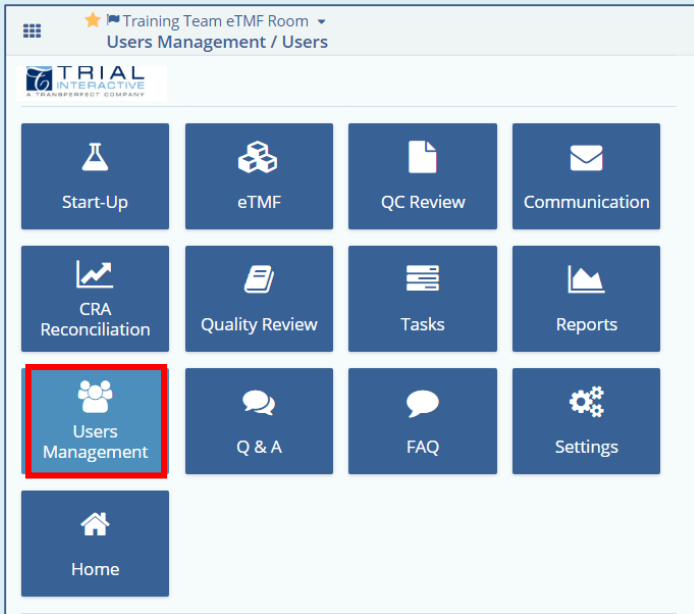


**APPLICABLE TO:**

- 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. To add a new Department, click the **Add** button at the top



### 4. Enter the Department Name (ex. Quality Assurance, CRA's, Training)

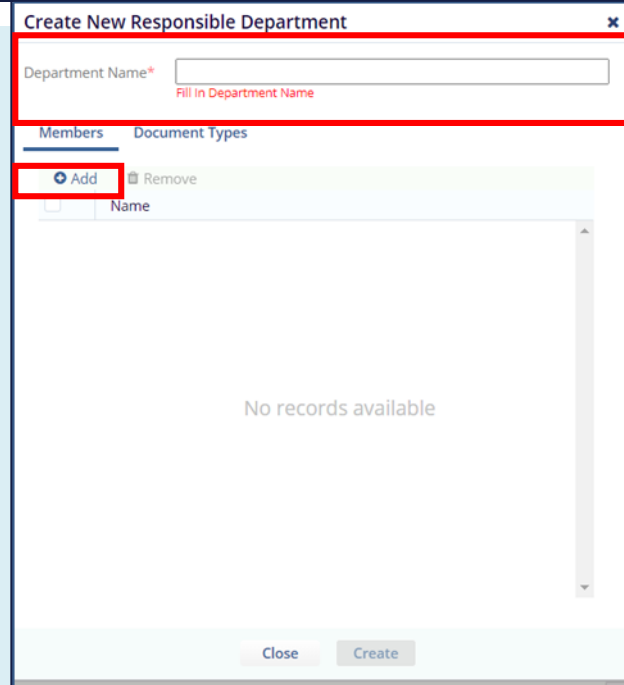
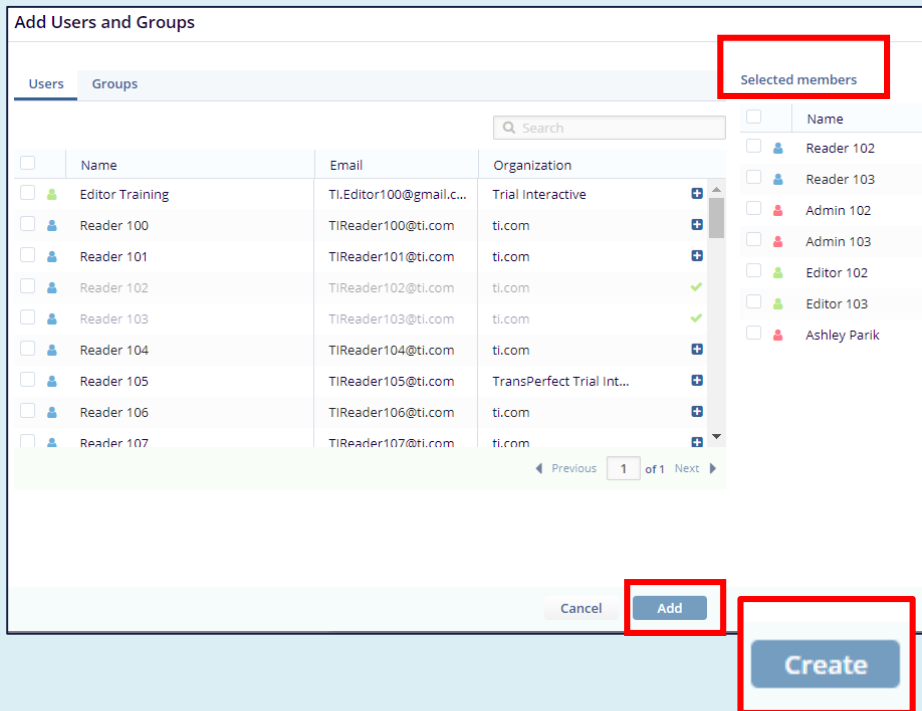


Note: The Department Names will be internal teams. These are teams that will be assigned responsibility for specific document types.

### 5. Add members and groups of users to the newly created Department, click the **Add** button.

Drag the users and groups you wish to add into the **Selected Members Box** on the right.

### 6. Click **Add**, then **Create** to make the department.

Name	Email	Organization
Editor Training	TI.Editor100@gmail.c...	Trial Interactive
Reader 100	TIReader100@ti.com	ti.com
Reader 101	TIReader101@ti.com	ti.com
Reader 102	TIReader102@ti.com	ti.com
Reader 103	TIReader103@ti.com	ti.com
Reader 104	TIReader104@ti.com	ti.com
Reader 105	TIReader105@ti.com	TransPerfect Trial Int...
Reader 106	TIReader106@ti.com	ti.com
Reader 107	TIReader107@ti.com	ti.com

For assistance in adding document types to responsible departments, please see the Adding Documents to Responsible Departments job aid in Trial Interactive