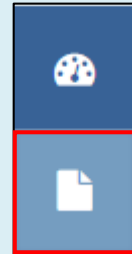


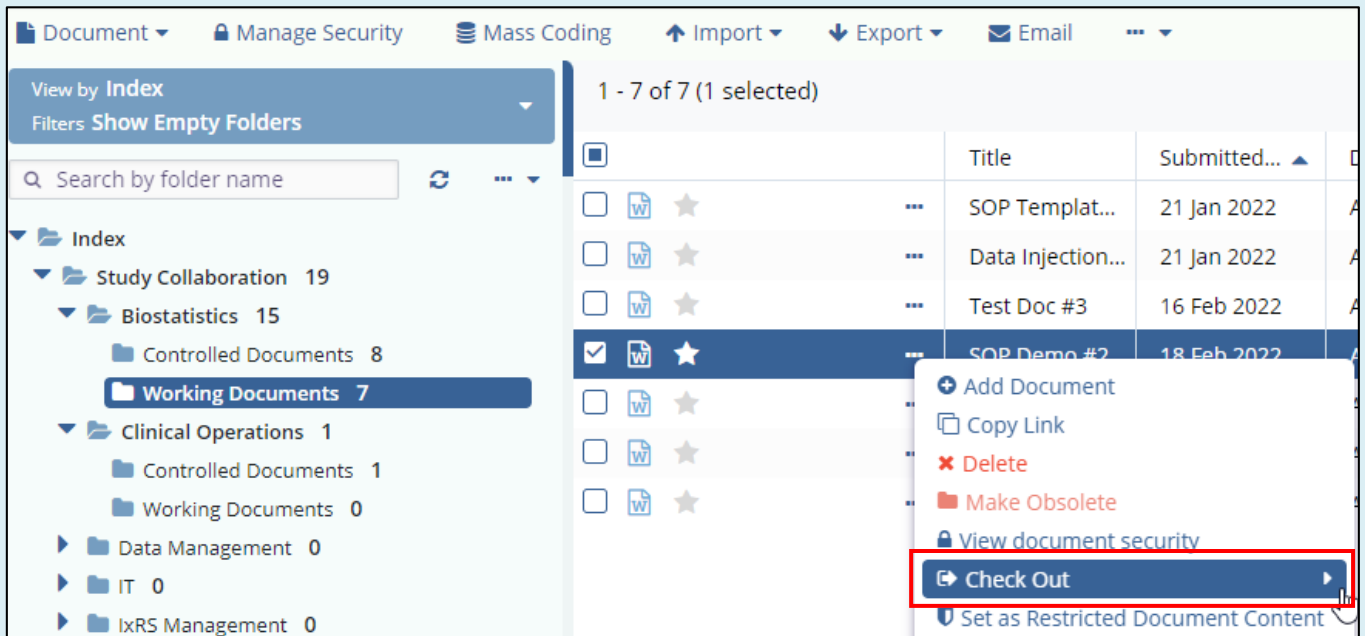
APPLICABLE TO:

- Administrators
- Room Managers
- Editors
- Readers
- Collaborate
- eISF

1. Locate the document you wish to edit in the Documents Library



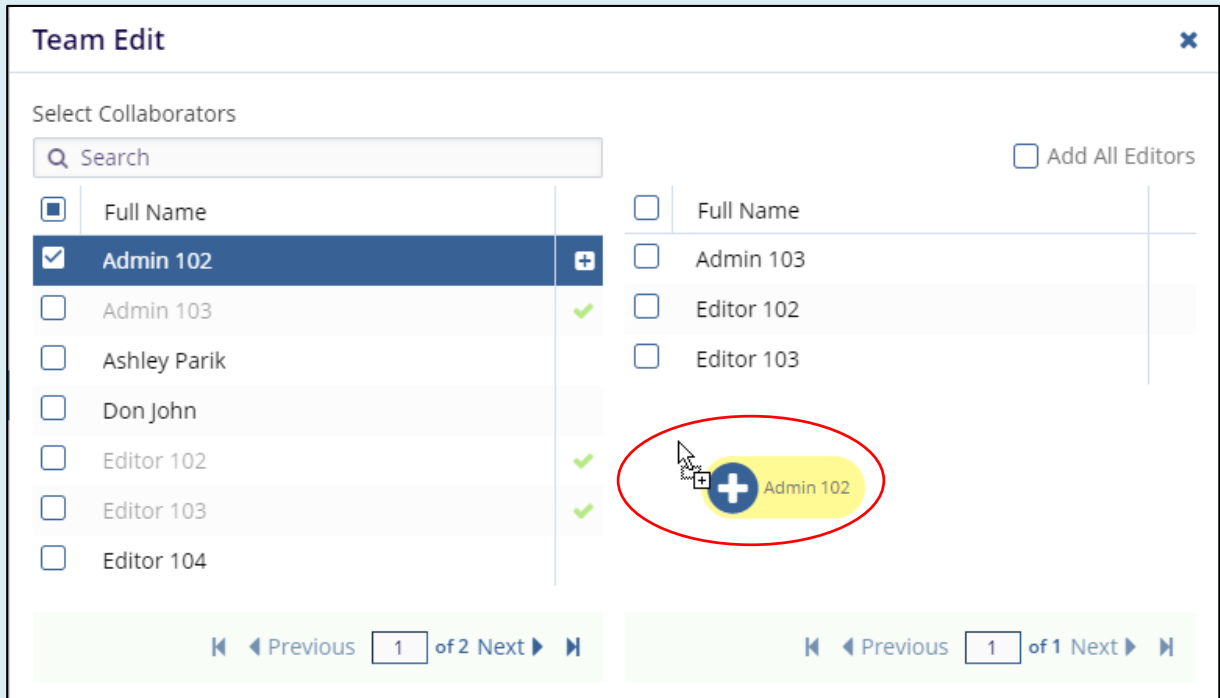
2a. Click on the Document Action Menu and expand the selection for Check Out



