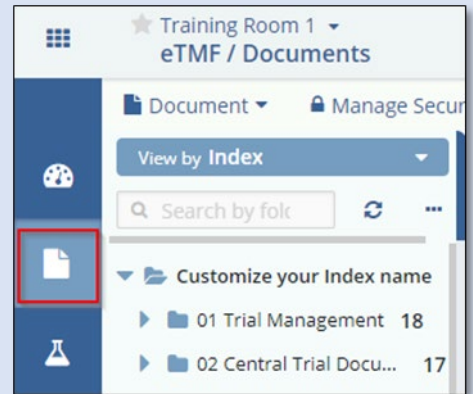


APPLICABLE TO:

- Administrators
- eTMF
- Room Managers
- Study Start-Up
- Editors
- Content Management
- Readers

1. Login to a room and navigate to the **Documents** module on the left.

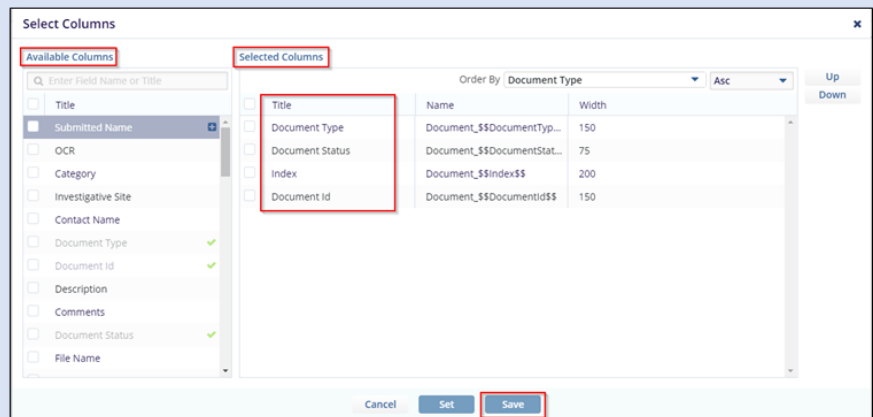


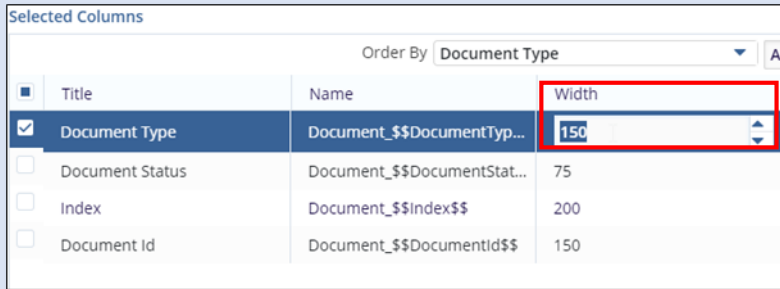
2. Click any folder to view the document grid then click **Select Columns**.

1 - 5 of 5 (0 selected) Select Columns

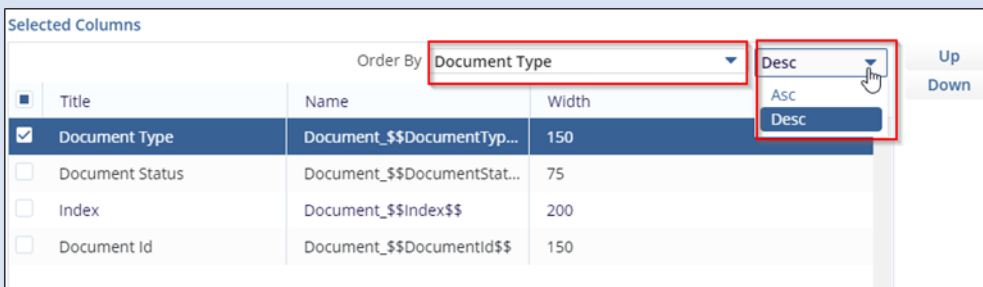
<input type="checkbox"/>	Document Id	Document Type
<input type="checkbox"/>	1201303	Regulatory Questions and Answers
<input type="checkbox"/>	1352243	Trial Master File Plan
<input type="checkbox"/>	1356072	Trial Management: Relevant Communicati...
<input type="checkbox"/>	1446999	Quality Plan
<input type="checkbox"/>	1708888	eTMF Configuration Manual

3. Click and drag or use the **Up** and **Down** arrows on the right to change the order in which the **Column Titles** appear.



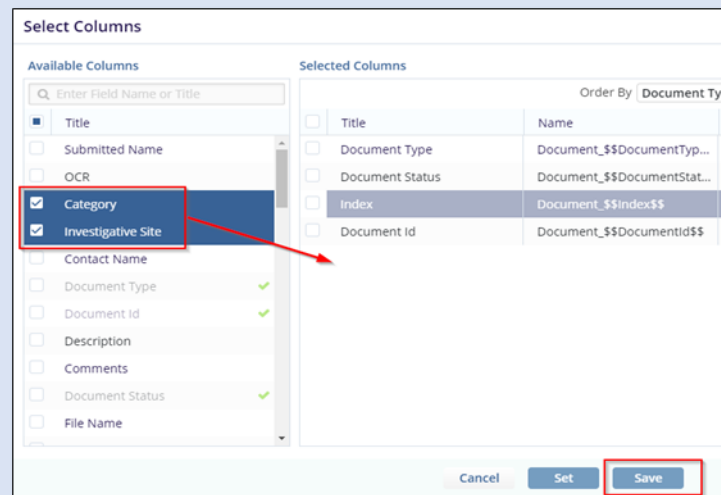


4. Change the default column Width by double clicking the numerical value and entering a new value.



5. Use the drop-down menu to change the Default sorting of documents.

6. To add additional columns for viewing, drag and drop or use the + sign next to each Column Title in the left pane.



7. Click **Save** when editing is complete.