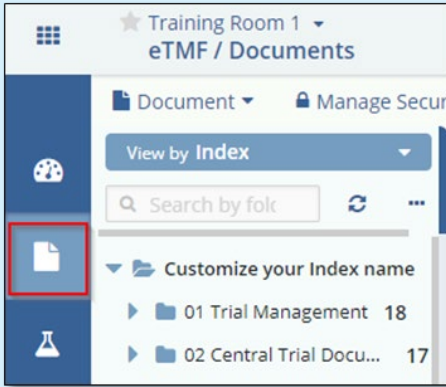


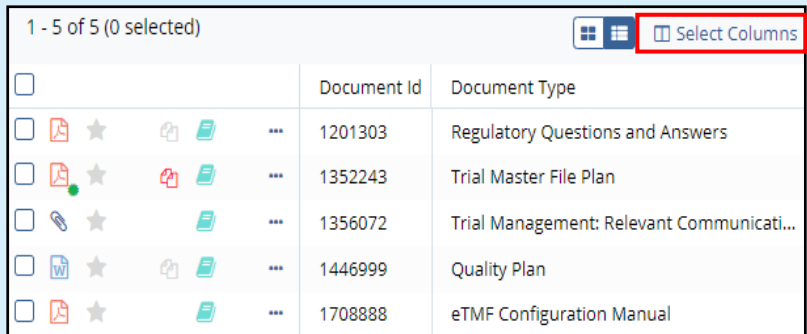
APPLICABLE TO:

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

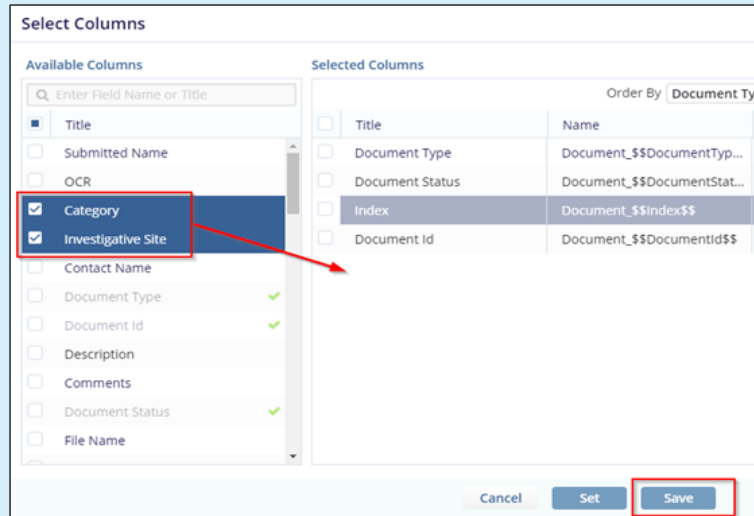


1. Login to a room and navigate to the **Documents** module (on the left-side navigation bar).

2. Select a folder to view its document grid, then click **Select Columns**.



3. Add columns to your grid view: drag and drop or use the + sign next to each Column name in the left pane. This also works in reverse, when you wish to remove columns from your view.



4. Use the **Up** and **Down** buttons on the right to change the order in which the **Selected Columns** will appear.

Selected Columns

Order By: [ ] Asc

<input checked="" type="checkbox"/>	Title	Name	Width	
<input type="checkbox"/>	Document Id	\$\$DocumentId\$\$	100	
<input type="checkbox"/>	Document Type	\$\$DocumentTypeName\$\$	150	
<input checked="" type="checkbox"/>	Document Status	\$\$DocumentStatusName\$\$	75	
<input type="checkbox"/>	Submitted On	\$\$SubmittedOn\$\$	75	

Up  
Down

Selected Columns

Order By: Document Type

<input checked="" type="checkbox"/>	Title	Name	Width
<input checked="" type="checkbox"/>	Document Type	Document_\$\$DocumentTyp...	150
<input type="checkbox"/>	Document Status	Document_\$\$DocumentStat...	75
<input type="checkbox"/>	Index	Document_\$\$Index\$\$	200
<input type="checkbox"/>	Document Id	Document_\$\$DocumentId\$\$	150

5. Change the **Width** of any column by double clicking the numerical value and entering a new value.

6. Use the drop-down menu on the upper right to change the sorting of documents.

Selected Columns

Order By: Document Type

<input checked="" type="checkbox"/>	Title	Name	Width	
<input checked="" type="checkbox"/>	Document Type	Document_\$\$DocumentTyp...	150	
<input type="checkbox"/>	Document Status	Document_\$\$DocumentStat...	75	
<input type="checkbox"/>	Index	Document_\$\$Index\$\$	200	
<input type="checkbox"/>	Document Id	Document_\$\$DocumentId\$\$	150	

Up  
Down

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