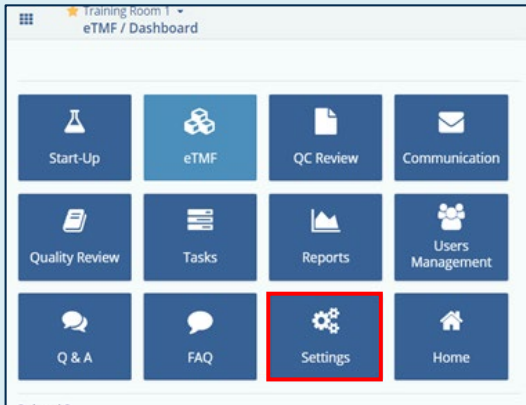


APPLICABLE TO:

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

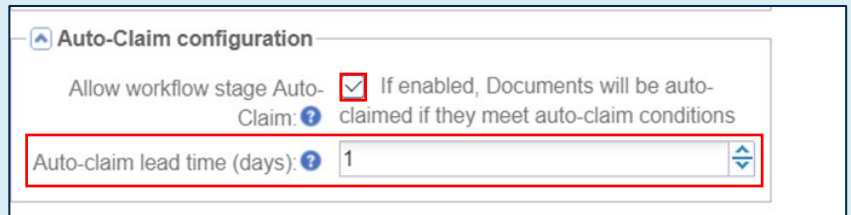
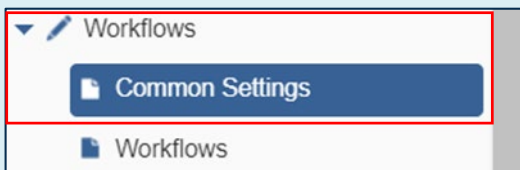


Auto-claim enables documents to enter the workflow and be assigned to a reviewer automatically, according to the setting chosen by the Administrator.

1. Enter a room and click on **Settings** within the Navigation Grid accessed at the top left of the page.

2a. Navigate to **Workflows** then **Common Settings**.

2b. In **Auto-Claim Configuration** tick the box to enable the auto-claiming of a document.



2c. Set the **Auto-claim lead time**. This sets the number of days after submission that a document is auto-claimed. Documents manually claimed before the set time will not be affected.



Upon auto-claim activation, the system will distribute documents among all available reviewers. If a specific workflow only has one reviewer assigned, then all documents will be assigned to that user.



If a document is going through a multi-step workflow, a different reviewer needs to be assigned at each step. Documents will not be auto-assigned to a reviewer that is present in more than one stage of the workflow.