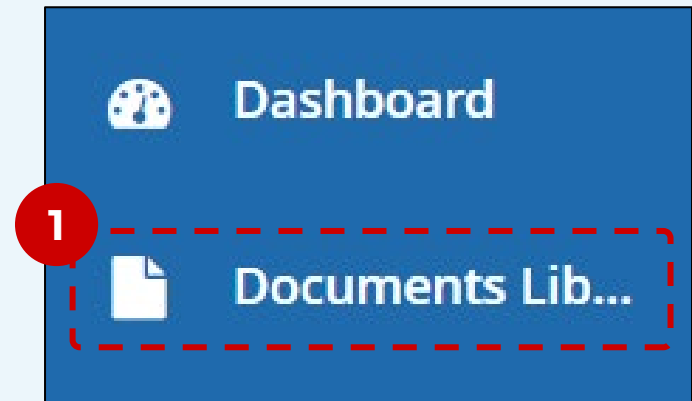


## APPLICABLE TO:

- Admin
- Manager
- Editor
- Reader
- Collaborate
- eISF

## Part 1: Requesting a Read & Acknowledge

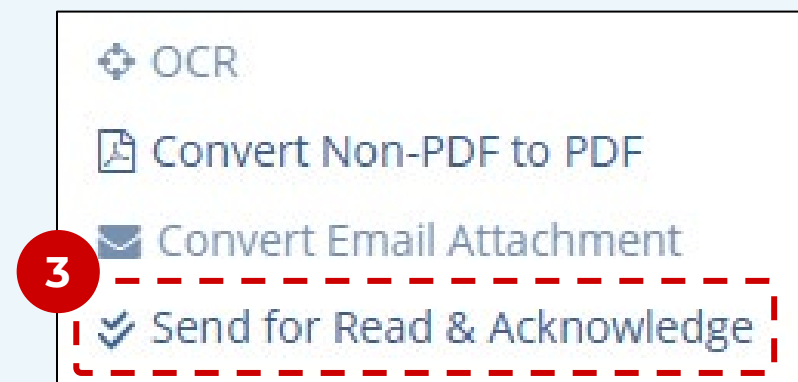
**1** **Navigate** to the Documents Library.



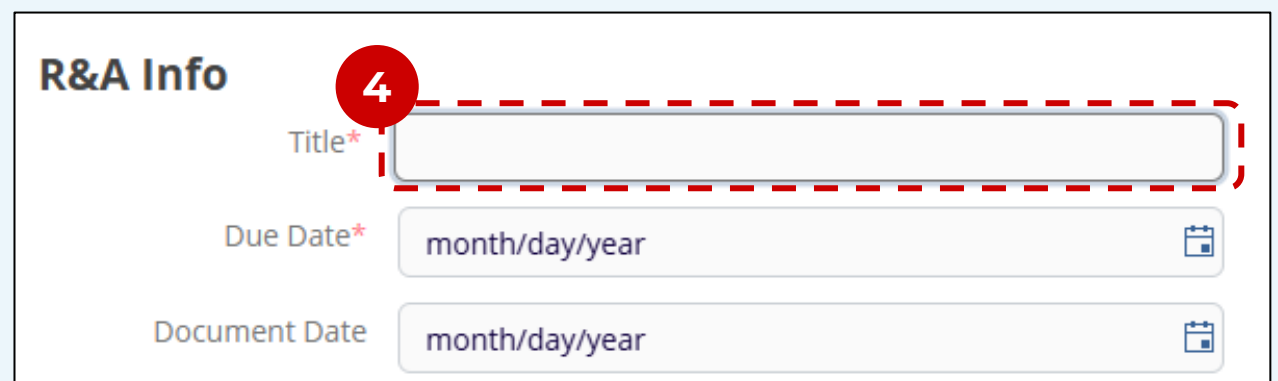
**2** Pick a document. **Right-click** on the document line, or click on the **ellipsis**, to open the Document Actions menu.



