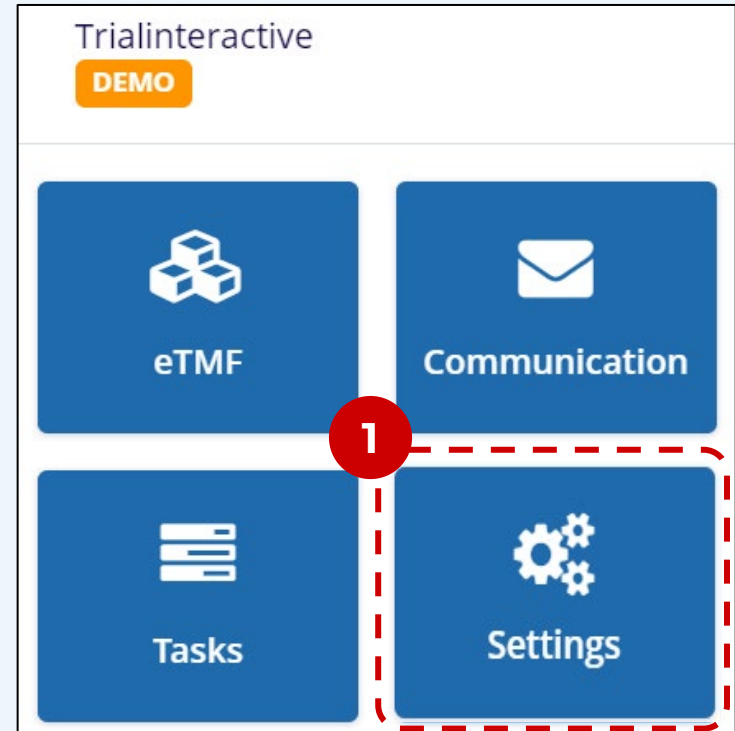


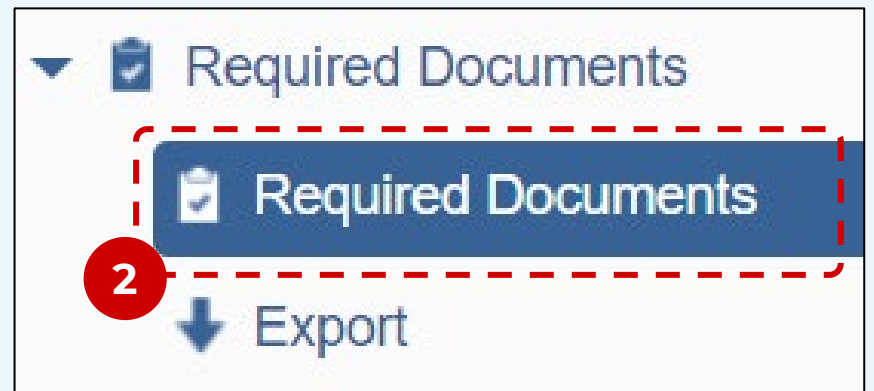
## APPLICABLE TO:

- Admin
- Manager
- Editor
- Reader
- eTMF
- Collaborate

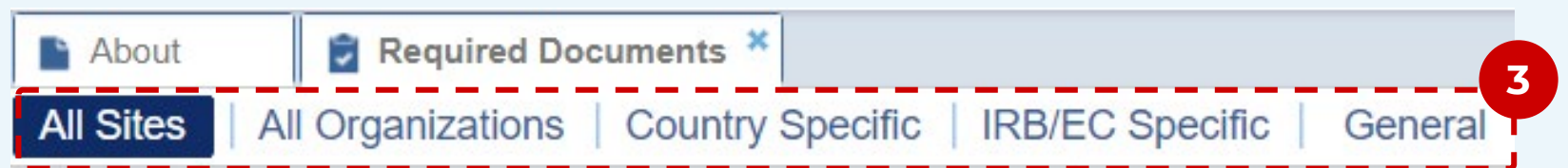
**1** Log in to a room and enter the **Settings** area.



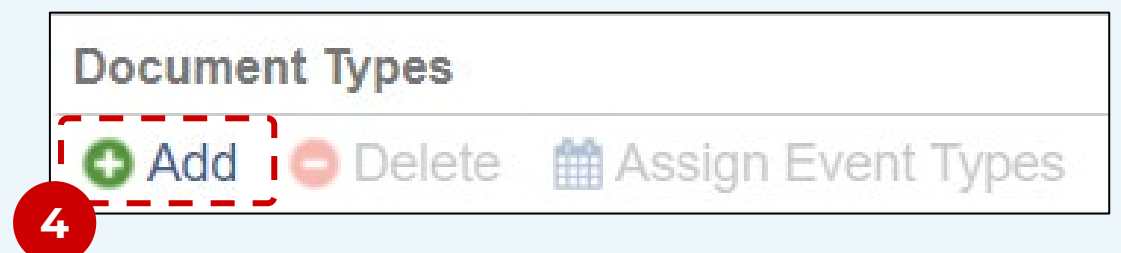
**2** Open the **Required Documents** submenu.



