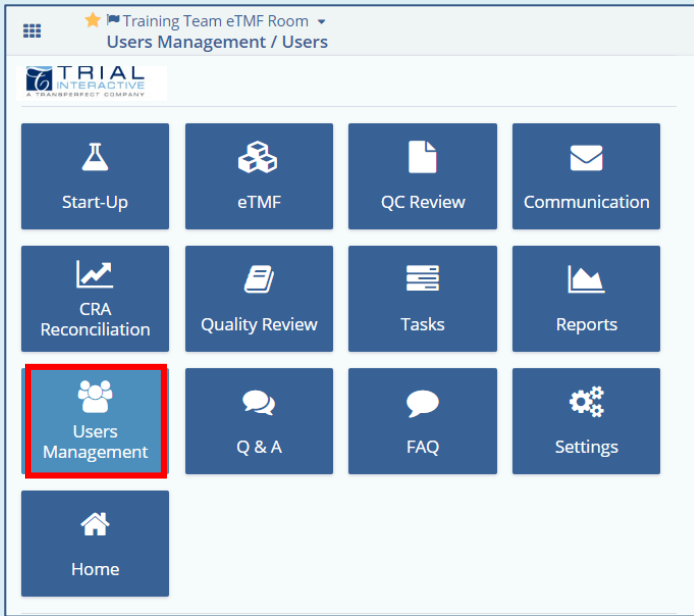


**APPLICABLE TO:**

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



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



2. Click on the Departments icon on the left to open the module

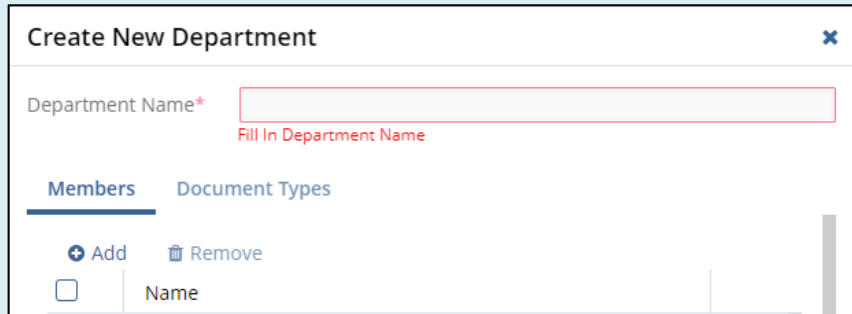
3. To add a new Department, click the **Add** button at the top



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

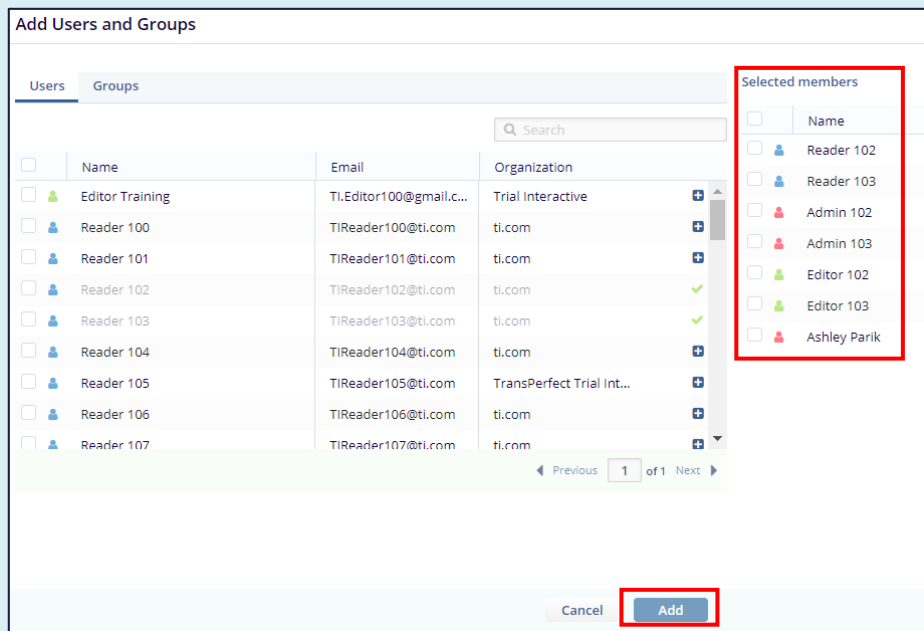


Note: The Department Names will be internal team designations. These teams can be assigned responsibility for specific document types.



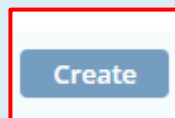
## 5. Click the + Add button to start adding members and groups of users to the new Department.

(Drag the users and groups you wish to add into the Selected Members Box on the right).



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

## 6. After clicking Add, click Create to finalize the department creation.



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