APPLICABLE TO:

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

- ● eTMF
- ○ Study Start-Up
- ○ myTI

This job aid is designed to assist in inviting users who will have limited access to the eTMF (e.g. external auditors). These users will only be able to access the Audit module as a reviewer/auditor. The option to invite a user as a Regulatory Agency Inspector may need to be enabled by the Trial Interactive Service Desk if the option is not available in the relevant study room.
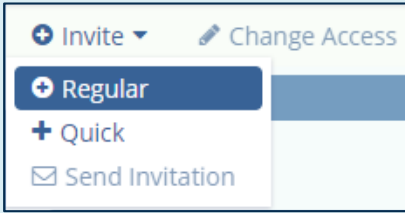
Regulatory Agency Inspector users are limited to the Quality Review module.	Reader users without Regulatory Agency Inspector access will see the options appropriate to their access rights.
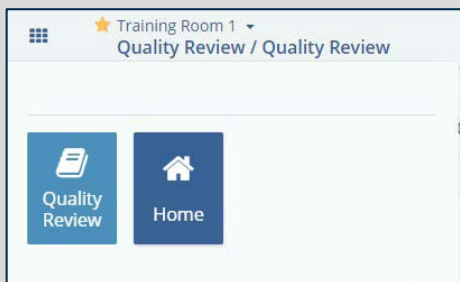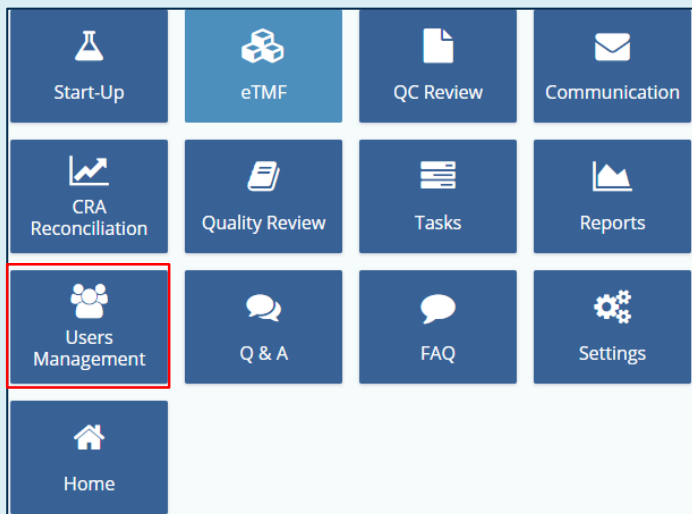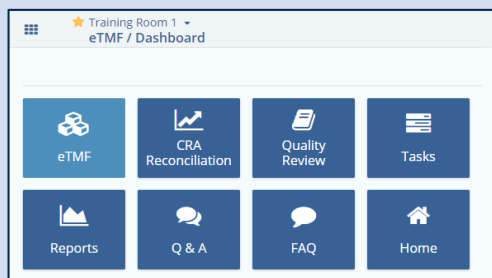
1. Enter the room and navigate to the **Users Management** menu within the Navigation Grid.
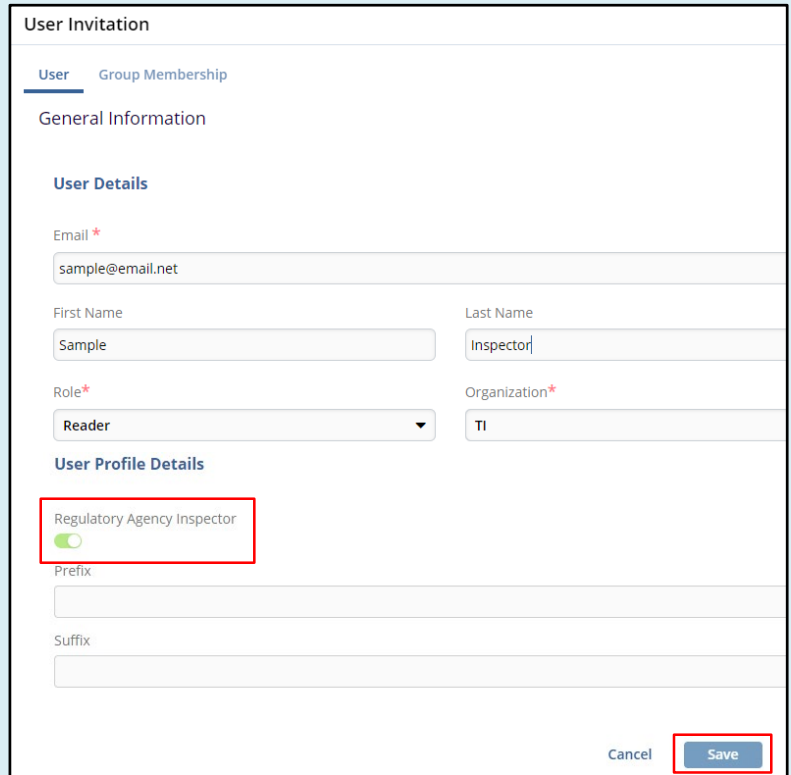
2. Click **Invite** and select **Regular** from the drop-down menu.

3. Complete the required fields.

Enable the Regulatory Agency Inspector option.

Click Save.

The Administrator will need to create an audit in the system and indicate that the Regulatory Agency Inspector will be performing the Auditor function. Otherwise, the user will see no documents for their review.