2b. Select Team Edit



3. Next, in the Team Edit window, select the team members who will work on the document by adding them to the right-hand column.



Team Edit [Close]

Select Collaborators

Search [] Add All Editors

<input type="checkbox"/> Full Name		<input type="checkbox"/> Full Name
<input checked="" type="checkbox"/> Admin 102	+	<input type="checkbox"/> Admin 103
<input type="checkbox"/> Admin 103	✓	<input type="checkbox"/> Editor 102
<input type="checkbox"/> Ashley Parik		<input type="checkbox"/> Editor 103
<input type="checkbox"/> Don John		
<input type="checkbox"/> Editor 102	✓	
<input type="checkbox"/> Editor 103	✓	
<input type="checkbox"/> Editor 104		

◀ Previous 1 of 2 Next ▶

◀ Previous 1 of 1 Next ▶

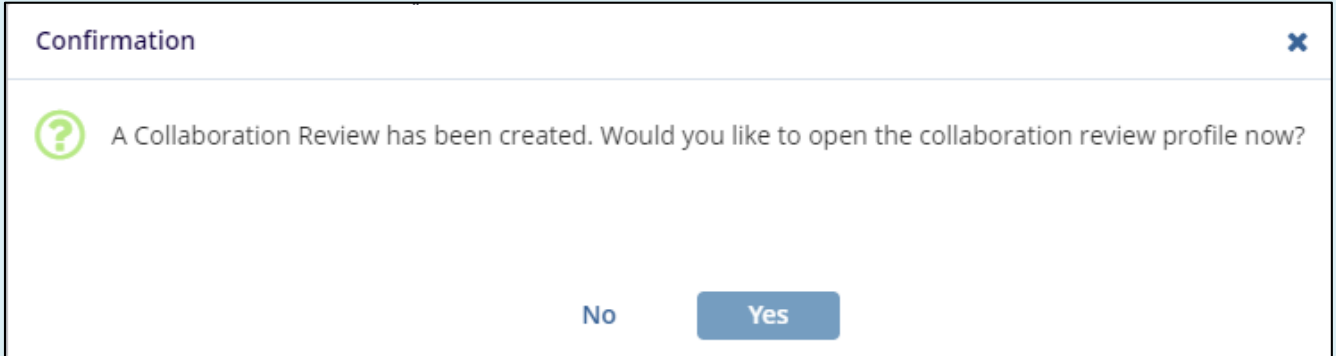
4. In the same window, assign a due date for the collaborative edit and, optionally, add comments for the team. Click **Check Out** to start the session.


Due date to complete the collaborative edit [Calendar Icon]

