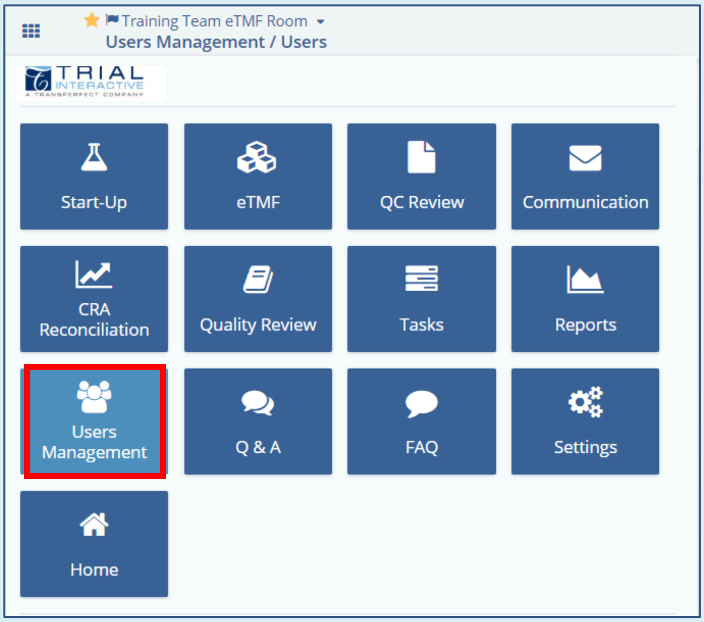
How to Create Responsible Departments TI v 10.4

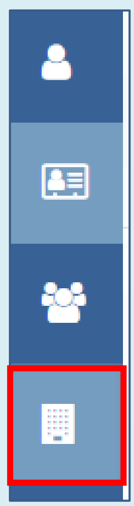
APPLICABLE TO:

- ● Administrators
- ○ Room Managers
- ○ Editors
- ○ Readers

- ● eTMF
- ○ Study Start-Up
- ○ myTI

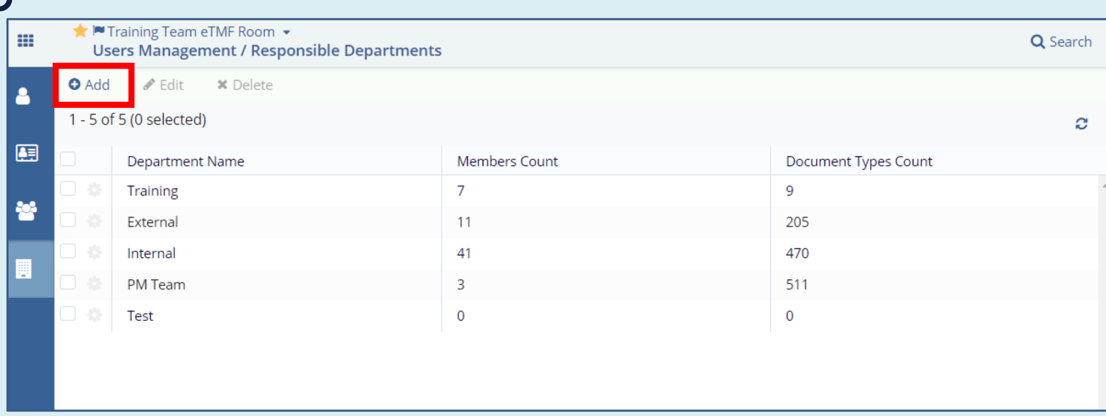


1. Navigate to the Users Management application from the Navigation Grid (waffle)



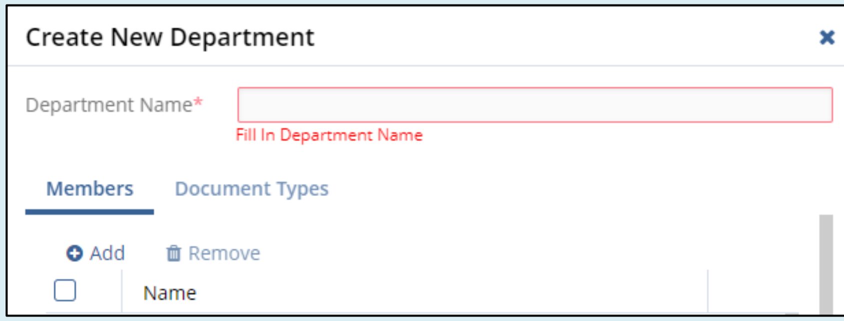
2. Click on the **Departments** icon on the left to open the module

3. To add a new Department, click the **Add** button at the top



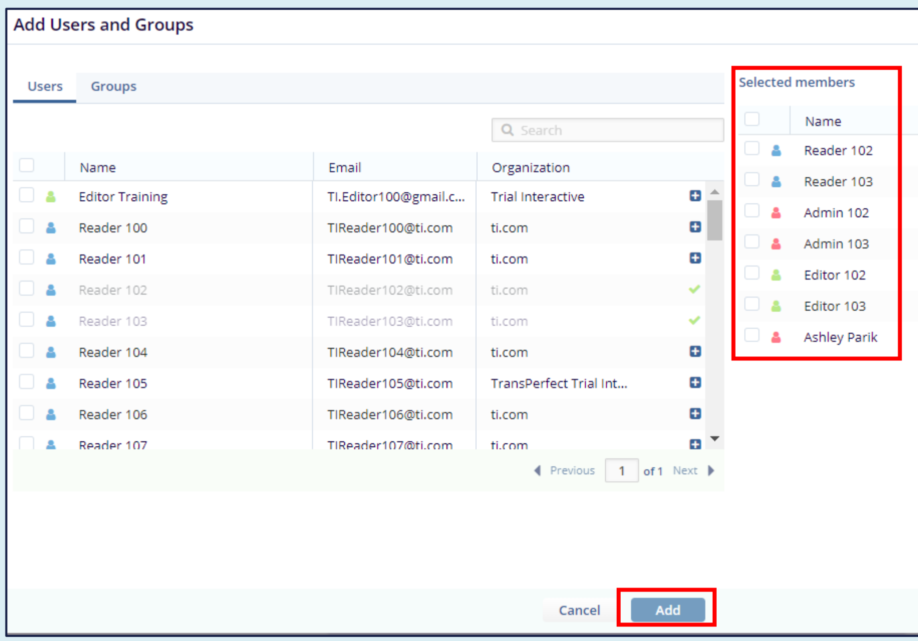
4. Enter the Department Name (ex. Quality Assurance, CRA's, Training)

Note: The Department Names will be internal team designations. These teams can be assigned responsibility for specific document types.



5. Click the **+ Add** button to start adding members and groups of users to the new Department.

(Drag the users and groups you wish to add into the Selected Members Box on the right).



6. After clicking Add, click **Create** to finalize the department creation.

For assistance in adding document types to responsible departments, please see the "Adding Documents to Responsible Departments" job aid in Trial Interactive