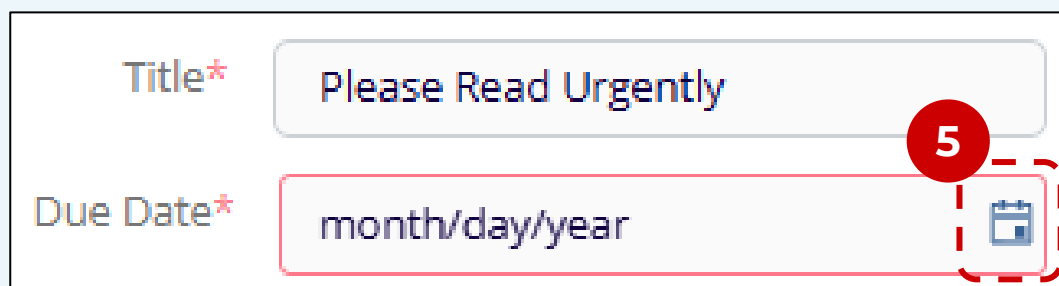
**3** Click **Send for Read & Acknowledge**. A new window opens.



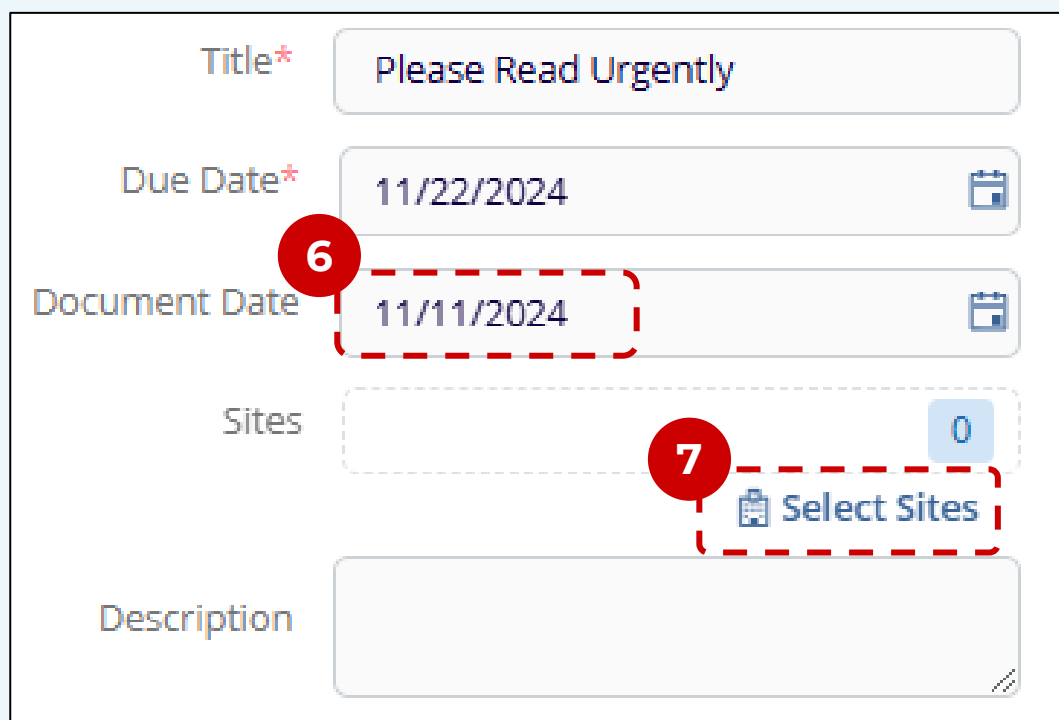
**4** The Read & Acknowledge request will be sent as an email. Insert a **Title**.



