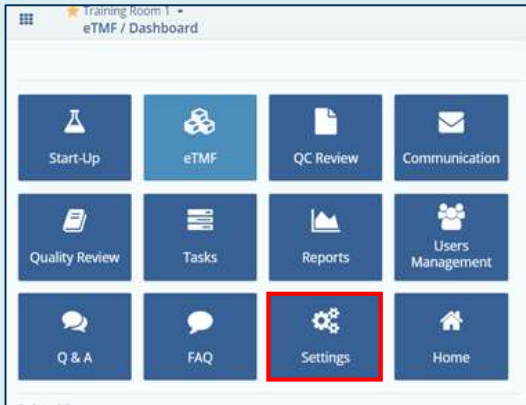**APPLICABLE TO:**

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

- ● eTMF
- ○ Study Start-Up
- ○ myTI

Auto-claim enables documents to enter the workflow and be assigned to a reviewer automatically, according to the setting chosen by the Administrator.

1. Enter a room and click on **Settings** within the Navigation Grid accessed at the top left of the page.

2a. Navigate to **Workflows** then **Common Settings**.

2b. In **Auto-Claim Configuration** tick the box to enable the auto-claiming of a document.
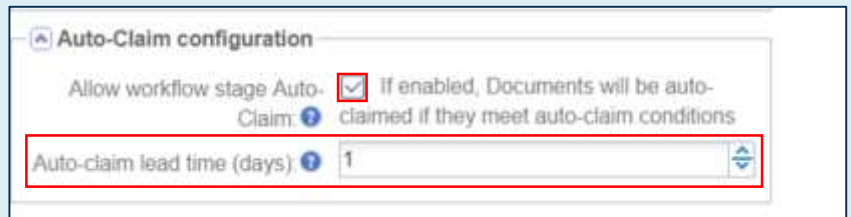
2c. Set the **Auto-claim lead time**. This sets the number of days after submission that a document is auto-claimed. Documents manually claimed before the set time will not be affected.

⚠ Upon auto-claim activation, the system will distribute documents among all available reviewers. If a specific workflow only has one reviewer assigned, then all documents will be assigned to that user.

If a document is going through a multi-step workflow, a different reviewer needs to be assigned at each step. Documents will not be auto-assigned to a reviewer that is present in more than one stage of the workflow.