

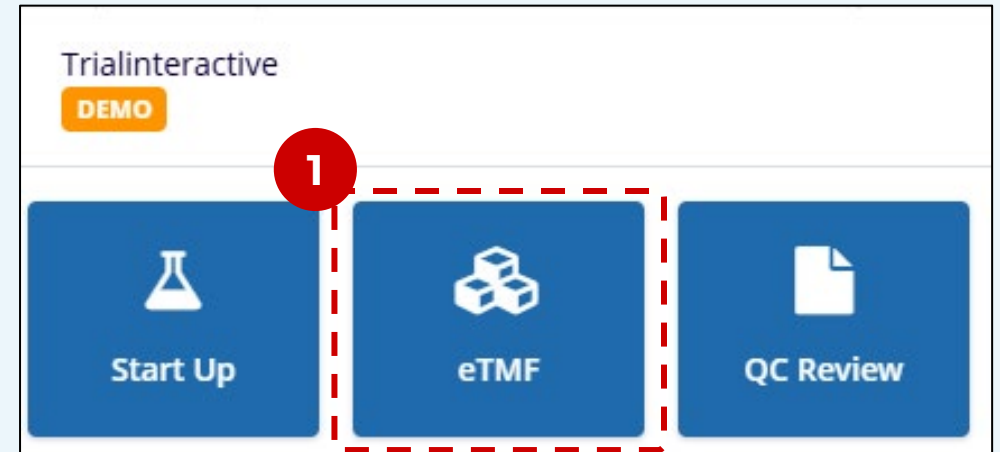
Workflow: How to Reassign Document Reviewers

TI version 10.6

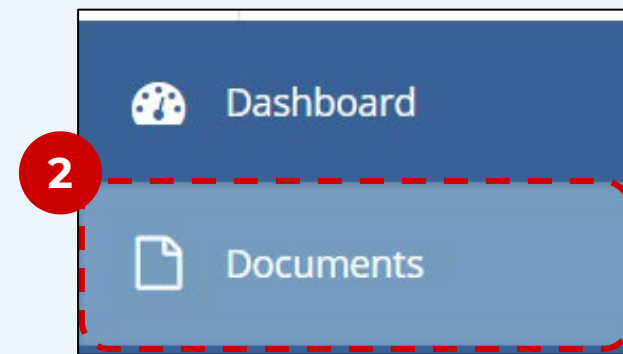
APPLICABLE TO:

- Admin
 - Manager
 - Editor
 - Reader
- eTMF

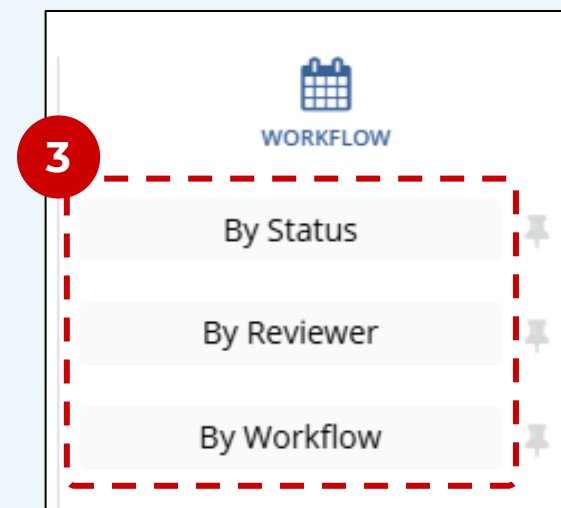
1 Log in to a room and navigate to **eTMF**.



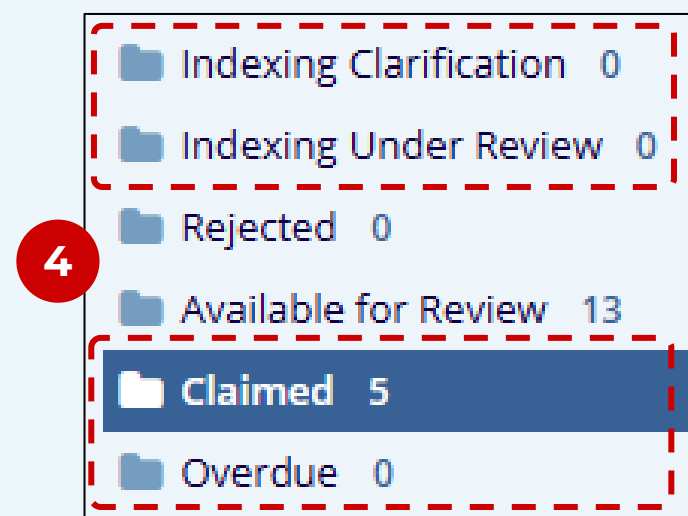
2 Enter the **Documents** module.



