## Workflow: How to Reassign the Reviewer TI v 10.4 **Administrators APPLICABLE TO:** eTMF **Room managers** Study Start-Up **Editors** 🔿 myTl Readers □ Training Team eTMF 10.3 -. eTMF / Documents 1. Login to a room. In the eTMF application, navigate B $\checkmark$ to the Documents Module. QC Review Communication -- $\mathbf{Q}$ Users must first be added to Tasks Q & A Reports the Workflow group(s) by a Л room Administrator. 20 雦 Queries Event Manager Home

2. Using the *'view by'* selector, set **By Reviewer** as the active view.

3.Expand the folder with the name of the reviewer whose claimed documents you need to reassign.

Click on the **Claimed** subfolder.

4. Select the document(s) to reassign. Click **Reassign reviewer** above the grid.

🛔 Reassign reviewer	Exclude from wor	rkflows	🖹 Document 🕶	🔒 Ma	nage Security 🛛 🛢	Mass Coding
View by <b>By Reviewer</b>	•	1 - 5 of 5 (	(1 selected)		🗐 🔲 Select Column	s 🖸 🕇 Fi
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<ul> <li>Admin 102</li> </ul>		🗹 🗳 🕇	ዋ 🗐		BM_09Oct2020	Lab Certifi



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## 5. Choose the review **Stage** for the document(s). Select a **Reviewer** from the list of those available and click **Save**.

Reassign Reviewers	×
Workflow*	
2 step QC - revised	•
Stage*	
Approval stage 1	•
Reviewer*	
Arya Stark (aryastark@ti.com)	-



6. The reassigned documents are added to the newly designated reviewer's **Claimed** folder.

No notification is issued by the system to the old or new reviewer.



If needed, refer to related job aid **Wokflow: How to QC a Document**.



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