T R INTER		Vorkflow: How to Reassign the Reviewer TI v 10.1
APPLICABLE TO	: • Administrators • Editors	eTMF
	O Readers	O myTl
Image: Start-Up Image: Start-Up <td< td=""><td>Image: Construction Image: Construction Image: Construction Image: Construction Tasks Image: Construction Tasks Image: Construction Tasks Image: Construction Tasks Image: Construction Image: Cons</td><td> I. From the eTMF application, navigate to the Documents Module. Users must first be added to the Workflow group(s) by the room Administrator. </td></td<>	Image: Construction Image: Construction Image: Construction Image: Construction Tasks Image: Construction Tasks Image: Construction Tasks Image: Construction Tasks Image: Construction Image: Cons	 I. From the eTMF application, navigate to the Documents Module. Users must first be added to the Workflow group(s) by the room Administrator.
View by By Reviewer -	2. Select the By	WORKFLOW
Admin 103	Reviewer view from	By Status
 Arya Stark Einal 	the menu above the	By Reviewer
QC 1 Approved	index.	Document Life Cycle
 QC1 Clarification QC1 In Progress QC1 Rejected QC2 Clarification QC2 In Progress 	3. Open/expand the folder of the reviewe	Y
C2 Rejected	whose claimed	View options: Show Empty Folders
Claimed 2	documents are to be	Make default Make default for all rooms
	reassigned.	Cancel Select
	folder.	
4. Select the	document(s) to	Room 1 - Documents

reassign. Click **Reassign reviewer** above the grid.

TRANSPERFECT



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Workflow: How to Reassign the Reviewer TI v 10.1

5. Choose the **Stage** for the document(s).

Select from a **Reviewer** list of those added to the Workflow group and click **Save.**

Reassign Reviewers	×
Workflow*	
2 step QC - revised	•
Stage*	
Approval stage 1	•
Reviewer*	
Arya Stark (aryastark@ti.com)	-



The reassigned documents are added to the new Reviewer's **Claimed** folder.

There is no auto-notification to the old or new reviewer.



If needed, refer to related job aid: How to QC a Document.



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