

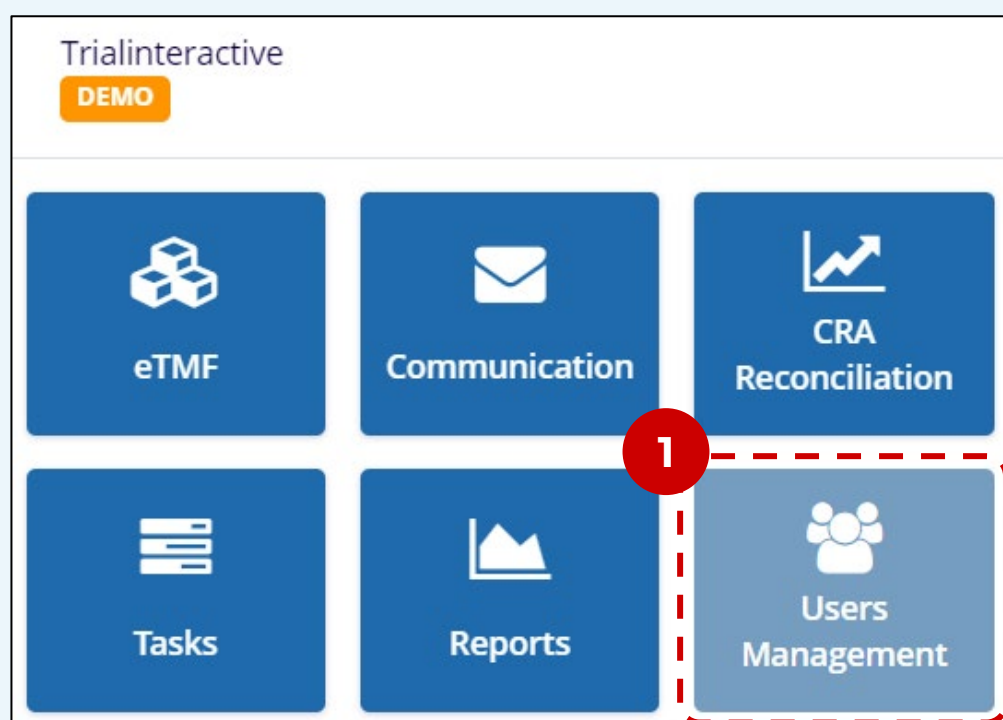
How to Assign Document Types to Responsible Departments

TI version 10.6

APPLICABLE TO:

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

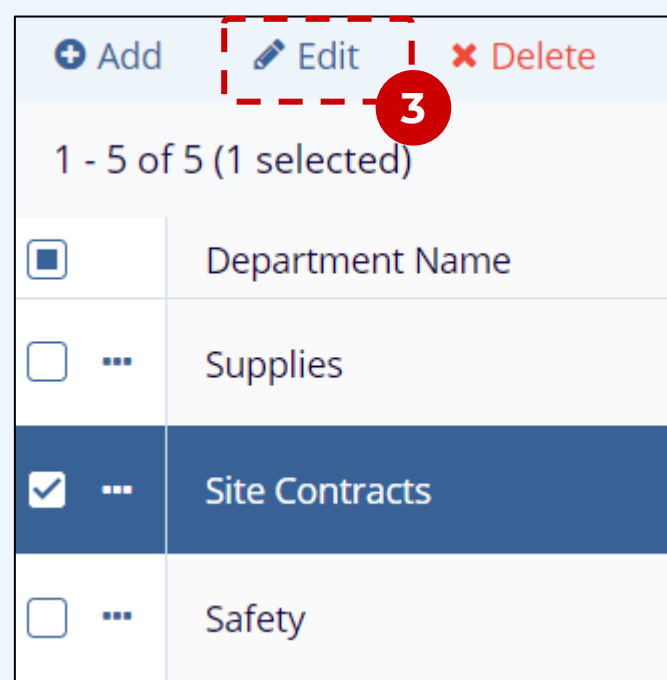
1 Navigate to the **Users Management** area via the Navigation Grid.



