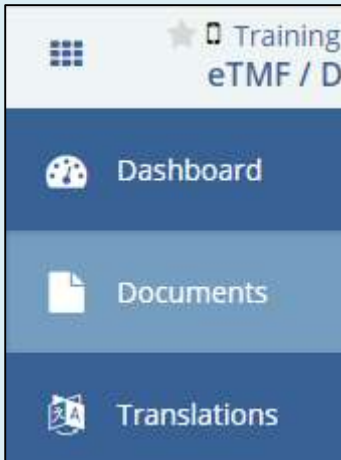


APPLICABLE TO:

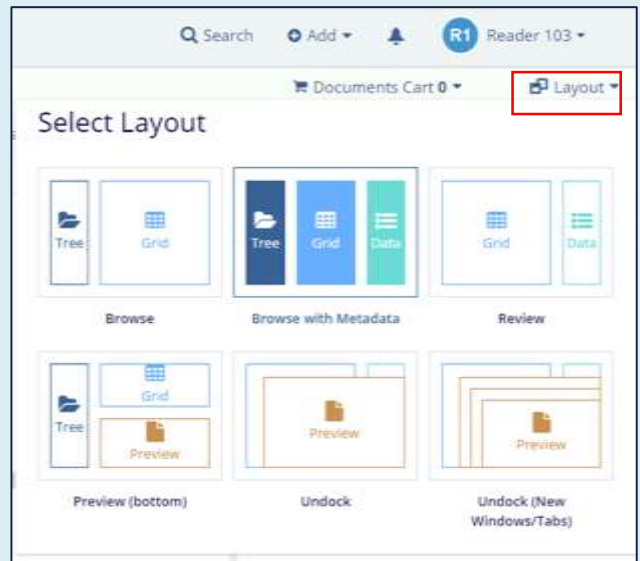
- Administrators
- eTMF
- Room Managers
- Study Start-Up
- Editors
- Content Management
- Readers



1. Enter a TI room and navigate to the **Documents Library** using the Navigation Bar on the left.

2. On the menu bar, top right, click **Layout** to reveal your options.

Select your preferred grid layout.



3. The views labeled “Browse”, “Browse with Metadata”, and Review can also be set up manually using the Open and Hide options in the side panes.

