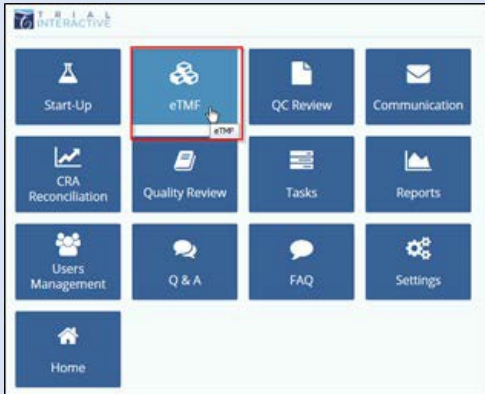


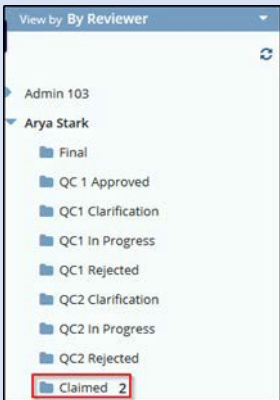
### APPLICABLE TO:

- Administrators
- Room managers
- Editors
- Readers
- eTMF
- Study Start-Up
- myTI



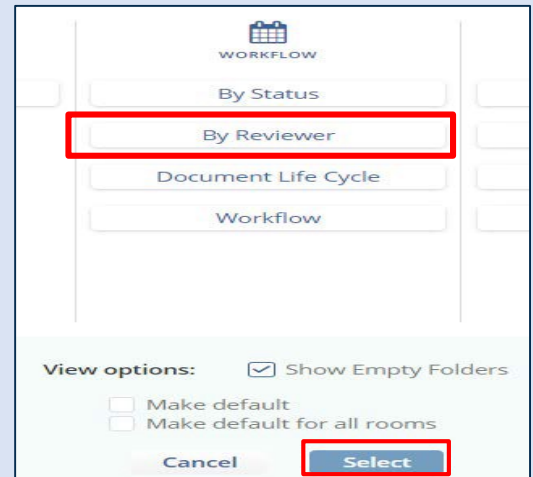
1. From the eTMF application, navigate to the **Documents Module**.

Users must *first* be added to the Workflow group(s) by the room Administrator.

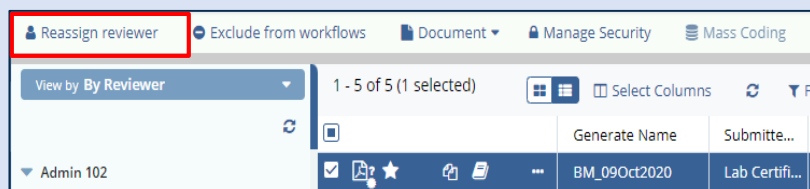


2. Select the **By Reviewer** view from the menu above the index.

3. Open/expand the folder of the reviewer whose claimed documents are to be reassigned. Click the **Claimed** folder.

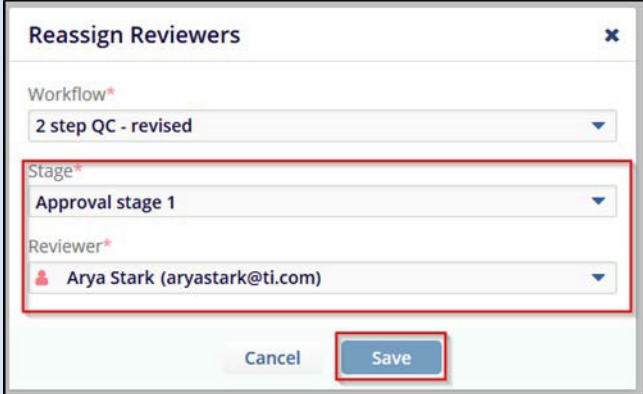
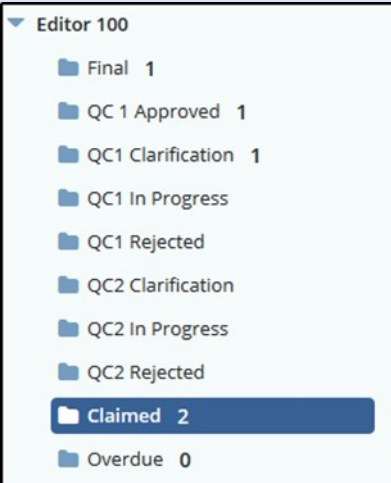


4. Select the document(s) to reassign. Click **Reassign reviewer** above the grid.



5. Choose the **Stage** for the document(s).

Select from a **Reviewer** list of those added to the Workflow group and click **Save**.

The reassigned documents are added to the new Reviewer's **Claimed** folder.



There is no auto-notification to the old or new reviewer.



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