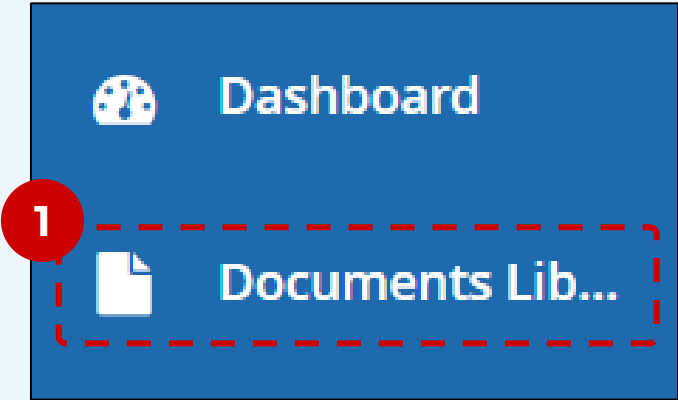


APPLICABLE TO:

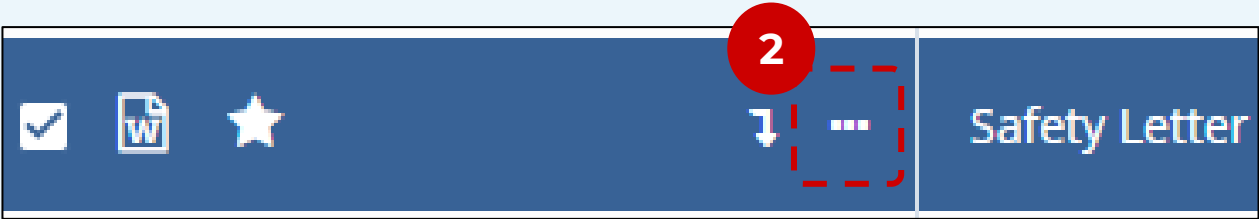
- ☒ Admin
- ☒ Manager
- ☒ Editor
- ☐ Reader
- ☒ Collaborate
- ☒ eISF

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**.

