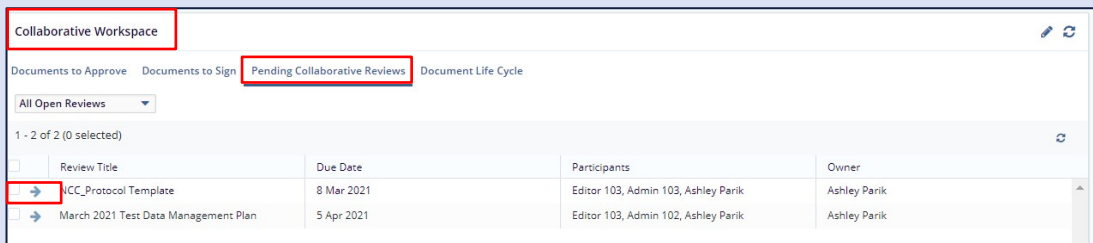


APPLICABLE TO:

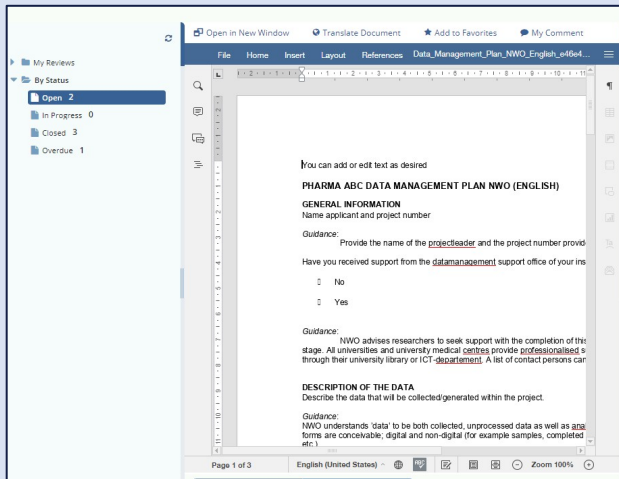
- Administrators
- eTMF
- Editors
- Content Management
- Readers
- myTI

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



2. Click on the **Pending Collaborative Reviews** dashlet to find any documents with open review sessions in which you are listed as a participant. Choose a document and click the arrow button to open it.

Note: A user must be added as a **document editor** in order to take part in the **Collaborative Review**



3. Make any edits or changes to the document as needed.

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

