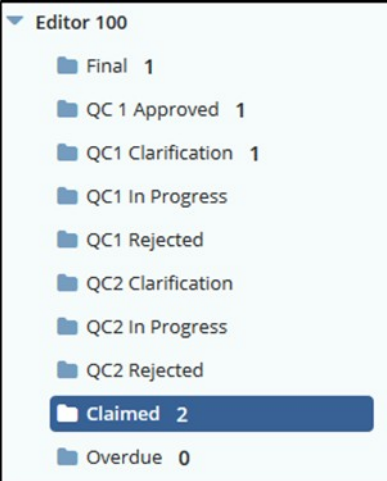Click the **Claimed** folder.

4. Select the document(s) to reassign. Click **Reassign reviewer** above the grid.

5. Choose the **Stage** for the document(s).

Select from a **Reviewer** list of those added to the Workflow group and click **Save.**

Reassign Reviewers

Workflow*
2 step QC - revised

Stage*
Approval stage 1

Reviewer*
👤 Arya Stark (aryastark@ti.com)

Cancel   Save

Editor 100
- 📁 Final **1**
- 📁 QC 1 Approved **1**
- 📁 QC1 Clarification **1**
- 📁 QC1 In Progress
- 📁 QC1 Rejected
- 📁 QC2 Clarification
- 📁 QC2 In Progress
- 📁 QC2 Rejected
- 📁 Claimed **2**
- 📁 Overdue **0**

The reassigned documents are added to the new Reviewer's **Claimed** folder.

📝 There is no auto-notification to the old or new reviewer.

💡 If needed, refer to related job aid: **How to QC a Document**.