

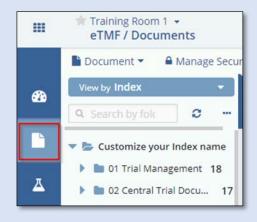
## How to Configure the Document Grid TI v 10.1

**APPLICABLE TO:** 

- Administrators
- Editors
- Readers

- eTMF
- Study Start-Up
- Content Management

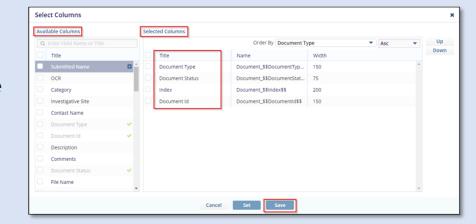
1. Login to a room and navigate to the **Documents** module on the left



1 - 3 of 3 (0 selected) **T** Filters □ Select Columns ● Default View ▼ Document Type A Docu... Index Documer eTMF Filing Plan Final 01 Trial Management\01.... 491421 eTMF Filing Plan 01 Trial Management\01.... 660674 Filenote Master List QC 1 ... 304994 01 Trial Management\01....

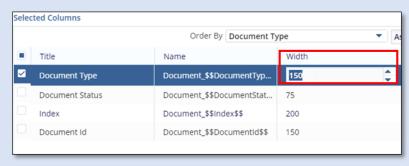
2. Click any folder to view the document grid then click **Select Columns**.

3. Click and drag or use the **Up** and **Down** arrows on the right to change the order in which the **Column Titles** appear.

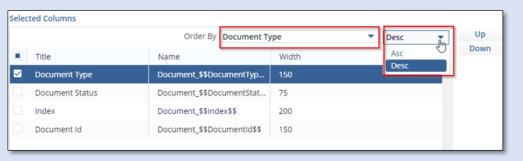




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4. Change the default column Width by double clicking the numerical value and entering a new value.



5. Use the dropdown menu to change the Default sorting column.

- 6. To add additional columns for viewing, drag and drop or use the + sign next to each Column Title in the left pane.
- 7. Click **Save** when editing is complete.

