TRIAL INTERACTIVE

APPLICABLE TO:

- ● Administrators
- ○ Room Managers
- ○ Editors
- ○ Readers

- ● eTMF
- ○ Study Start-Up
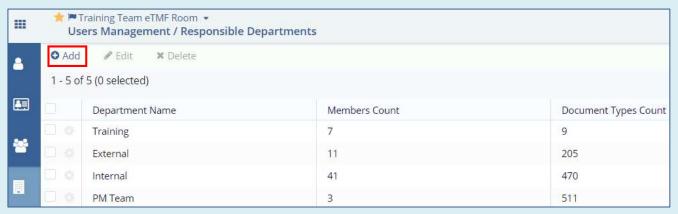- ○ myTI

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

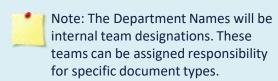2. Click on the **Departments** icon on the left to open the module.

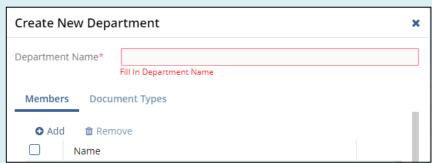3. To add a new Department, click the **Add** button at the top.

		Department Name	Members Count	Document Types Count
		Training	7	9
		External	11	205
		Internal	41	470
		PM Team	3	511

Users Management / Responsible Departments

Add   Edit   Delete

1 - 5 of 5 (0 selected)

TRANSPERFECT

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).

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