How to Assign Document Types to **Responsible Departments**



TI version 10.6

APPLICABLE TO:

Manager

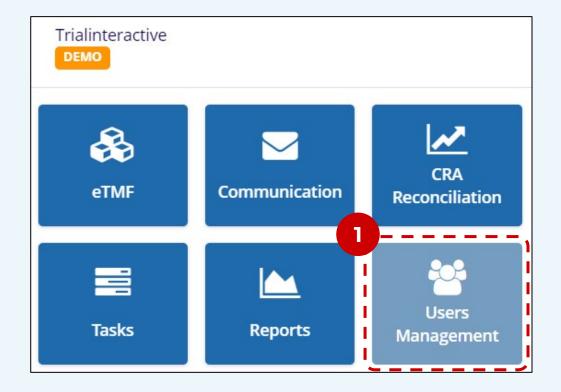
Admin

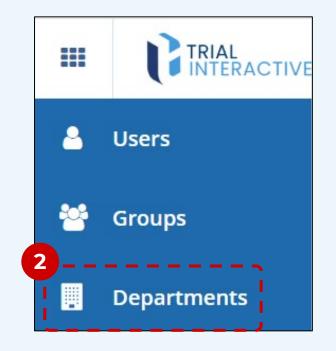
- **Editor**
- Reader \bigcirc



Collaborate

Navigate to the Users Management area via the Navigation Grid.







Access the **Departments** module. 2



3 Select a department then click Edit.

	Department Name
□ ••	Supplies
	Site Contracts
· · · ·	Site contracts



Page 1 of 2

November 2024

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

Department Name*	Site Contracts
Members Docum	ent Types
4 ● Add	move
	nt Type Name

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

Document Types associated with other Departments are not available for selection				
Search	Q			
🕨 🖿 General	11			
Country	11			
Investigative Site	11			
Protocol Deviations	0			



Membe	Document Types	
🔁 Ad	ld 🛍 Remove	
	Document Type Name	
		*

click **Save** when satisfied.

Review your selection and

Selected document types are now associated with this department. Investigative Site\08 Central and Local Testing\Facility Documentati...
Investigative Site\08 Central and Local Testing\Facility Documentati...



Page 2 of 2

November 2024