3 Select a workflow view.



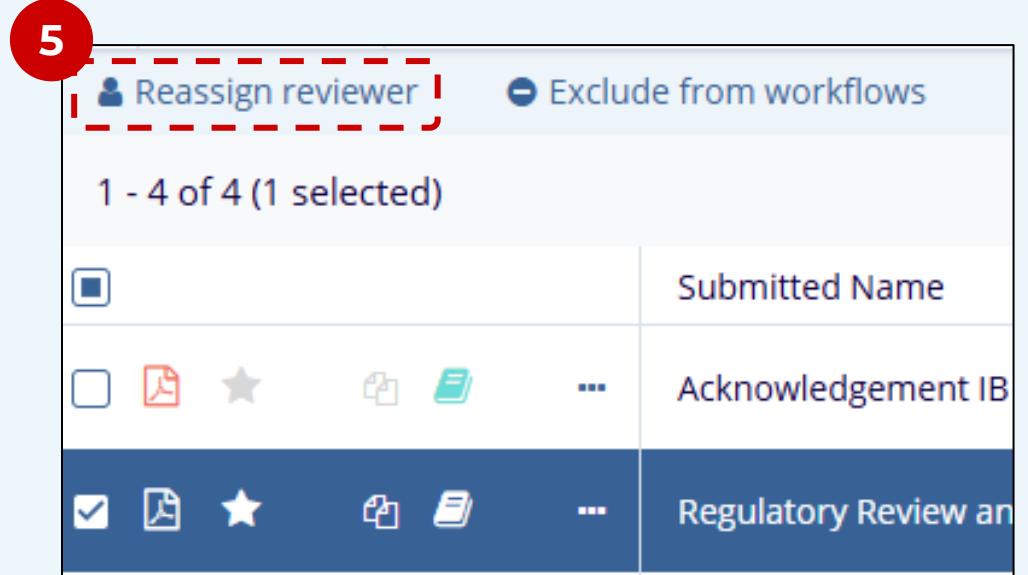
4 Select a non-final status folder (Clarification, Under Review, **Claimed**, or Overdue).



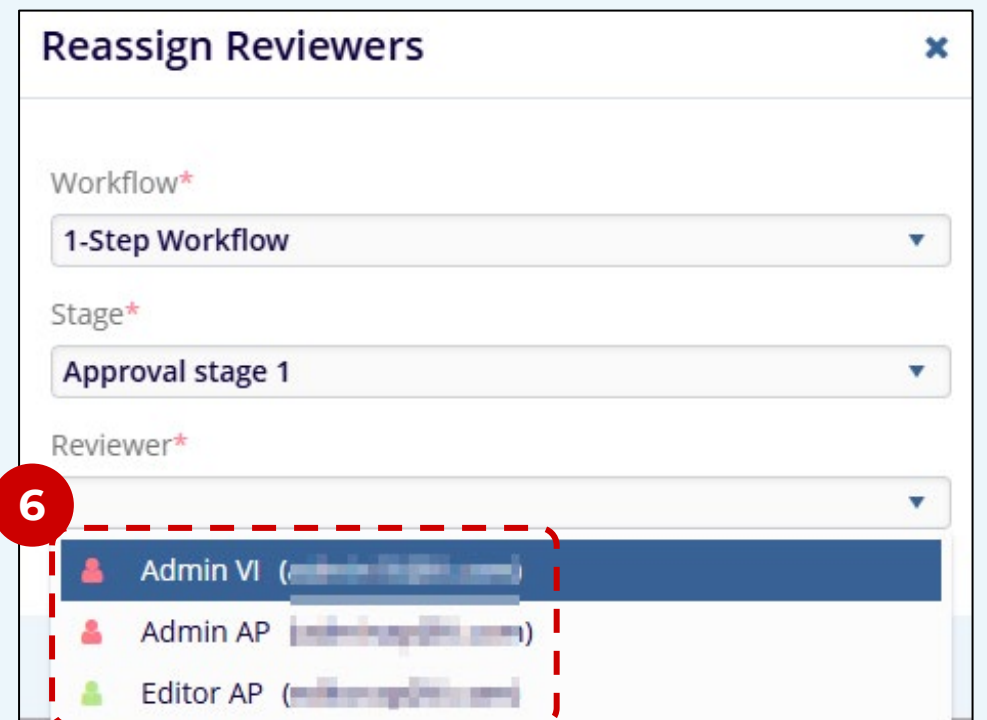
Workflow: How to Reassign Document Reviewers


TI version 10.6

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

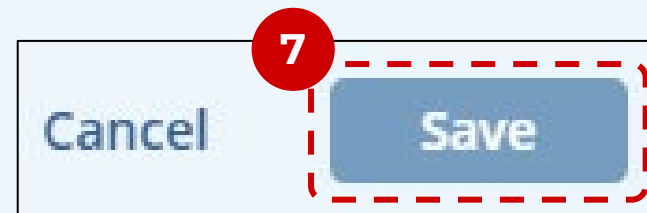


6 Select a **Reviewer** from the available list. Only reviewers assigned to the workflow will be displayed.



 In rooms with multi-stage workflow, it may be possible to select the review **stage** (restrictions apply).

7 **Save** to confirm reassignment.



8 The new reviewer will find the document in their **My Workflow Assignments** view.