R&A Info

4

Title*

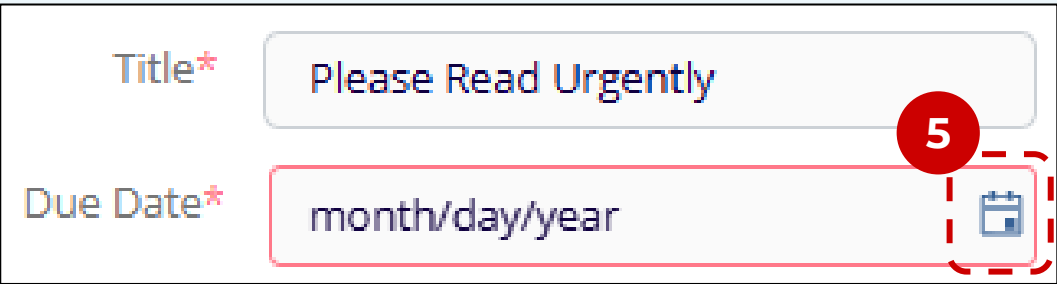
month/day/year

Due Date*

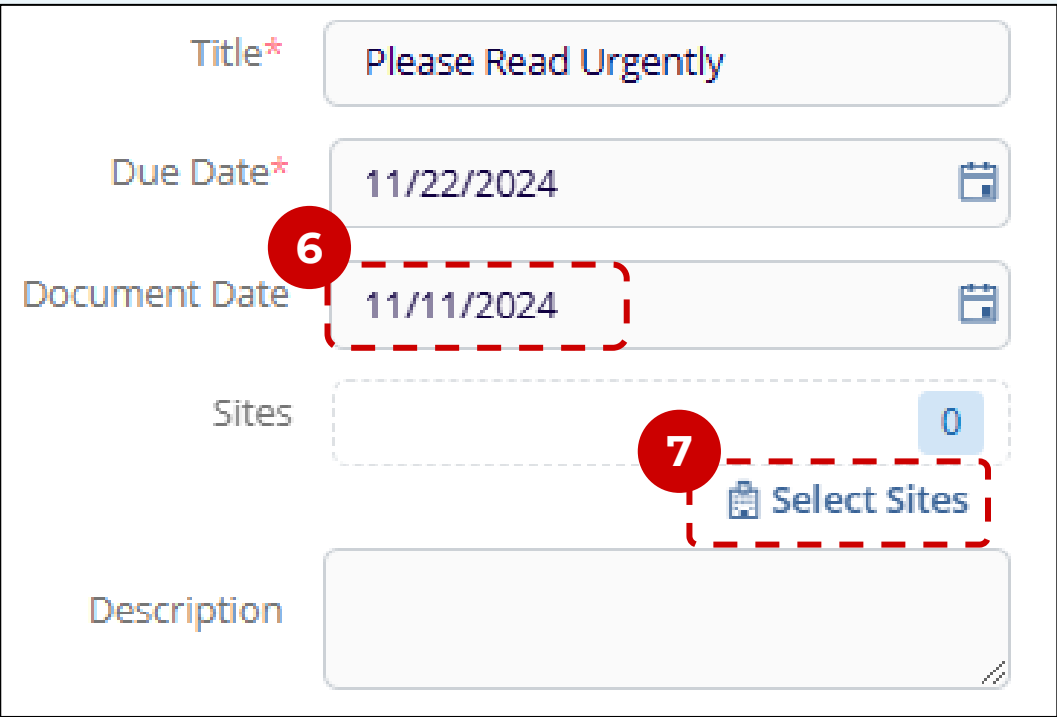
month/day/year

Document Date

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

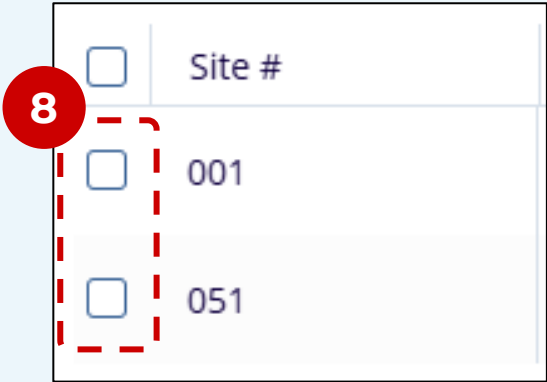


6 Fill the other non-required fields.



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

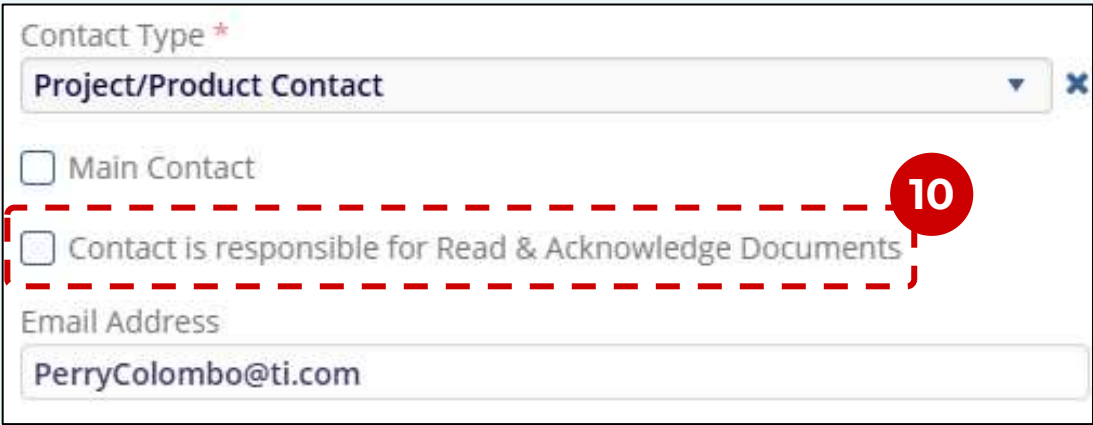
8 Select one or more sites using the checkboxes.