**5** Use the **Calendar** button to set a limit date for the acknowledgement.

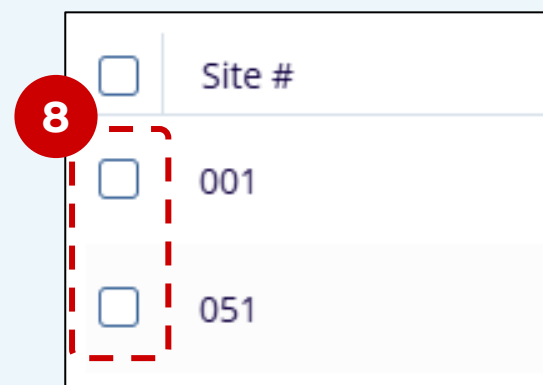


**6** Fill the other non-required fields.



**7** [Optionally] Click on **Select Sites**. This allows to pre-select recipients based on their site role.

**8** Select one or more sites using the checkboxes.



<input type="checkbox"/>	Site #
<input type="checkbox"/>	001
<input type="checkbox"/>	051

**9** Only contacts that are assigned to R&A are selectable. In case of a site not having such a contact, you will be alerted; click on **Go To Contacts**. This opens in a new tab.



**10** Select a contact to see their details in the side panel. Enable any contact for R&A by checking **Contact is responsible for Read & Acknowledge Documents**, and Save the change.

Contact Type \*  
Project/Product Contact

Main Contact

Contact is responsible for Read & Acknowledge Documents

Email Address  
PerryColombo@ti.com

**11** Return to the previous tab (displaying R&A setup). Confirm your site selection and click **Select**.

Cancel Select

**12** [Optionally] Set reminders that will be mailed to recipients.

Reminders

+ Add Reminder

Reminder 1

1 Days Weeks Before Due Date

**13** Move to the **Next** page.

Cancel Next

**14** Contacts selected via Sites will show here. Add recipients with search or **Browse All** if required.

Recipients

Search Global Search

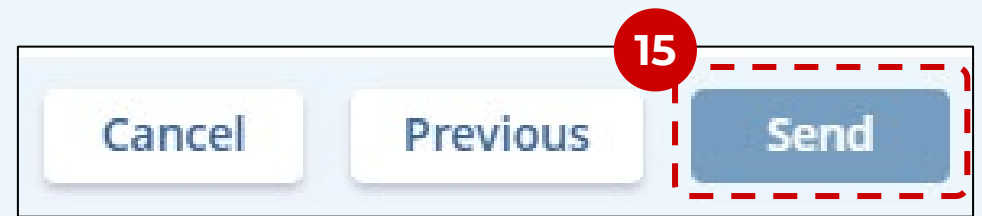
Remove

1 Users

<input type="checkbox"/>	Name	Email	Contact Type	Site
<input type="checkbox"/>	Brad Pitt	BradPitt@...@ti.com	Project/Product Contact	Memorial Hospital

