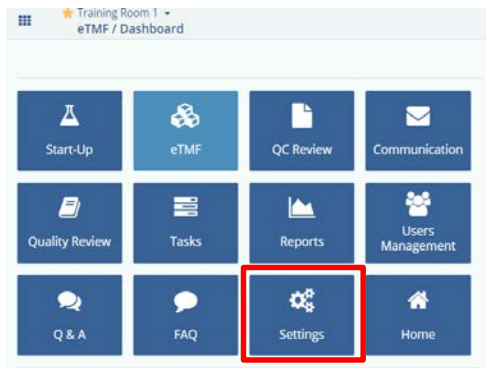


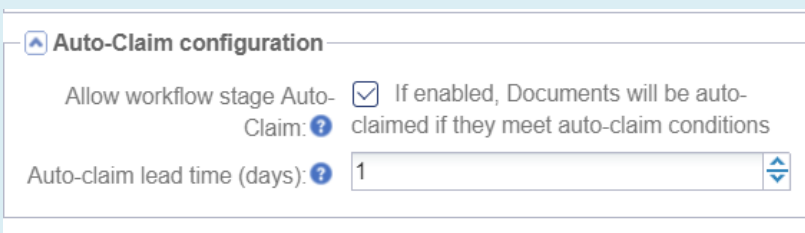
Applicable to: Administrators Editors Readers eTMF Study Start-up



1. Enter a room and click on **Settings** within the navigation grid at the top left.

2a. Navigate to **Workflows** then **Common Settings**.

2b. Tick the checkbox in **Auto-Claim Configuration** to enable the auto-claiming of a document.



2c. Set the **number of days** for the following condition. If the reviewer has not manually claimed the documents, they will be auto-claimed by the system and assigned to the reviewer.



Increase or decrease the number of Auto-claim lead time (days) with up and down arrows



If there is only one reviewer in a single workflow, the documents will be auto-claimed by the system and assigned to the lone reviewer for review.



If a document is going through a multi-step workflow, a different reviewer needs to be assigned at each step. Documents will not be auto claimed to a reviewer present in more than one stage of the workflow.

For any additional assistance, click ...

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