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.



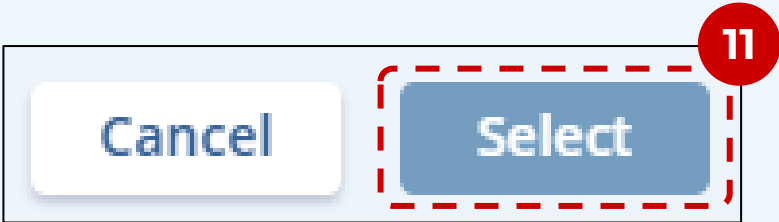
Contact Type *
Project/Product Contact

☐ Main Contact

☐ Contact is responsible for Read & Acknowledge Documents

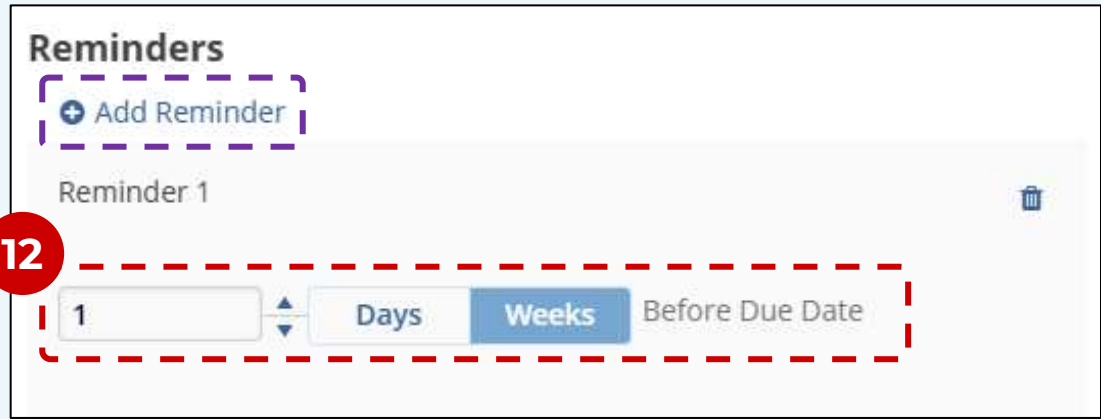
Email Address
PerryColombo@ti.com

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.



