How to Create Responsible Departments

TI version 10.6
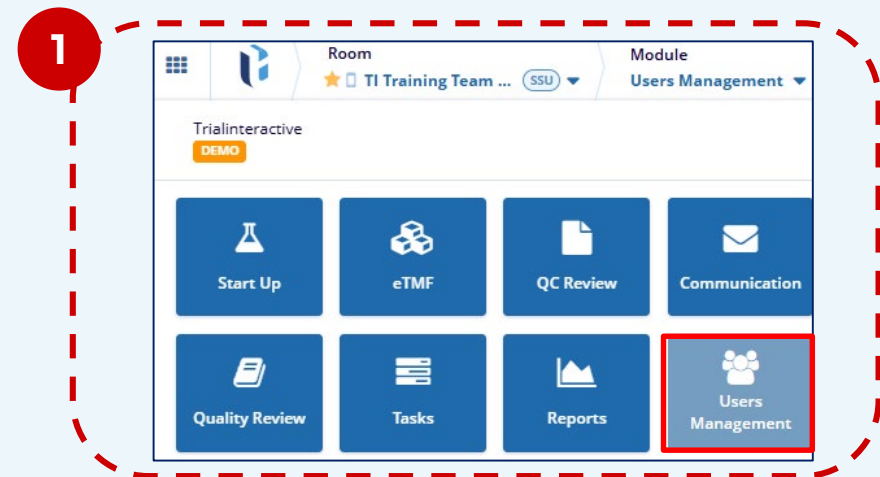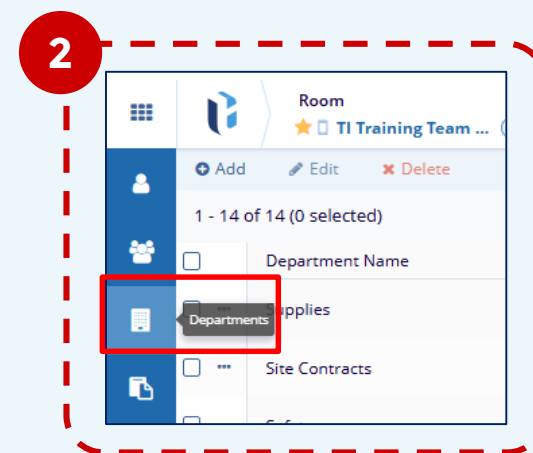
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APPLICABLE TO:

- ● Admin
- ○ Manager
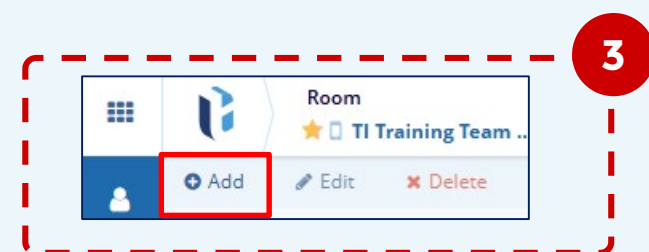- ○ Editor
- ○ Reader

● eTMF

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1 Log into a room and select the **Users Management** module from the Navigation Grid

2 Click on the **Departments** icon on the left to open the module

**3** To add a new Department, click the **Add** button at the top

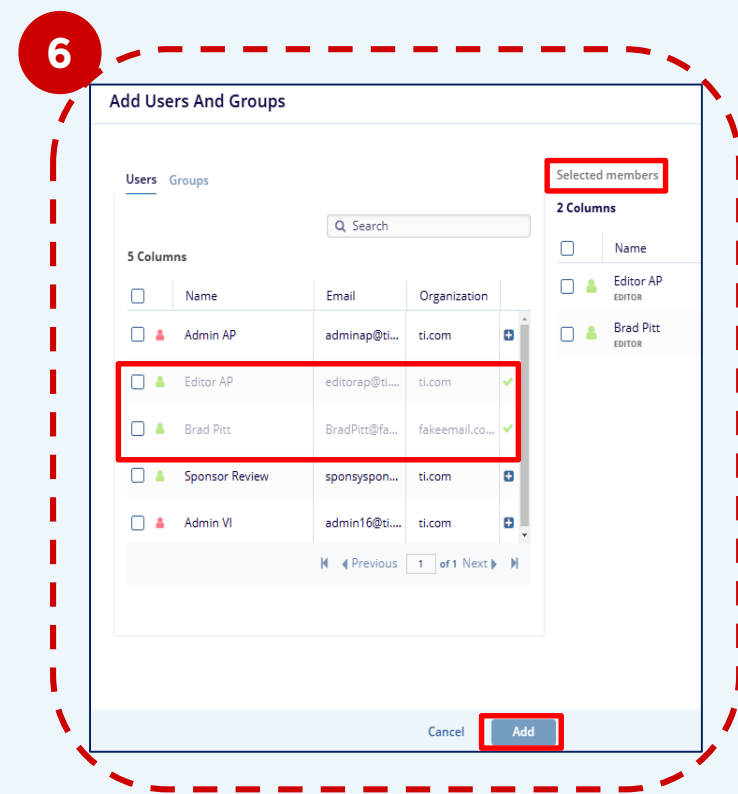**4** Enter the Department Name (ex. Quality Assurance, CRA's, Training)

Note: The Department Names will be internal team designations. These teams can be assigned responsibility for specific document types.

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5 Click the **Add** button to start adding members and groups of users to the new Department

5

Department Name* | CRA Department

Members Document Types

⊕ Add 🗑 Remove
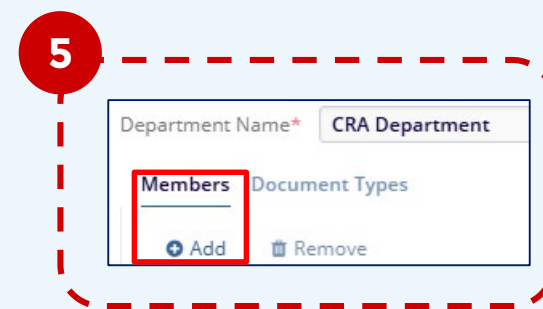
6 Drag the users and groups you wish to add into the Selected Members box on the right then click **Add**

6

Add Users And Groups

Users Groups

Selected members

2 Columns

5 Columns

	Name	Email	Organization
Admin AP	adminap@ti...	ti.com
Editor AP	editorap@ti...	ti.com
Brad Pitt	BradPitt@fa...	fakeemail.co...
Sponsor Review	sponsyspon...	ti.com
Admin VI	admin16@ti...	ti.com

	Name
Editor AP EDITOR
Brad Pitt EDITOR

Previous 1 of 1 Next

Cancel Add

7 After clicking **Add**, click **Create** to finalize the Department creation

7

Create New Department

Department Name* | CRA Department

Members Document Types

⊕ Add 🗑 Remove

2 Columns

	Name
Brad Pitt
Editor AP

Close Create

For assistance in adding document types to responsible departments, please see the "*Adding Documents to Responsible Departments*" job aid in Trial Interactive

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