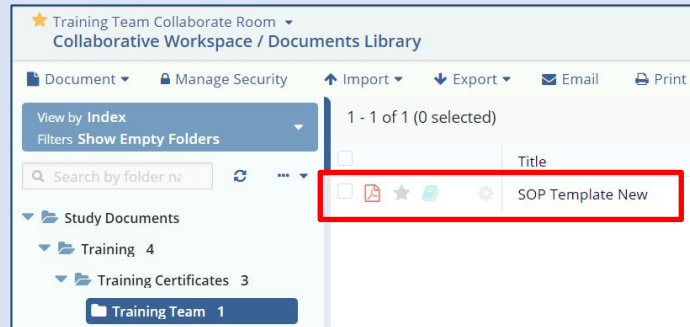**TRIAL INTERACTIVE**

**APPLICABLE TO:**

- ● Administrators
- ● Editors
- ○ Readers
- ○ eTMF
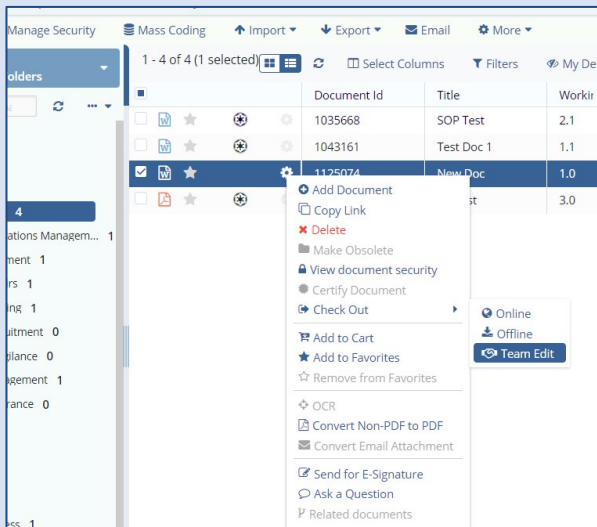- ● Content Management
- ○ myTI

## 1. Login to the Collaborative Workspace and navigate to the **Documents Library**.
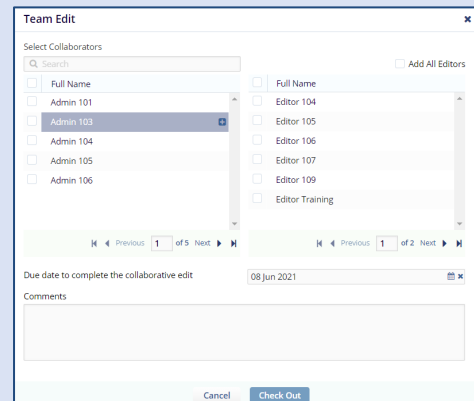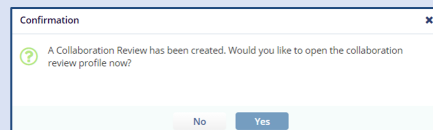
## 2. Select a document to be reviewed



## 3. Right click the **gear wheel** icon and select **Check Out**, followed by **Team Edit.**



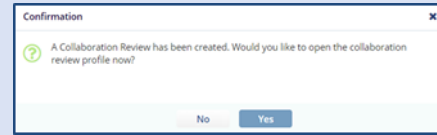## 4 . Select document collaborators, then click **Check Out**.



Tip: Additional collaborators can be added later from the **Profile** tab within the metadata pane
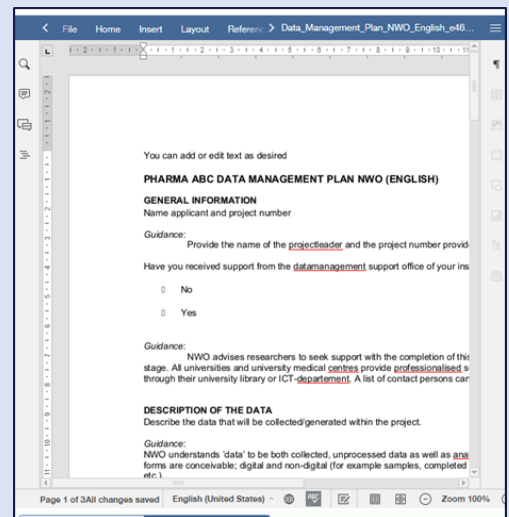
5. Click **Yes** to open the collaboration review profile.



6. The document will open. Make necessary edits to the document by adding text or by making any additional changes.

**Note:** All document collaborators are able to make changes to the document.



7. Once all document edits are made and the review session is complete, click **Close Review Session and Check In** from the **Collaborate Status** tab from the metadata pane.