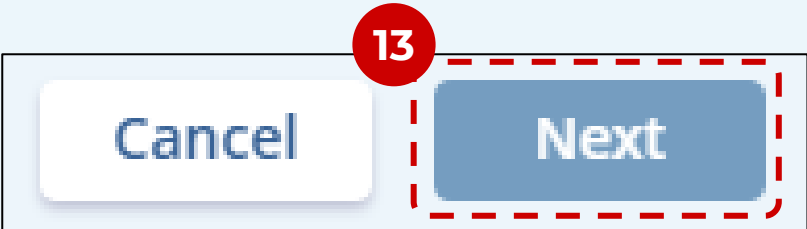
Reminders

+ Add Reminder

Reminder 1

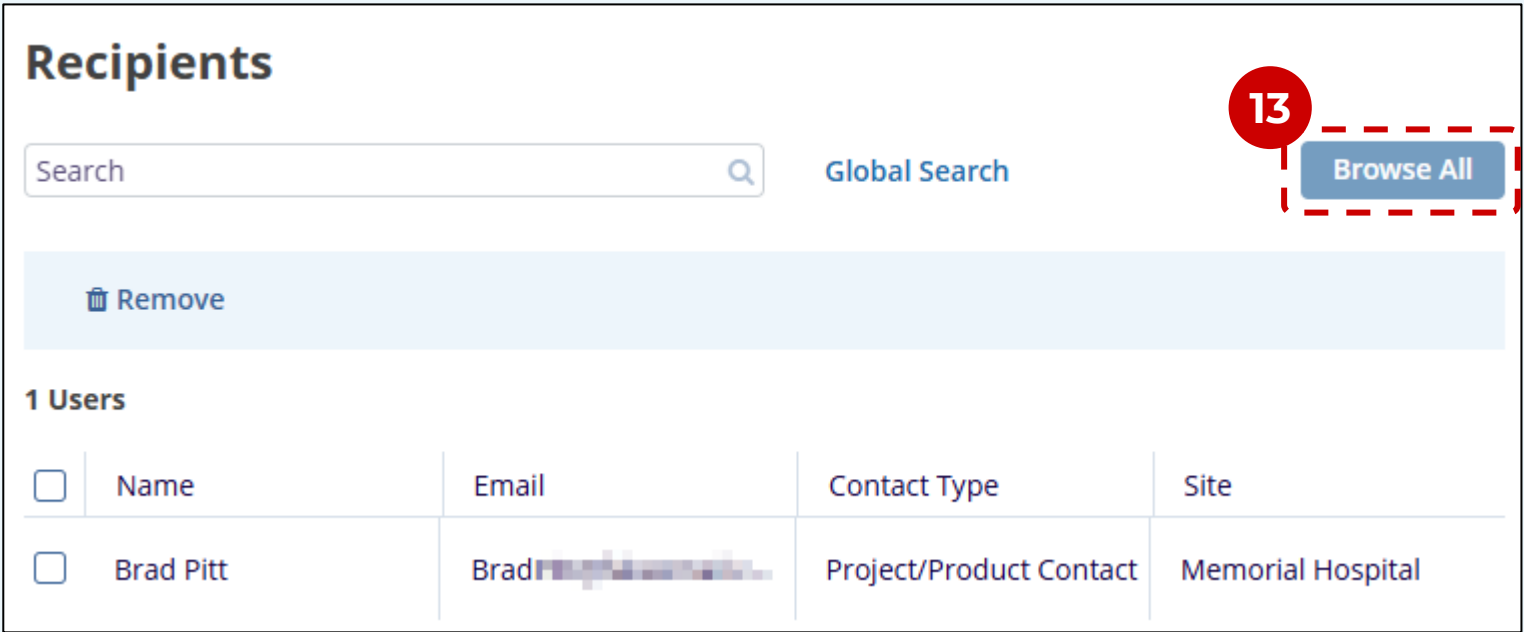
1 Days Weeks Before Due Date

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

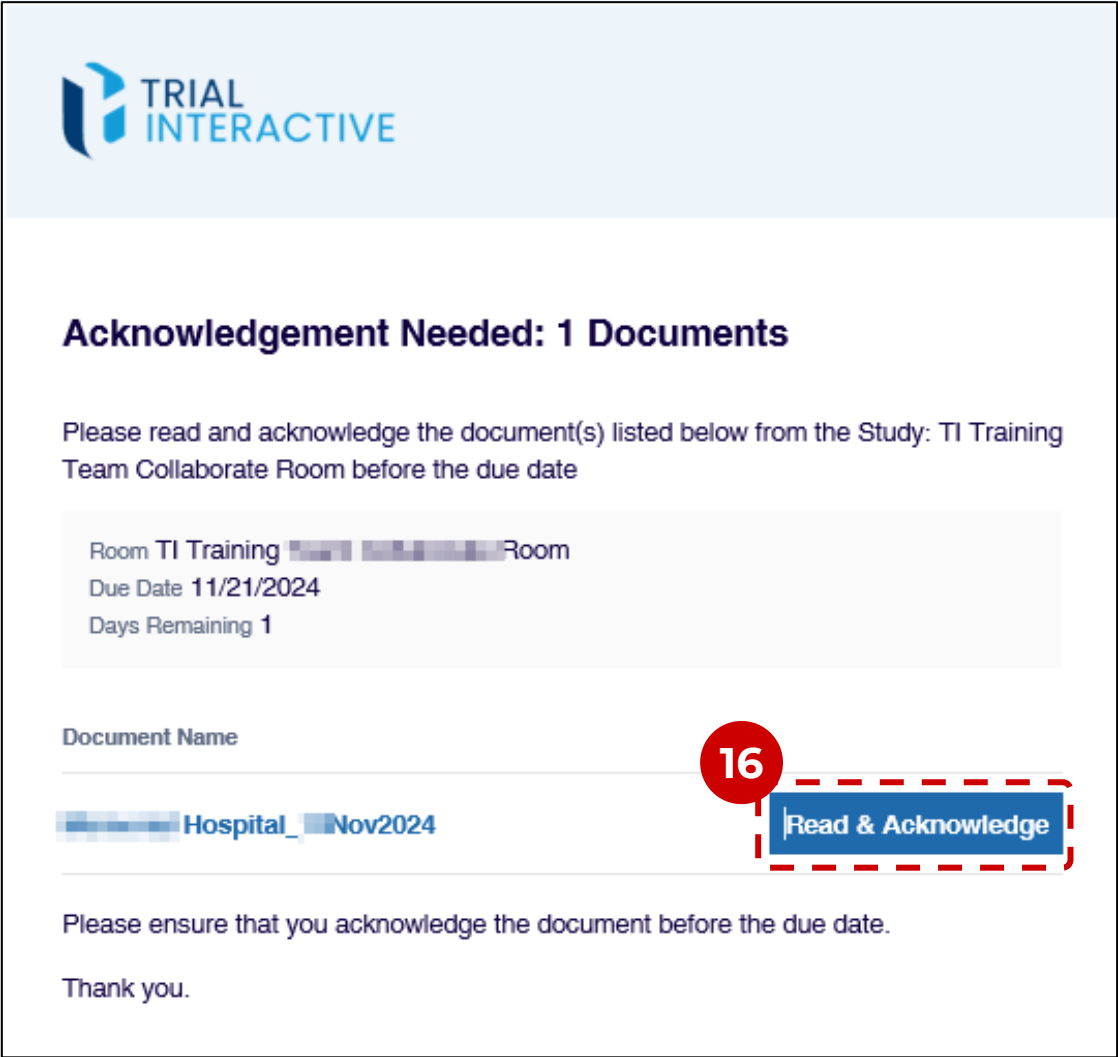
<input type="checkbox"/>	Name	Email	Contact Type	Site
