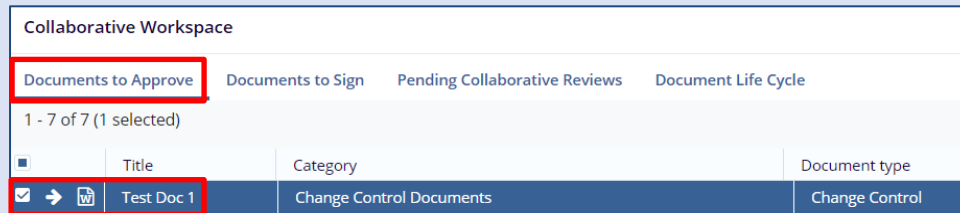


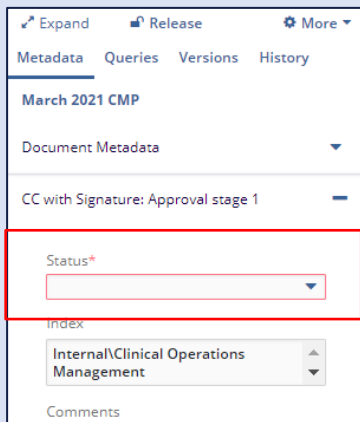
APPLICABLE TO:

- Administrators
- eTMF
- Editors
- Content Management
- Readers
- myTI

1. Login to the Collaborative Workspace and navigate to the **Collaborative Workspace** grouping of dashlets on the Dashboard.



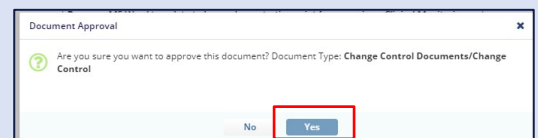
2. Click on the **Documents to Approve** dashlet to find any documents which require your approval. Choose a document and click the arrow to open it.



3. To approve the document, it must be **Claimed**. Click **Claim** at the top of the metadata pane, then choose the appropriate status from the **Status** field.

Click **Save**.

Click **Yes** when the **Document Approval** box opens to approve the document.



Note: Additional steps such as **e-Signature** may be required depending on the type of document workflow. See related job aid **Finding and Signing Documents for Signature** for guidance