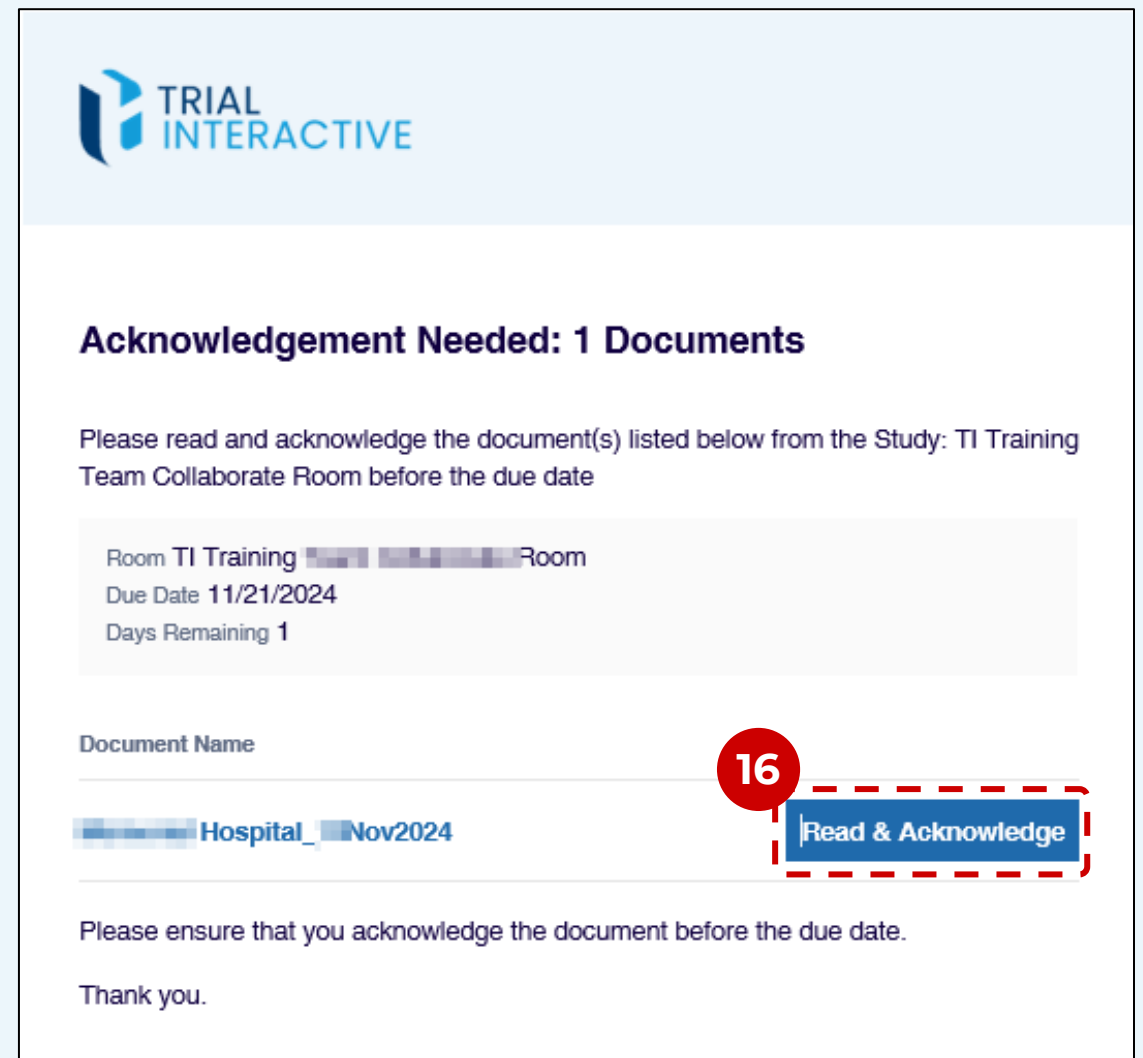
Browse All

**15** Click Send to email the R&A request to recipients.

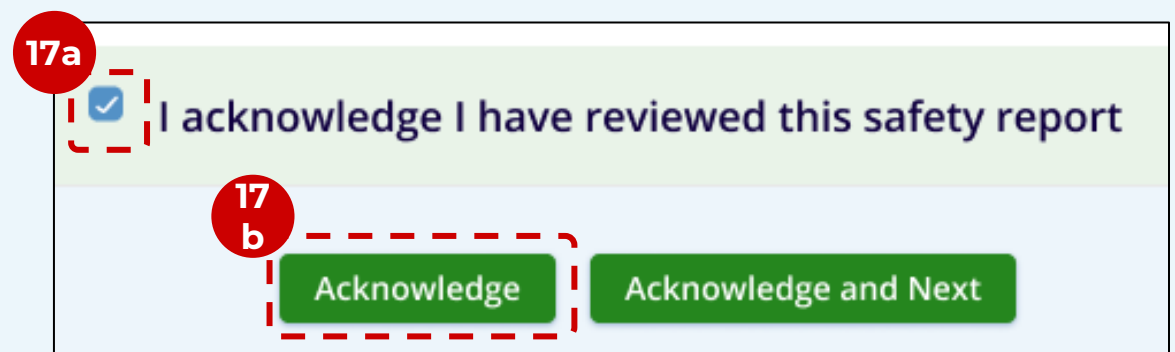



## Part 2: Responding to an R&A Request

**16** Recipients will get an email requesting acknowledgement. Click on **Read & Acknowledge** to proceed.



**17** The Document Viewer will open in your browser. Read the document carefully, then **check the box** for acknowledgement, and click **Acknowledge** to finish.



 Registered users can track their R&A requests in the Documents module, using the **My R&As Received** view.

