Workflow: How to Reassign Document Reviewers

TRIAL

TI version 10.6

APPLICABLE TO:

- Admin
- 🔿 Manager
-) Editor
- O Reader

1 Log in to a room and navigate to **eTMF**.

2 Enter the **Documents** module.

3 Select a workflow view.











 Select a non-final status folder (Clarification, Under Review,
 Claimed, or Overdue).



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5 Select one or more documents, then click the **Reassign Reviewer** button located in the ribbon. Service

▲ Reassign reviewer

● Exclude from workflows

1 - 4 of 4 (1 selected)

● Submitted Name

● M ● ● ● ••••

Acknowledgement IB

✓ ● ★ ● ● ● ● ••••

Regulatory Review and

- 6 Select a **Reviewer** from the available list. Only reviewers assigned to the workflow will be displayed.
 - In rooms with multi-stage workflow, it may be possible to select the review **stage** (restrictions apply).

Reassign Reviewers	×
Workflow*	
1-Step Workflow	•
Stage*	
Approval stage 1	•
Reviewer*	
5	•
👃 Admin VI (
👗 Admin AP	
💄 Editor AP (











Assignments view.





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