		e a Non-Change Control Document Review TI v 10.2
APPLICABLE TO:	Administrators	○ eTMF
	Editors	Content Management
	○ Readers	O myTl
1. Login to the Collaborative Works		ect a <b>Non-Change Control</b>

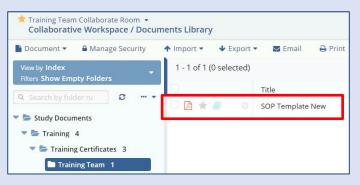
and navigate to the **Documents Library**.



3. Right click the gear wheel icon and select Check Out, followed by Team Edit.

Manage Security	Mass Coding	<b>↑</b> Im	port •	🕈 Export 🔻	🗹 Email	More •	
olders	1 - 4 of 4 (1 se	elected)		🗯 🖽 Select C	olumns	▼ Filters	🕫 My De
g				Document Id	Title		Workin
	🗧 🗆 🐼 ★	۲		1035668	SOP T	est	2.1
	- 🖬 ★	۲		1043161	Test Doc 1		1.1
	🗹 🗟 ★			1125074	New	Рос	1.0
4		۲	(	Add Document		st	3.0
ations Managem 1				X Delete Make Obsolete			
nent 1				View document se	ecurity		
rs 1				Certify Document			
ng <b>1</b>			(	Check Out	•	Online	
uitment 0			1	🛱 Add to Cart		📥 Offline	_
ilance 0				Add to Favorites		🧐 Team I	Edit
gement 1			-	습 Remove from Fav	orites		
rance 0				Ф OCR			
				Convert Non-PDF			
				Convert Email Att			
				Send for E-Signat	ure		
				Ask a Question			
ss 1			1	P Related document			

## Document to be reviewed



4. Select document collaborators, then click Check Out.

Q Sei					
					Add All Edito
	Full Name			Full Name	
_	Admin 101	^		Editor 104	
- /	Admin 103	÷.,		Editor 105	
	Admin 104			Editor 106	
	Admin 105			Editor 107	
	Admin 106			Editor 109	
				Editor Training	
		~			
	H 4 Previous 1 of 5 Next 🕨	н		N  Previous 1	of 2 Next 🕨
Due dat	ite to complete the collaborative edit		08 Ju	n 2021	<b>#</b>
Comme	ents				

later from the **Profile** tab within the metadata pane

Confirmation	,
A Collaboration Review has been created. Would you like to open the collaboration review profile now?	
No Yes	



TI v10.2 May 2021 Page 1 of 2

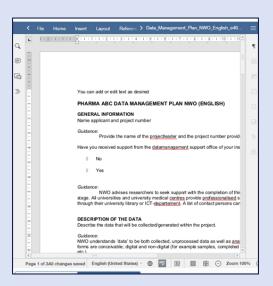


## 5. Click **Yes** to open the collaboration review profile.



6. 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.



7. 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.