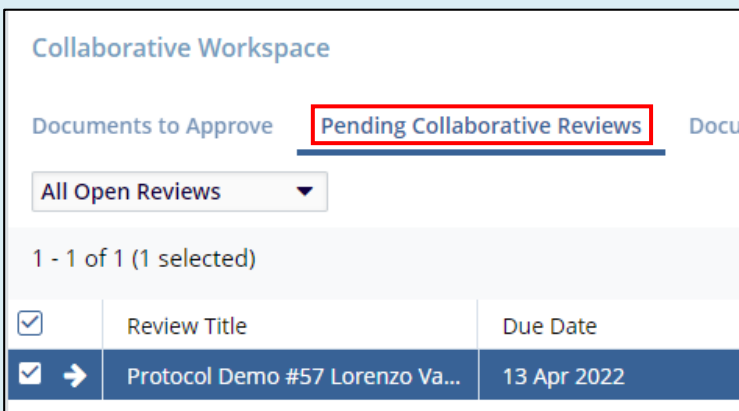
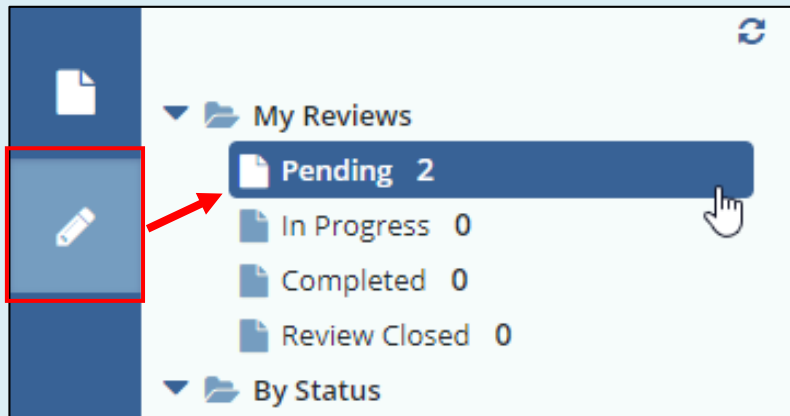
Comments

Cancel

5. You can start editing immediately, or leave it for later




 Should you wish to edit at a later time, you can find your document under your **'Pending'** reviews in the **Collaborate** module...



..and also in your Dashboard, in **Collaborative Workspace**, under **Pending Collaborative Reviews**

6. In **Team Edit**, changes can be made in real-time by many users. Here's an example of what that would look like

 TRANSPERFECT Demo Doc #5	ID: 341687	
	VER. 0.3	PAGE: 2 OF 2
	DOCUMENT TYPE: <u>Biostats</u>	

1.0 INTRODUCTION & PURPOSE

Here are the changes that Editor 104 is making.

