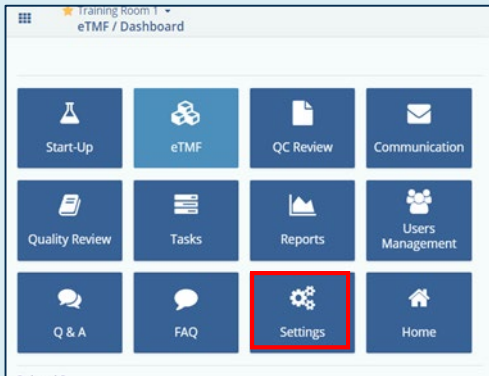


APPLICABLE TO:

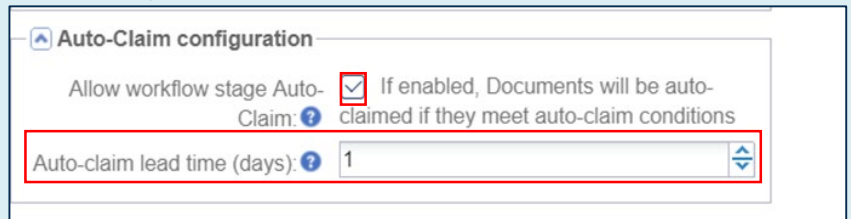
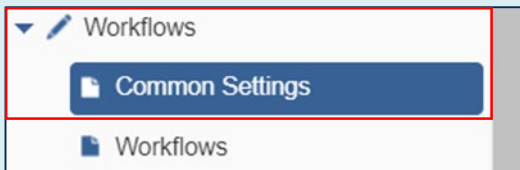
- Administrators
- Room Managers
- Editors
- Readers
- eTMF
- Study Start-Up
- myTI



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.