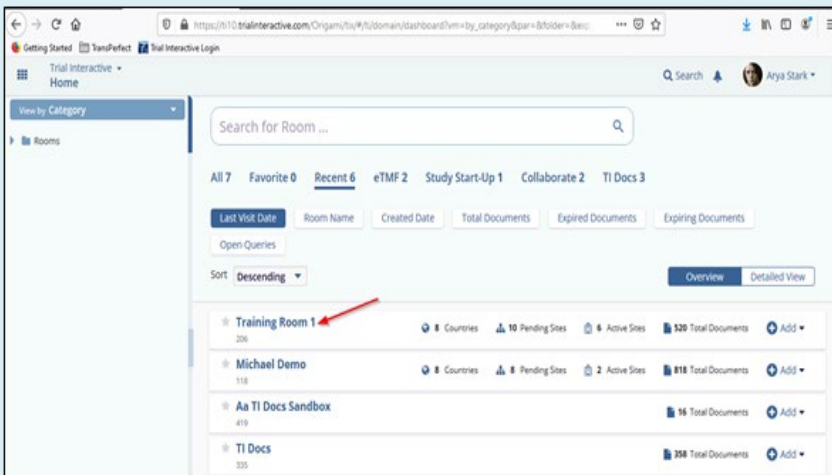


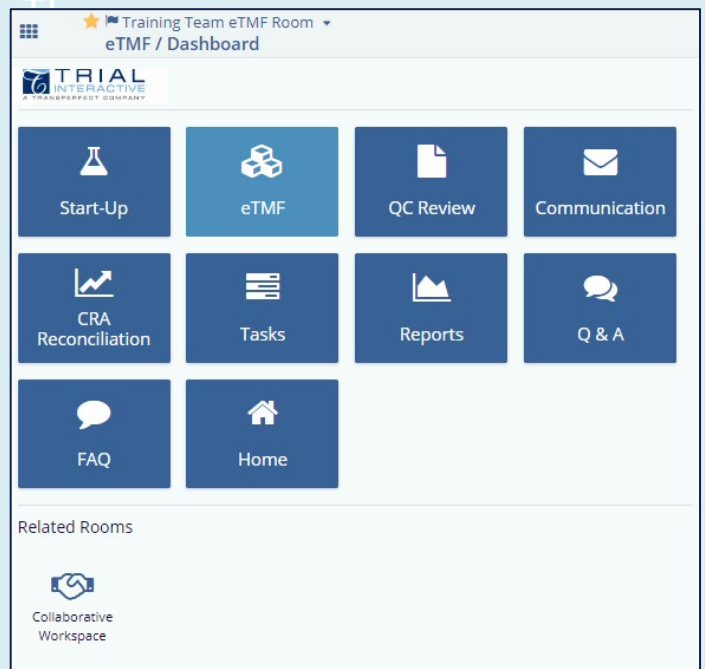
APPLICABLE TO:

- Administrators
- eTMF
- Editors
- Study Start-Up
- Readers
- Collaborate



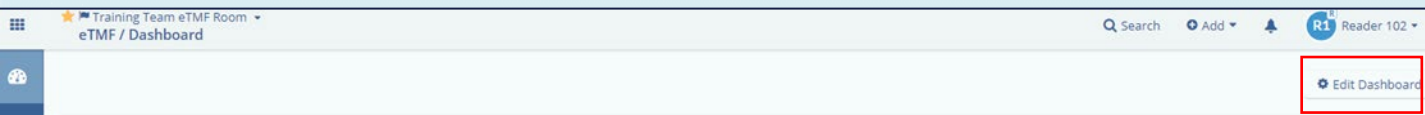
1. Log into the system and click on the name of the room you want to enter.

2. Navigate from the grid in the top left to either the eTMF, SSU, or QC Review application depending on which dashboard layout you want to change.

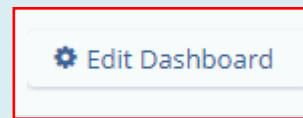


3. To change your Dashboard layout click the **“Edit Dashboard”** button at the top right of the screen.

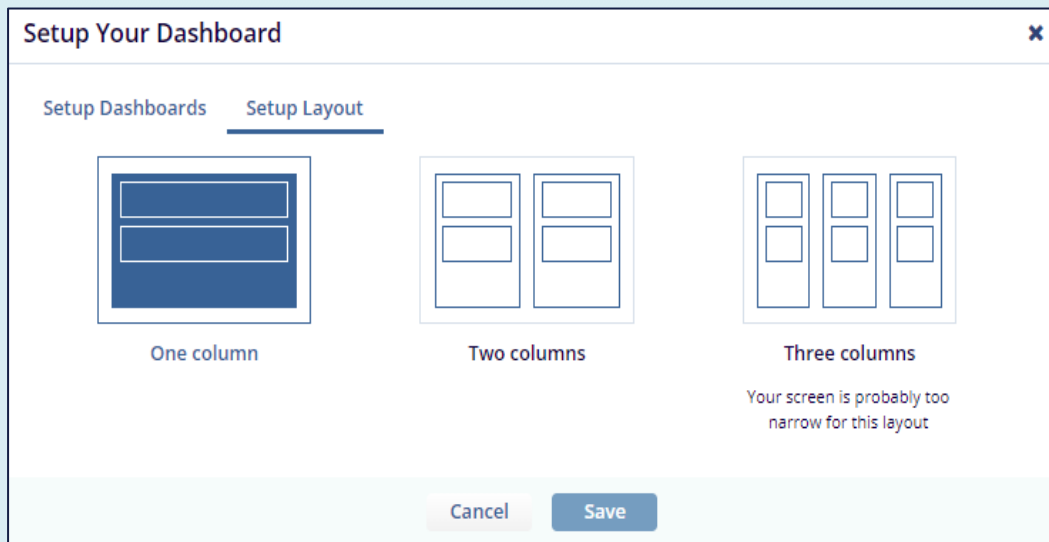
Note: This will move your dashlets into the number of columns you choose



4. Click on **“Setup Layout”** and choose from One Two or Three Columns.



5. Click **Save** to save your changes.



*For additional assistance, please reference the User Guide or the related job aids regarding adding and removing dashlets from the dashboard as well as creating customized dashlet groupings.