

How to Use Field Description

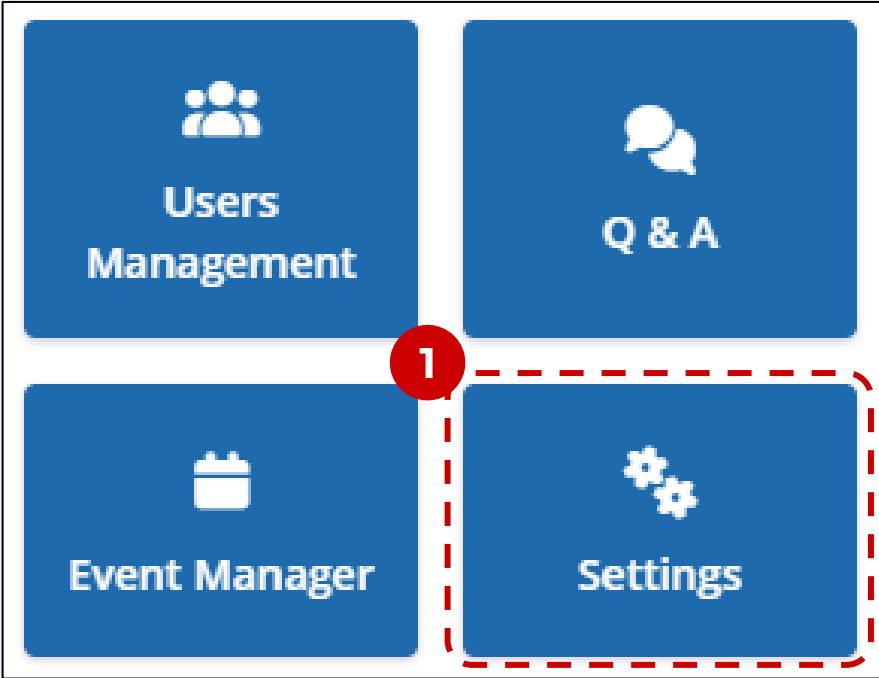
TI version 10.8

APPLICABLE TO:

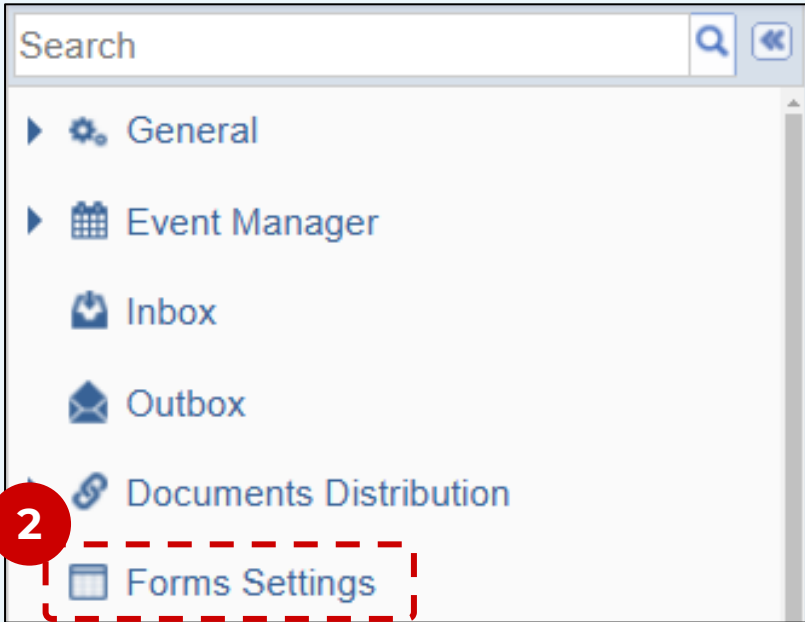
- ☒ Admin
- ☒ Manager
- ☐ Editor
- ☐ Reader
- ☒ eTMF
- ☒ Collaborate

A Field Description can be entered for any document metadata field, essentially creating a customized tooltip that can be read by all users.
This job aid describes how an Admin, or Manager (if set up with the required access rights), can set Field Descriptions.

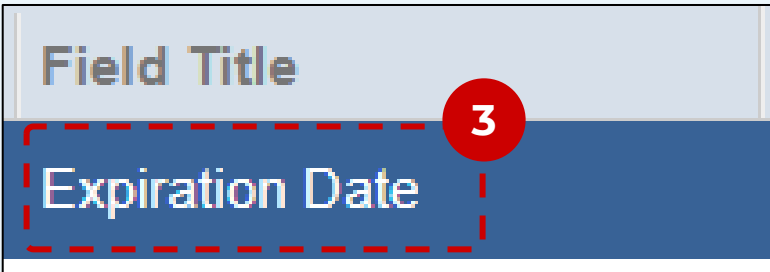
1 Log in to a room and enter the **Settings** area.



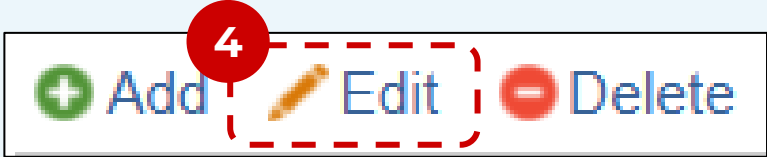
2 Select **Form Settings**.



3 Find and **select the Field** to be edited.
You can use Search, located at the upper right of the panel, to save time.



4 In the ribbon, click **Edit**.



5 Enter your text in the **Description** box.



6 Click on Update in Grid at the bottom of the window.



7 Changes in most Settings menus must be **Saved**. Button is located near center-bottom of the TI page.



8 Where a field with description is displayed, a **tooltip** will show the related information written in the description.

