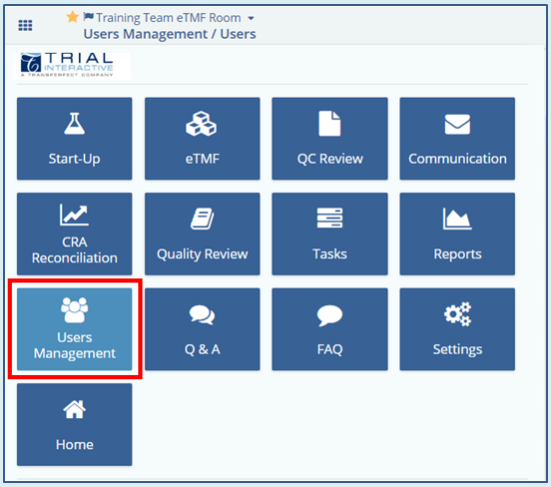
How to Assign Document Types to Responsible Departments TI v 10.5

APPLICABLE TO:

- (●) Administrators
- ( ) Room Managers
- ( ) Editors
- ( ) Readers

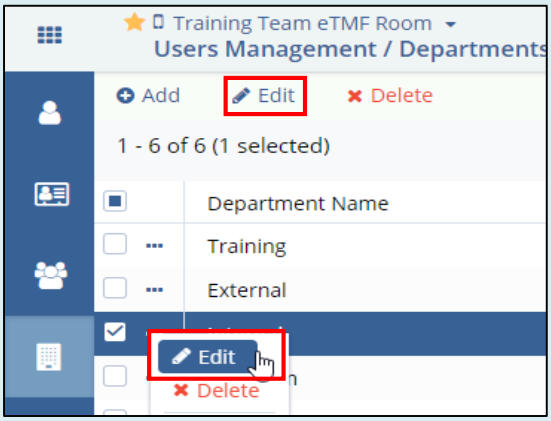
- (●) eTMF
- ( ) Study Start-Up
- ( ) myTI



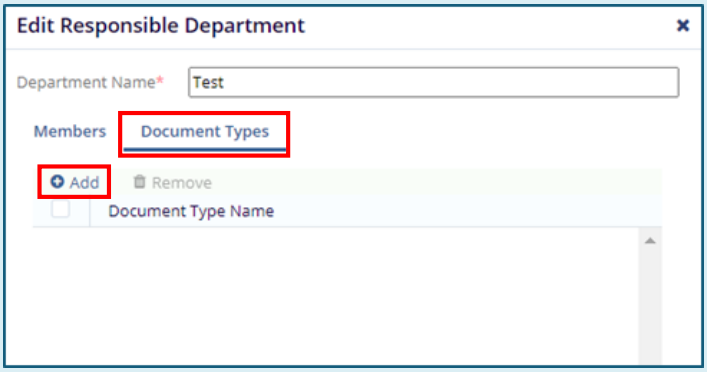
1. Navigate to the **Users Management** application from the Navigation Grid (waffle).

2. Click on the **Departments** Icon on the left-side vertical bar.

3. Select the Department which you want to assign document types to, then click **Edit** in the ribbon above the grid OR open the item action menu (three dots) and click **Edit**.

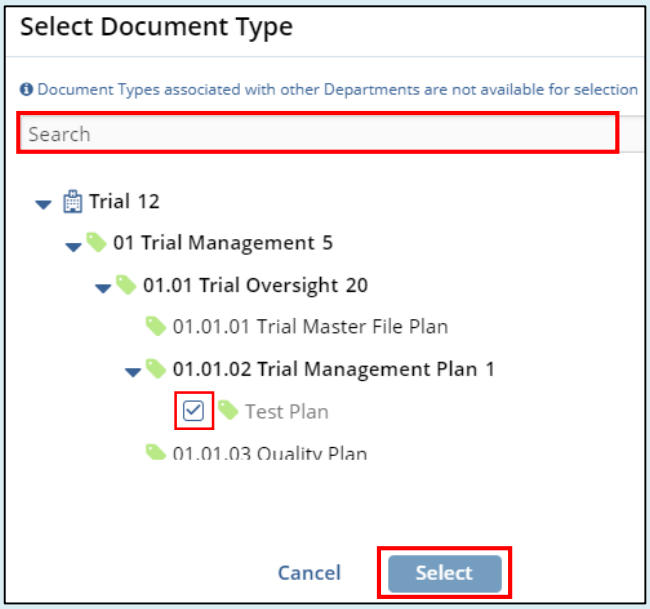


4. Select **Document Types**, then click **Add** to begin assigning document types to the chosen Responsible Department.

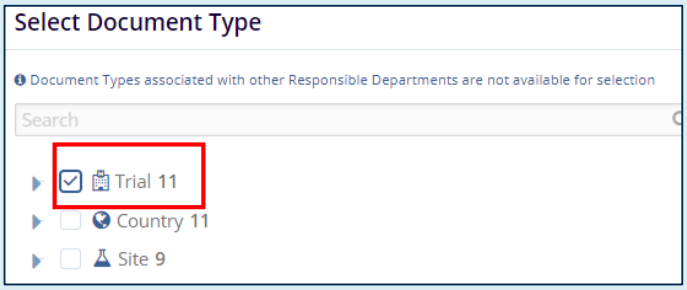


5. Select the document types you wish to assign by typing into the **Search** box, or by drilling down into folders.

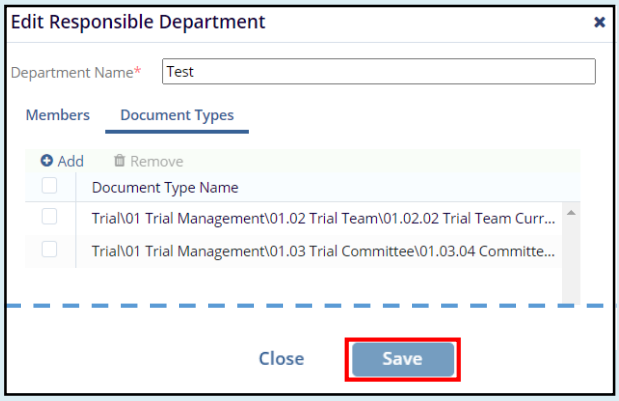
Note: Document Types already associated with other Responsible Departments will not be available for selection.



6. Click the box next to a document type and hit **Select** to add.



Tip: To assign all document types within a specific zone or section at once (e.g. Trial, Country or Site), click the box next to it.

7. The document types displayed are associated with the chosen **Responsible Department.**
Click **Save** to close the interface.

To maintain visibility on Departments for each document, you can add the column **Responsible Department** to any Grid View.