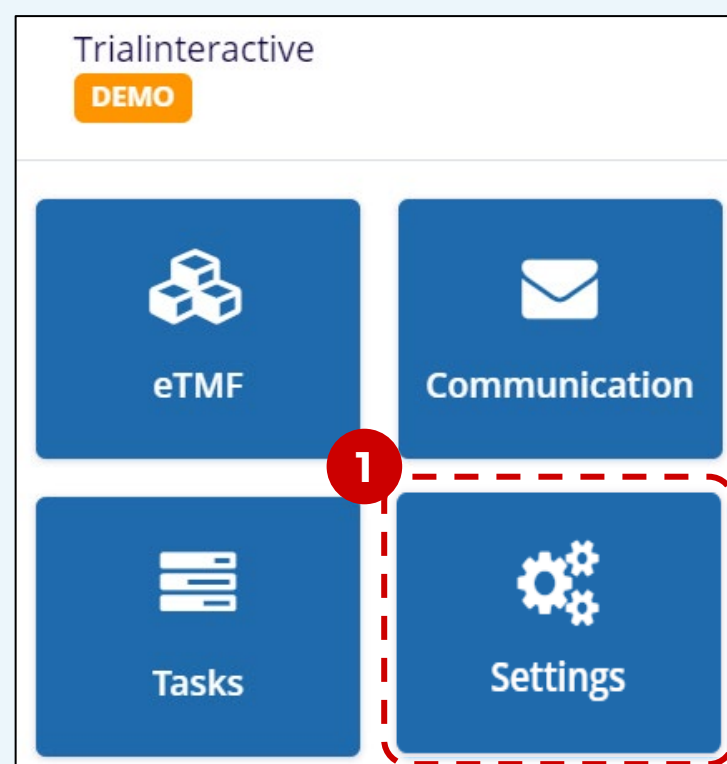


APPLICABLE TO:

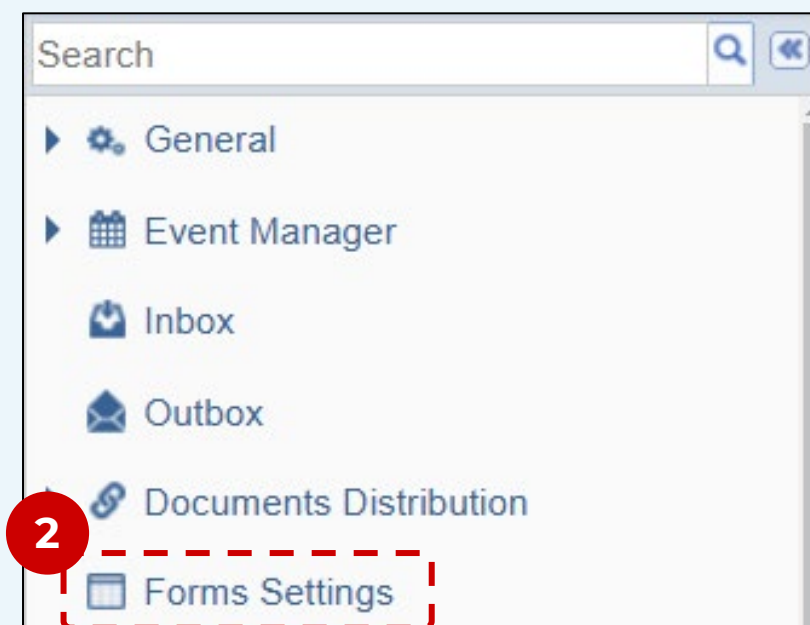
- Admin
- Manager
- Editor
- Reader
- eTMF
- Collaborate

A Field Description can be entered for any document metadata field, providing a way for users to access additional information on the meaning or purpose of that field. This job aid describes how an Admin, or Manager (if set up with the required access rights), can set Field Descriptions.

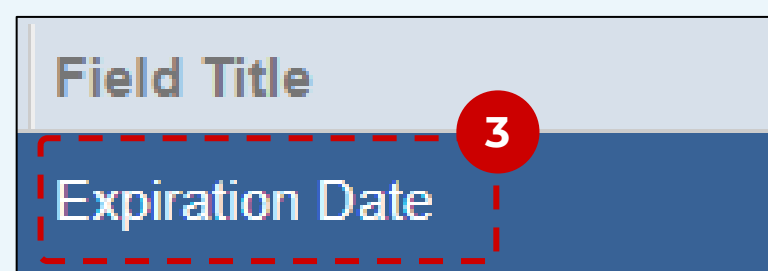
- 1** Log in to a room and enter the **Settings** area.



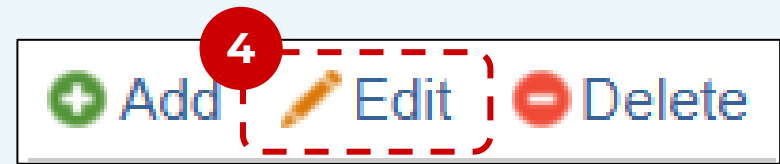
- 2** Select **Form Settings**.



- 3** Find and **select the Field** to be edited. You can use Search, located at the upper right of the panel, to save time.



4 In the ribbon, click **Edit**.



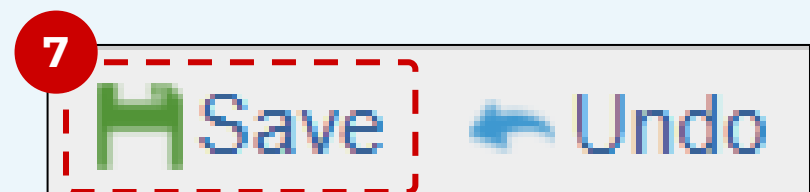
5 Enter your text in the **Description** box.



6 Click on Update in Grid at the bottom of the window.



7 Changes in most Settings menus must be **Saved**. Button is located near center-bottom of the TI page.



8 Where a field with description is displayed, a **tooltip** will show the related information written in the description.

