

APPLICABLE TO:

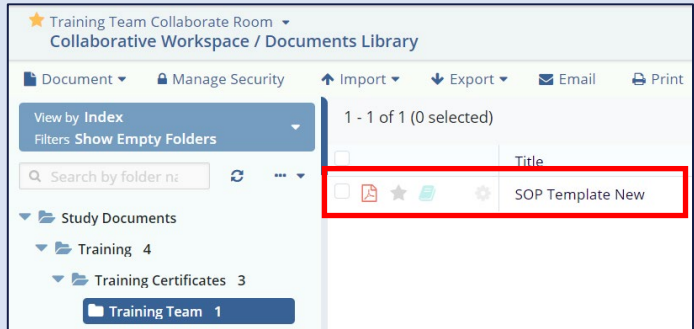
- Administrators
- Editors
- Readers

- eTMF
- Content Management
- myTI

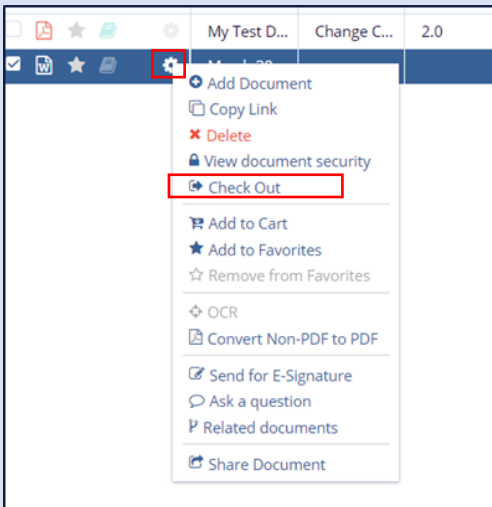
1. Login to the Collaborative Workspace and navigate to the **Documents Library**.



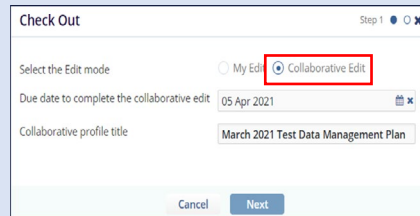
2. Select a document to be reviewed.



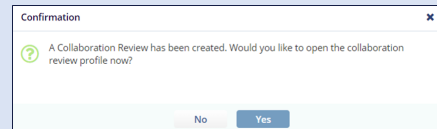
3. Right click the **gear wheel** icon and select **Check Out**.

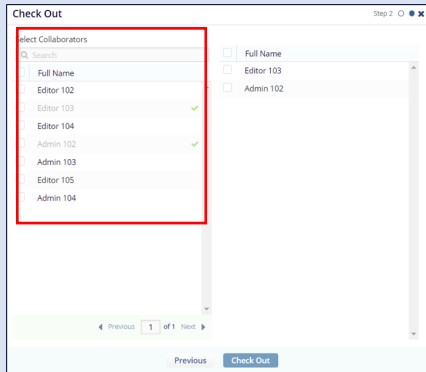


4. Select the **Collaborative Edit** radio button and choose a completion date. Click **Next** when finished.



5. Click **Yes** to open the collaboration review profile.



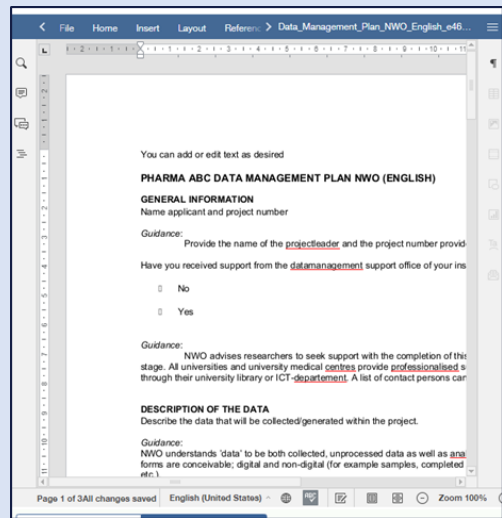


6. Select document collaborators, then click **Check Out**.

Tip: Additional collaborators can be added later from the **Document Profile** tab of the metadata pane.

7. The document will open. Make necessary edits to the document by adding text or by making any additional changes.

Note: All document collaborators are able to make changes to the document.



8. Once all document edits are made and the review session is complete, click **Close Review Session and Check In** from the **Collaborate Status** tab from the metadata pane.