Here are the changes that I'm making as Admin 103

2.0 SCOPE

3.0 RESPONSIBILITIES

4.0 DEFINITIONS

5.0 PROCEDURES

Here are the changes that Editor 107 is making

5.1 Process Overview

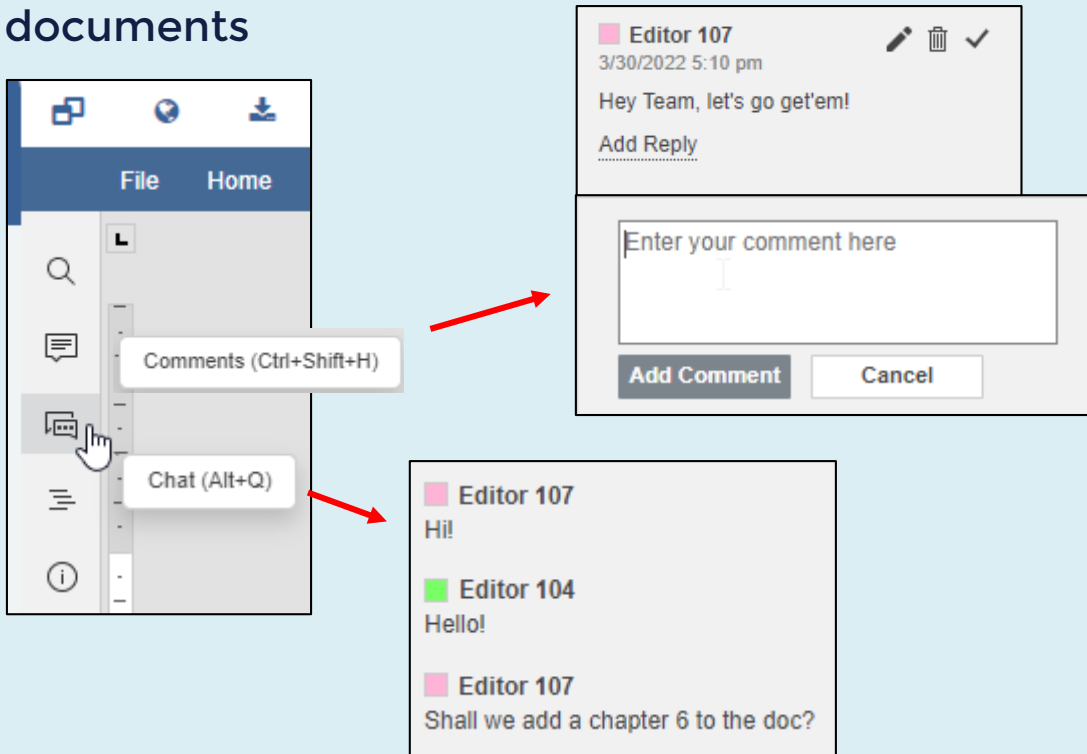
5.2 Entry Criteria

5.3 Recommended Tools

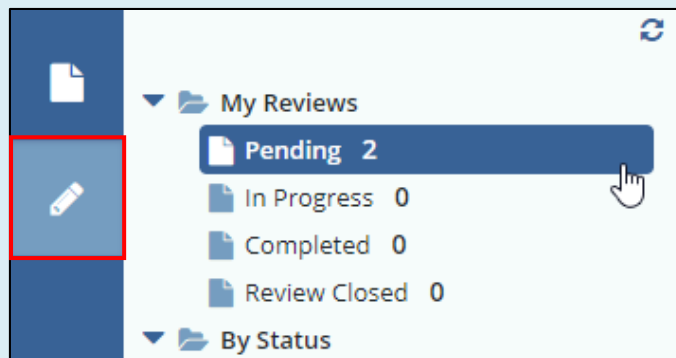


The color-coded text was added for clarity and does not reflect default working conditions.

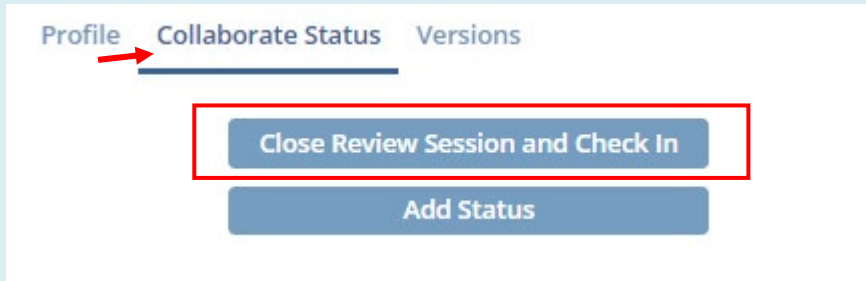
7. The collaborative interface allows you to leave comments or even chat with other editors while you work on your documents



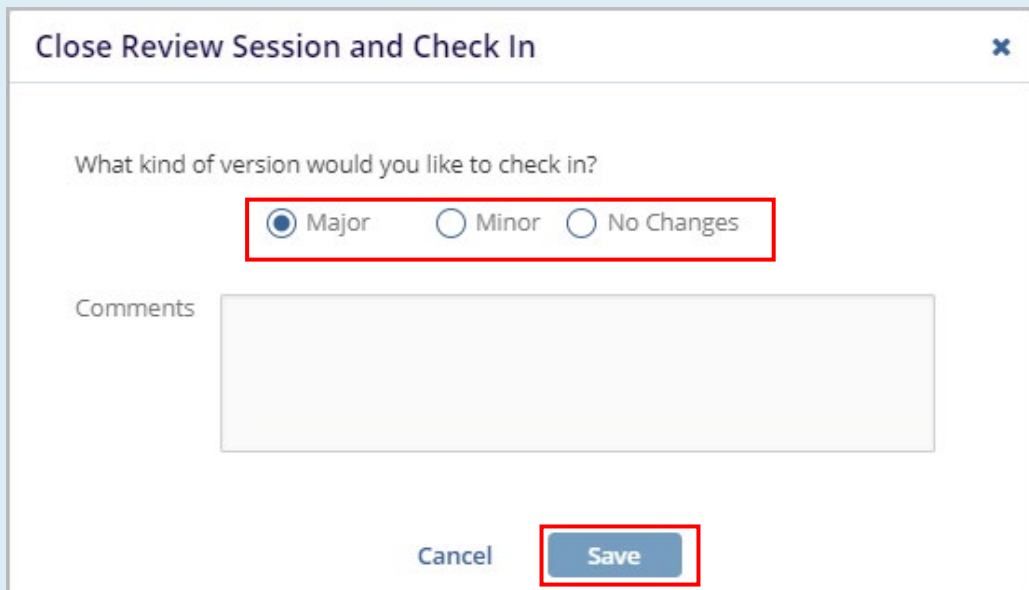
8. When you are done editing the document, you can close the review. To do this, navigate to your Pending Reviews in the **Collaborate** module



9. Select the document you wish to close Team Edit for, then switch to **Collaborate Status** in the metadata pane. Click on **Close Review Session and Check In**



10. Choose the kind of version change and press **Save** to close the session.




The document now shows under 'Completed' reviews in the Collaborate module.