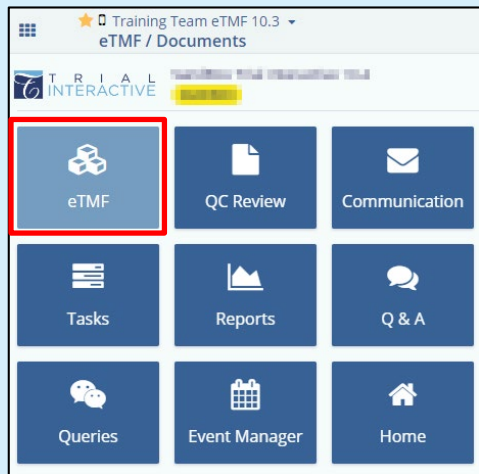


APPLICABLE TO:

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

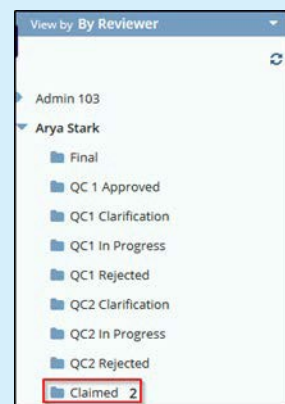
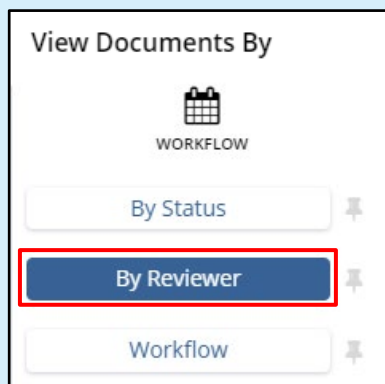


1. Login to a room. In the eTMF application, navigate to the **Documents Module**.



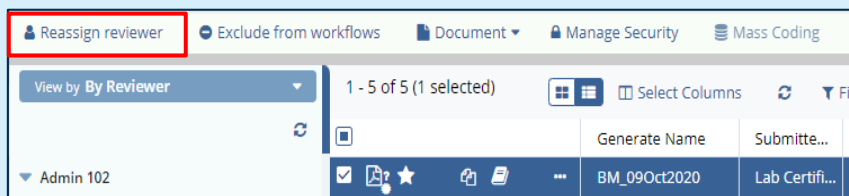
Users must first be added to the Workflow group(s) by a room Administrator.

2. Using the '*view by*' selector, set **By Reviewer** as the active view.

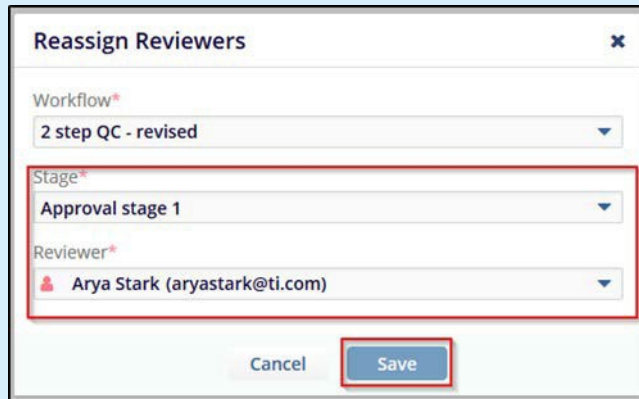
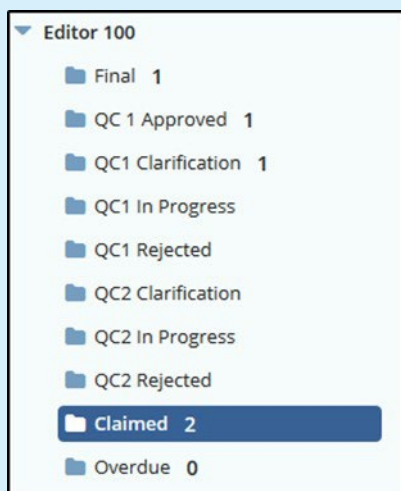


3. Expand the folder with the name of the reviewer whose claimed documents you need to reassign. Click on the **Claimed** subfolder.

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



5. Choose the review **Stage** for the document(s).  
 Select a **Reviewer** from the list of those available and click **Save**.

6. The reassigned documents are added to the newly designated reviewer's **Claimed** folder.



No notification is issued by the system to the old or new reviewer.



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