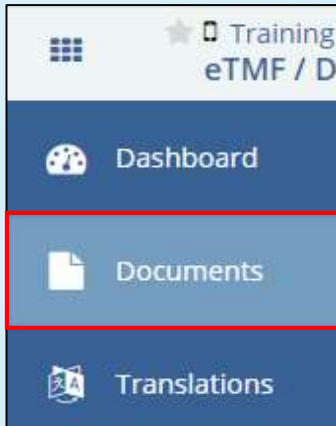


APPLICABLE TO:

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



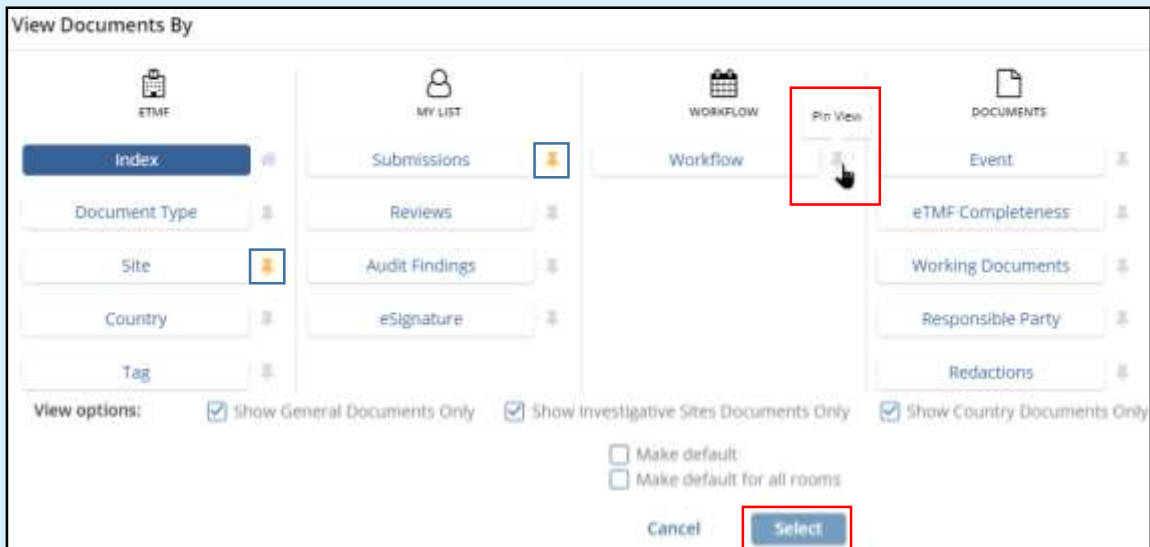
**Intro**– Users can ‘pin’ their most-used grid views for faster access.  
This job aids guides users through the process of setting up multiple pins.

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

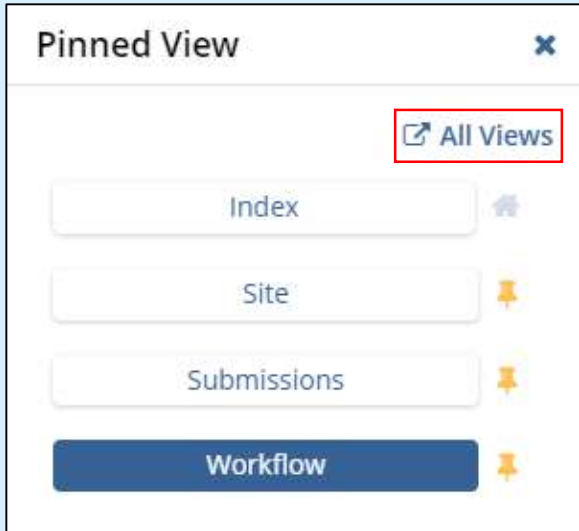
2. Click on the **view selector** button.



3. Click on the **thumbtack icon** next to each of the views you wish to pin. Then click **Select**.



4. From this point on, whenever you access the view selector, you will see your pinned views + default view only.



Click **All Views** to see the full selection window.

5. You can quickly pin/unpin your currently selected view by clicking on the thumbtack icon next to the view selector.