2 Access the **Departments** module.



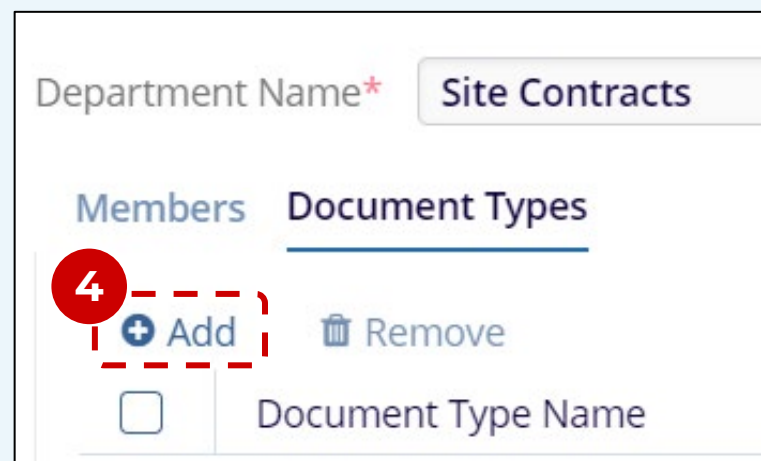
3 Select a department then click **Edit**.



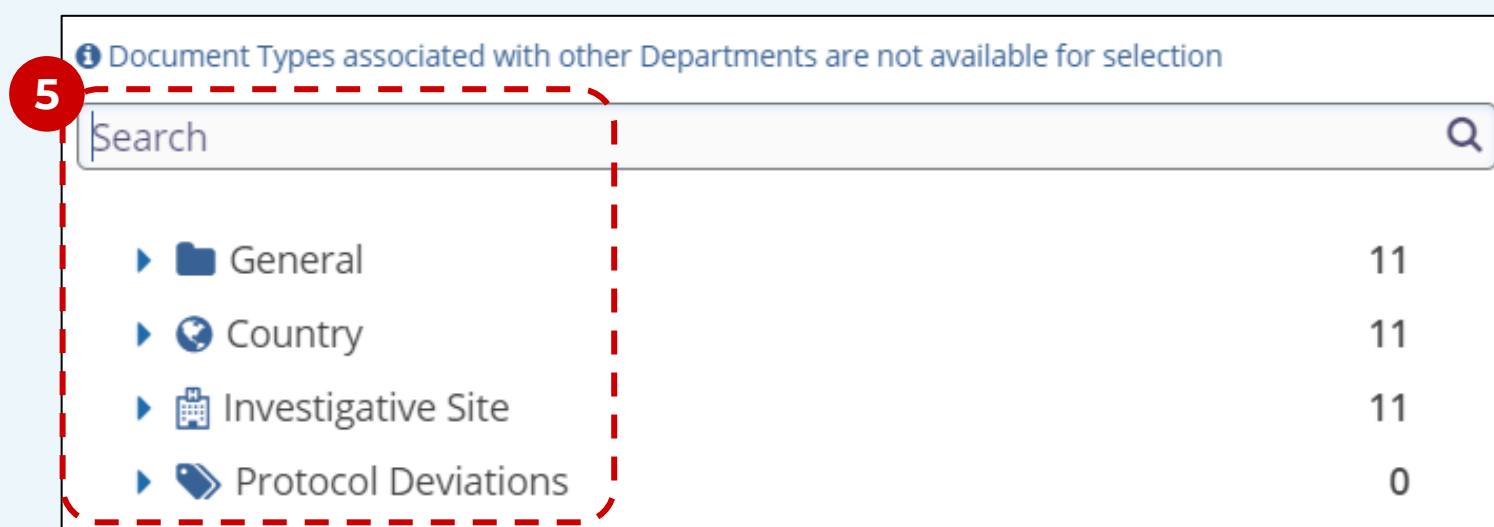
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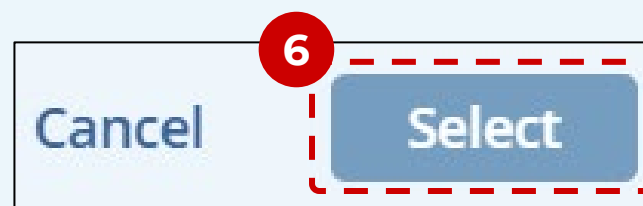
4 With **Document Types** selected, click on **Add**.



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



6 Click **Select** to confirm.



7 Review your selection and click **Save** when satisfied.

Selected document types are now associated with this department.