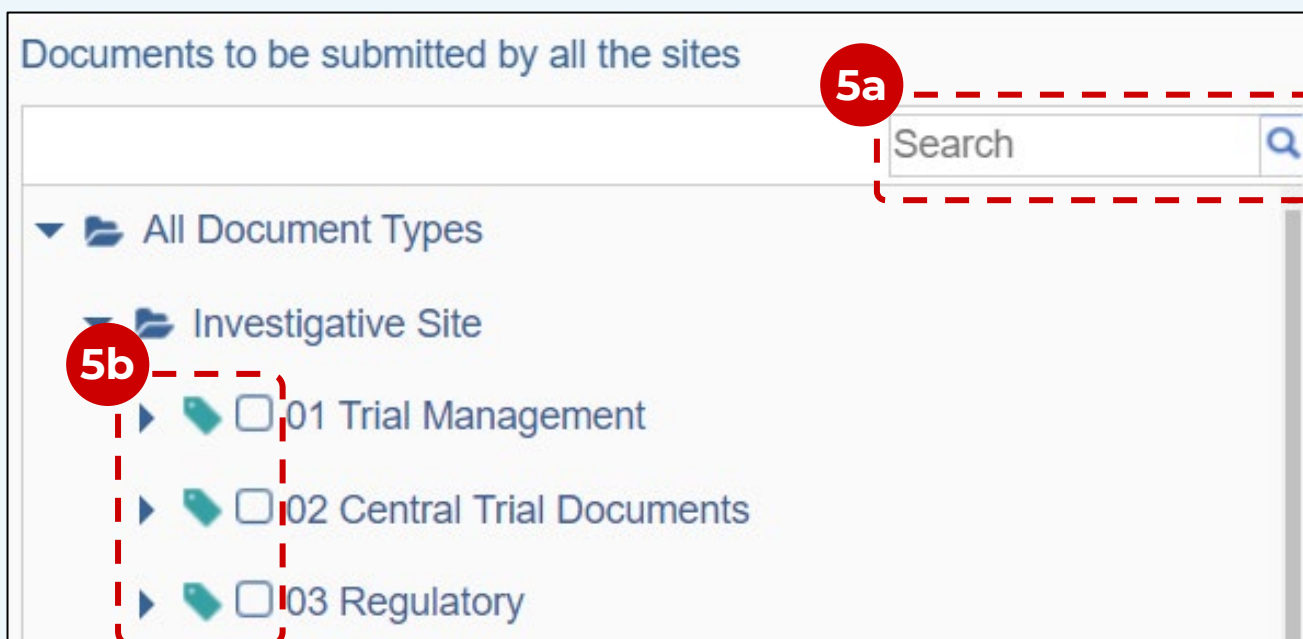
**3** Choose to what **level of entity** the required document will be applicable.



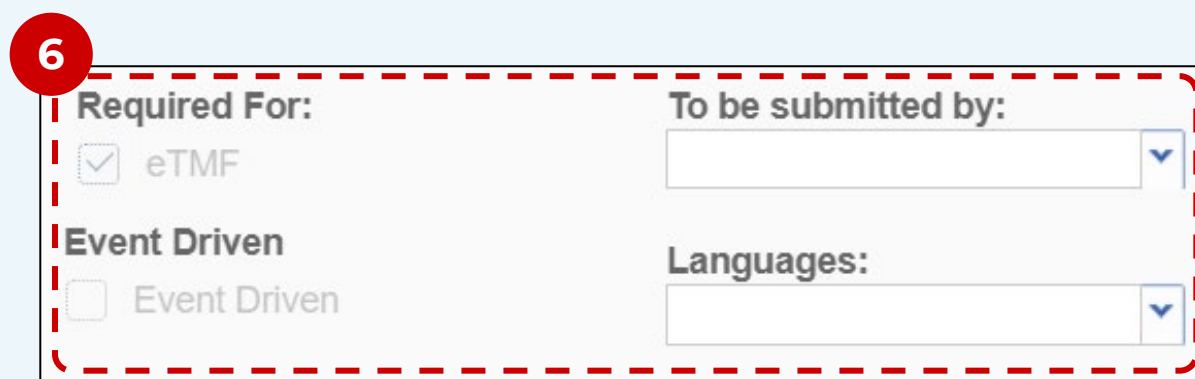
**4** In the Document Types side panel, click **Add**.



**5** **Type** into the searchbox or **expand folders** to select the desired document type(s).

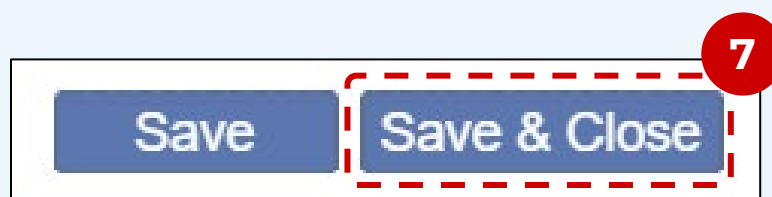


**6** Configure the **additional options**. These may vary based on previous selection and room build.



It is advisable to receive [Event Management](#) training before making changes here.

**7** Click **Save & Close** to finalize.



**8** The [Document Types](#) panel allows you to review preferences and status. You may want to *Assign* a doctype to events (see Event creation materials and training).

Document Types					
	Documen...	Category	Languages	Contact	Require
<input type="checkbox"/>	Filenote M...	Investigati...	English	Principal I...	eTMF
<input checked="" type="checkbox"/>	Form FDA...	Investigati...	(Not Set)	Principal I...	eTMF