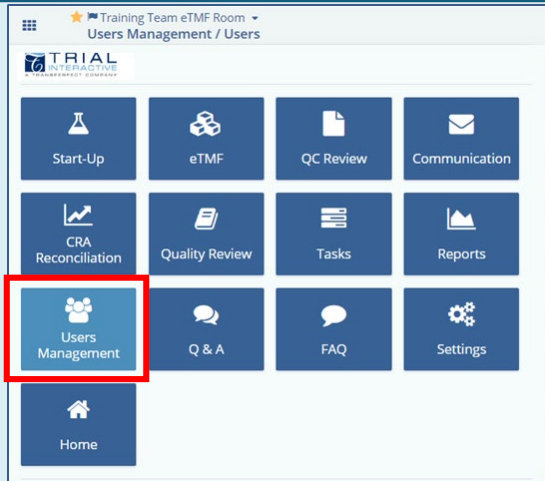


APPLICABLE TO:

- Administrators
- eTMF
- Room Managers
- Study Start-Up
- Editors
- myTI
- Readers

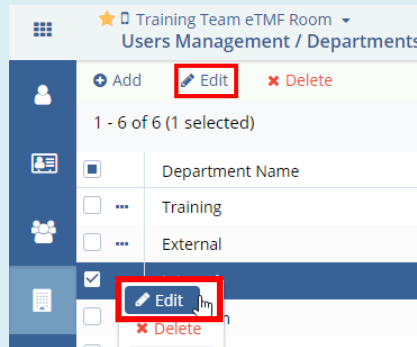


1. Navigate to the Users Management application from the Navigation Grid (waffle)

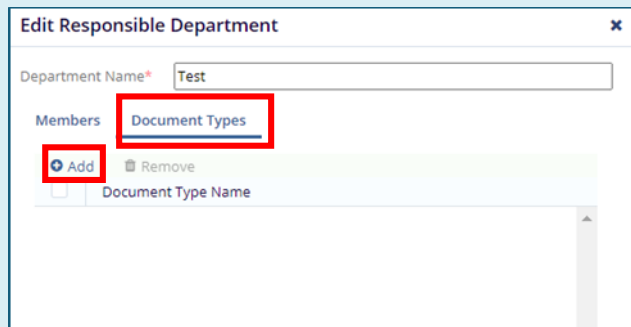
2. Click on the Departments Icon on the left to open the module



3. Select the Department which you want to assign document types to, by right-clicking on the item and selecting **Edit**, or by choosing **Edit** from the menu ribbon above the grid.

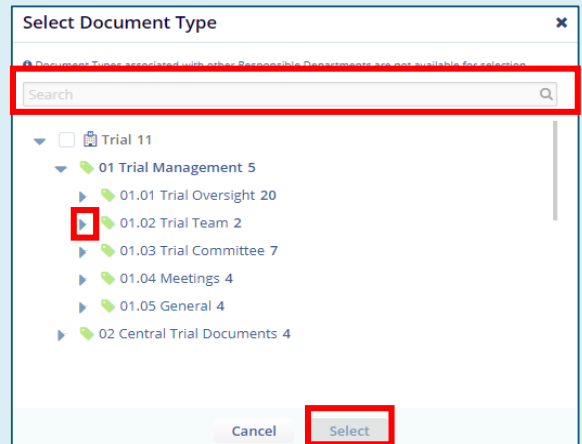


4. Select **Document Types**, then click **Add** to begin assigning document types to the chosen Responsible Department

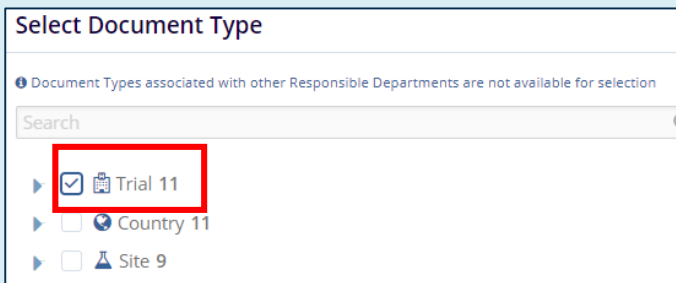


5. Select the document types you wish to assign by typing into the Search box, or by drilling down into folders.

6. Click the box next to the document type and hit **Select** to add.

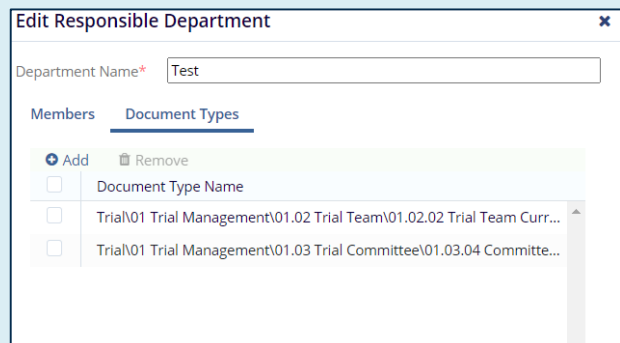


Note: Document Types associated with other Responsible Departments are not available for selection.



Tip: To assign all document types associated with a particular category, click the box next to Trial, Country or Site.

The document types are now associated with the chosen **Responsible Department**.



Tip: Make sure Responsible Departments is added to your document grid view. Click on Select Columns to add