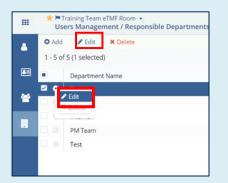
How to Assign Document Types to Responsible Departments TI v 10.2 Administrators etMF APPLICABLE TO: Editors O Study Start-Up O myTl O Readers Training Team eTMF Room • Users Management / Users === TRIAL 1. Navigate to the Users Management application 3 즈 \bigtriangledown Start-Up eTMF QC Review Communication from the Navigation Grid (waffle). ~ CRA Reconciliatior Quality Review Tasks Reports 202 0. 2 22 2. Click on the FAO Settings Responsible Department Icon on the left Home to open the module.

3. Select the Department which you want to assign document types to by clicking the gear wheel icon and selecting **Edit** or by selecting **Edit** from the menu ribbon above the grid.

4. Select **Document Types**, then click **Add** to begin assigning document types to the chosen Responsible Department



Edit Responsible Department		×
Department N	ame* Test	
Members Add	Document Types	
		•

Note: This is assuming the Responsible Departments have already been created. See How to Create Responsible Departments job aid in Trial Interactive for help

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T R I A L INTERACTIVE

How to Assign Document Types to Responsible Departments TI v 10.2

5. Select the document types you wish to assign by typing into the Search box, or by drilling down into folders.

6. Click the box next to the document type and hit **Select** to add.

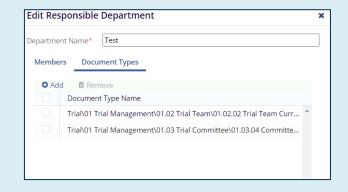
Selec	t Document Type	>
0 Docum	ent Types associated with other Responsible Reportments are not available for selection	
Search	1	Q
•	🛱 Trial 11	1
-	📎 01 Trial Management 5	
	9 01.01 Trial Oversight 20	
	01.02 Trial Team 2	
	🕨 💊 01.03 Trial Committee 7	
	01.04 Meetings 4	
	🕨 🦠 01.05 General 4	
•	💊 02 Central Trial Documents 4	

Note: Document Types associated with other Responsible Departments are not available for selection.

Select Document Type		
Document Types associated with other Responsible Departments are not available for selection		
Search	(
 ▶		

Tip: To assign all document types associated with a particular category, click the box next to Trial, Country or Site.

The document types are now associated with the chosen **Responsible Department**.





Tip: Make sure Responsible Departments is added to your document grid view. Click on Select Columns to add



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