APPLICABLE TO:

- ● Administrators
- ○ Room managers
- ○ Editors
- ○ Readers

- ● eTMF
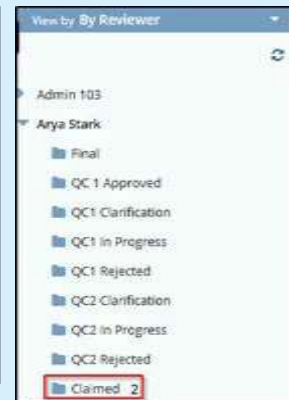- ○ Study Start-Up
- ○ myTI
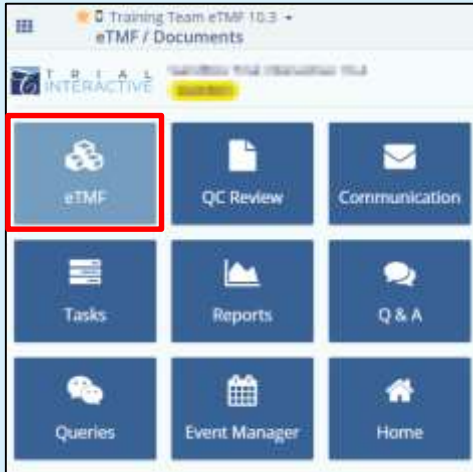
1. Login to a room. In the eTMF application, navigate to the **Documents Module**.

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 **Wokflow: How to QC a Document**.