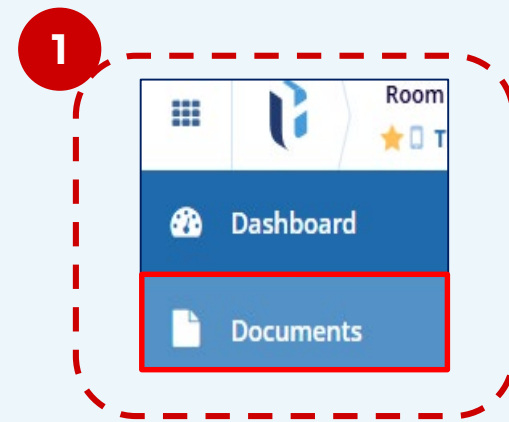


APPLICABLE TO:

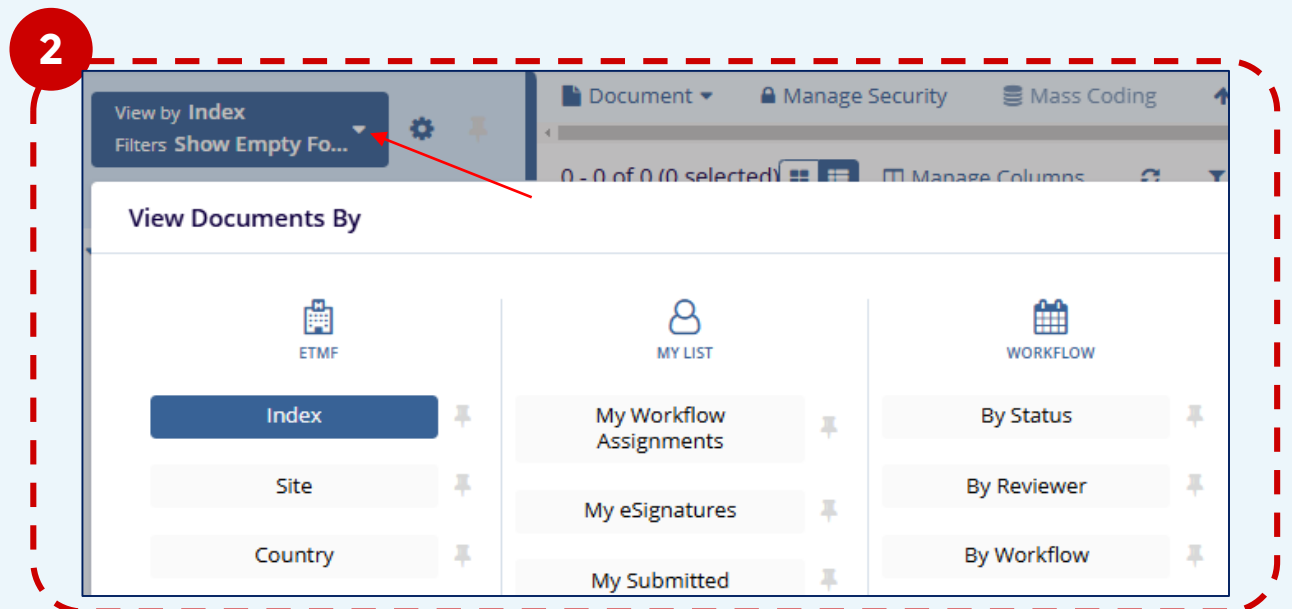
- Admin
- Manager
- Editor
- Reader
- eTMF
- Study Start-Up
- Collaborate

Users can 'pin' their most-used grid views for faster access.
This job aid guides users through the process of setting up multiple 'pins.'

