

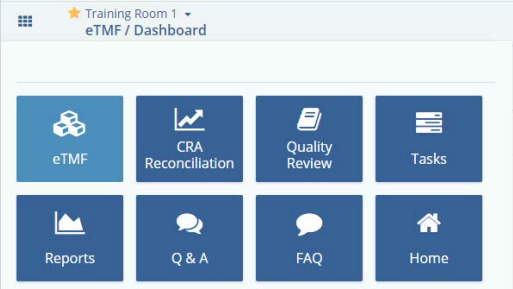
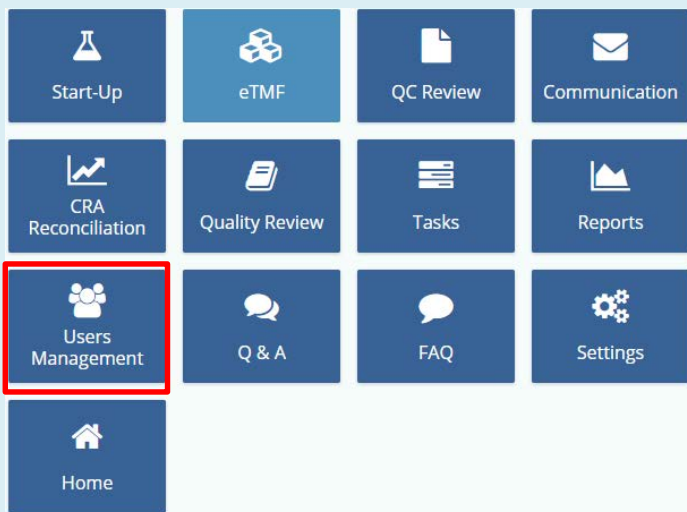


Applicable to: Administrators Editors Readers eTMF Study Start-up

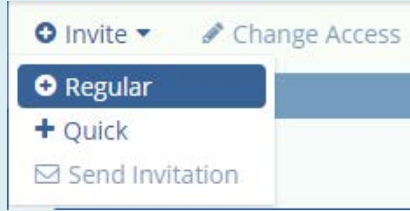
 This job aid is designed to assist in inviting users who will have limited access to the eTMF (e.g. external auditors). They will only be able to access the Audit module as a reviewer/auditor. Additionally, for Administrators to invite or change users to this role, Trial Interactive team will need to first enable system field Regulatory Agency Inspector to be included in user profiles.

Reader User Invited as Regulatory Agency Inspector	Standard Reader User
 <p>Restricted to Audit module; No access to eTMF</p>	 <p>Has standard access to modules as granted by the room Admin</p>



The image shows a grid of application modules. The 'Users Management' module, represented by a group of people icon, is highlighted with a red border. Other modules include Start-Up, eTMF, QC Review, Communication, CRA Reconciliation, Quality Review, Tasks, Reports, Q & A, FAQ, Settings, and Home.

1. Enter the room and navigate to the Users Management menu.



2. Click **Invite** and select **Regular** from the drop-down menu.

3. Complete the required fields.

Enable the **Regulatory Agency Inspector** option.

Click **Save**.

A screenshot of a 'User Invitation' form. The form has two tabs: 'User' (selected) and 'Group Membership'. Fields include Organization (with a dropdown arrow and a plus sign), Mobile Number, Phone Number, Address, City, State, Zip code, Country (with a dropdown arrow), Invite Later (toggle switch), Prefix, and Suffix. At the bottom, there is a checkbox labeled 'Regulatory Agency Inspector' which is checked and highlighted with a red box. Below the checkbox are 'Cancel' and 'Save' buttons, with the 'Save' button also highlighted with a red box.

The administrator will need to create an audit in the system and indicate that the Regulatory Agency Inspector will be performing the Auditor function. Otherwise, the user will be required to navigate the Index to locate specific documents for review.

For any additional assistance, click ...