<input type="checkbox"/>	Brad Pitt	BradPitt@ti.com	Project/Product Contact	Memorial Hospital

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

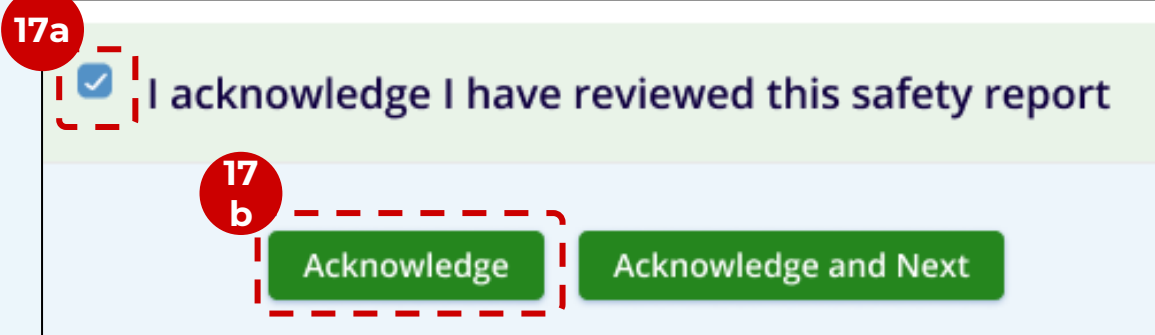


Part 2: Responding to an R&A Request

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.