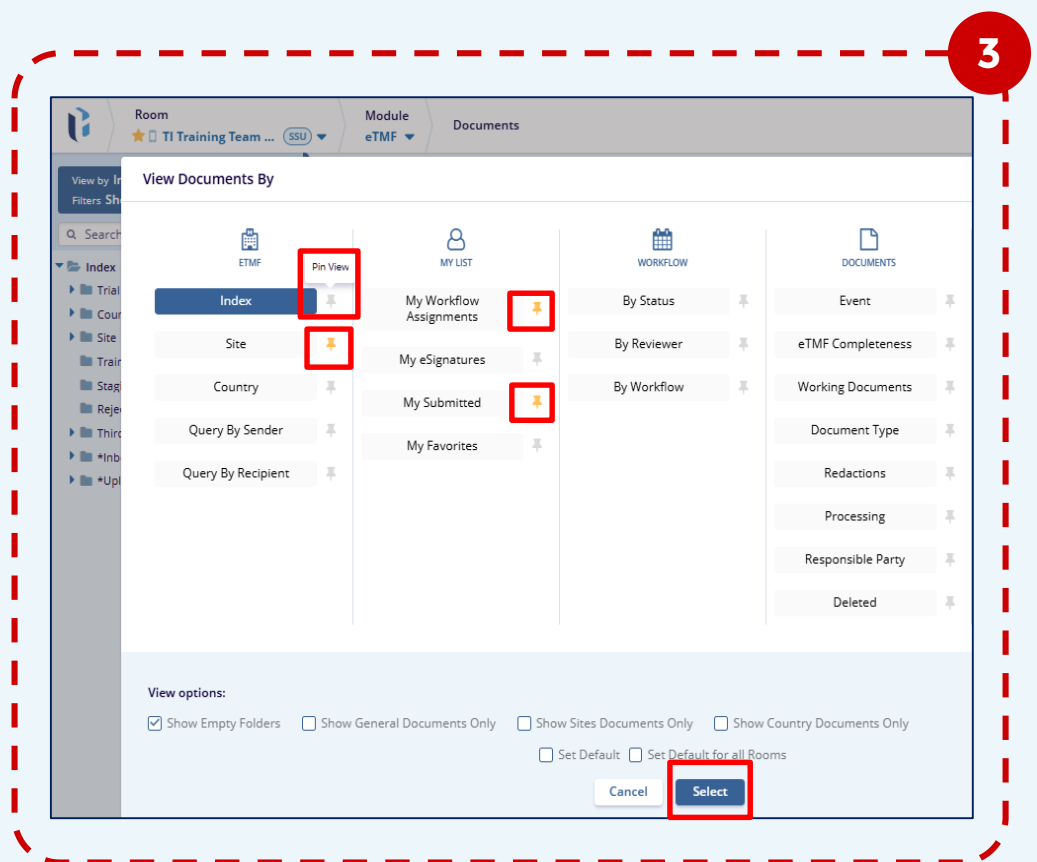
1 Enter a room and click the **Documents Module** using the Navigation Bar on the left.



2 Click the drop-down arrow in the **View By** pane to expand the full menu of available views

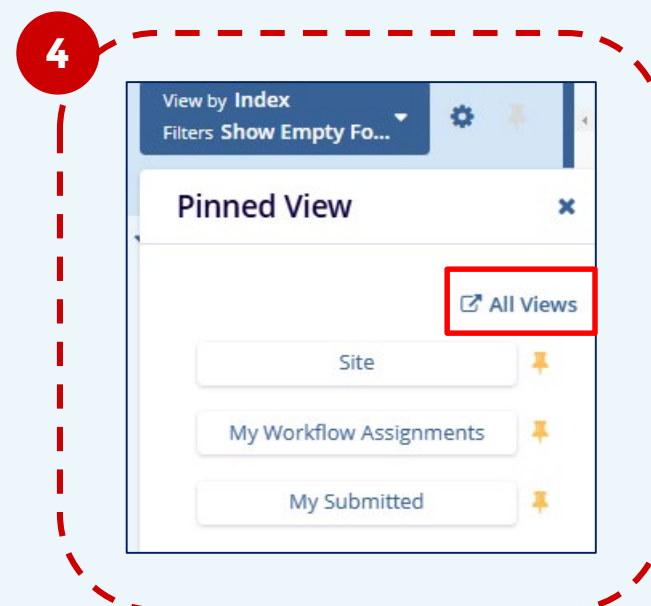


3 Click on the thumbtack icon next to each of the views you wish to pin then click **Select**



4 From this point on, whenever you access the view selector, you will see your pinned views and your chosen default view only.

Click **All Views** to see the full selection menu



5 You can quickly pin/unpin your currently selected view by clicking on the thumbtack icon next to the view selector.

