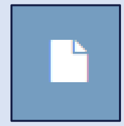
How to Initiate an Administrative Workflow TI v 10.2

APPLICABLE TO:

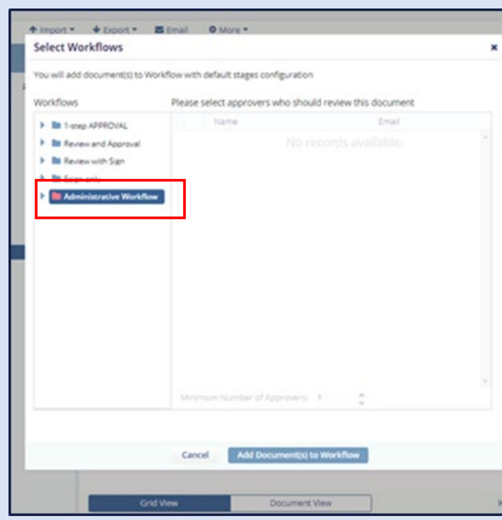
- ● Administrators
- ● Editors
- ○ Readers
- ○ eTMF
- ● Content Management
- ○ myTI

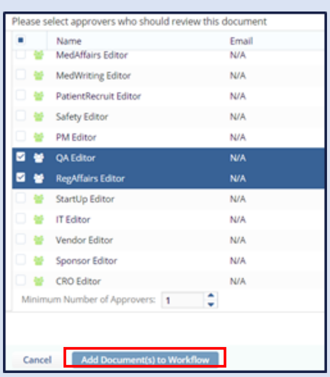
1. Login to a Collaborative Workspace room and navigate to the **Documents** module.



2. Check out the document and make any required changes. Check the document back in when done.

3. Initiate the workflow by clicking the icon from the document grid, then choose Administrative Workflow from the options presented.





4. Select the appropriate **document approvers**, then click **Add Documents to Workflow.**

Note: Administrative Workflow must be enabled in Room Settings

Note: Users need to be assigned to the Administrative Workflow group in order to initiate an Administrative Workflow