

- APPLICABLE TO:
- ☒ Admin

☐ Manager

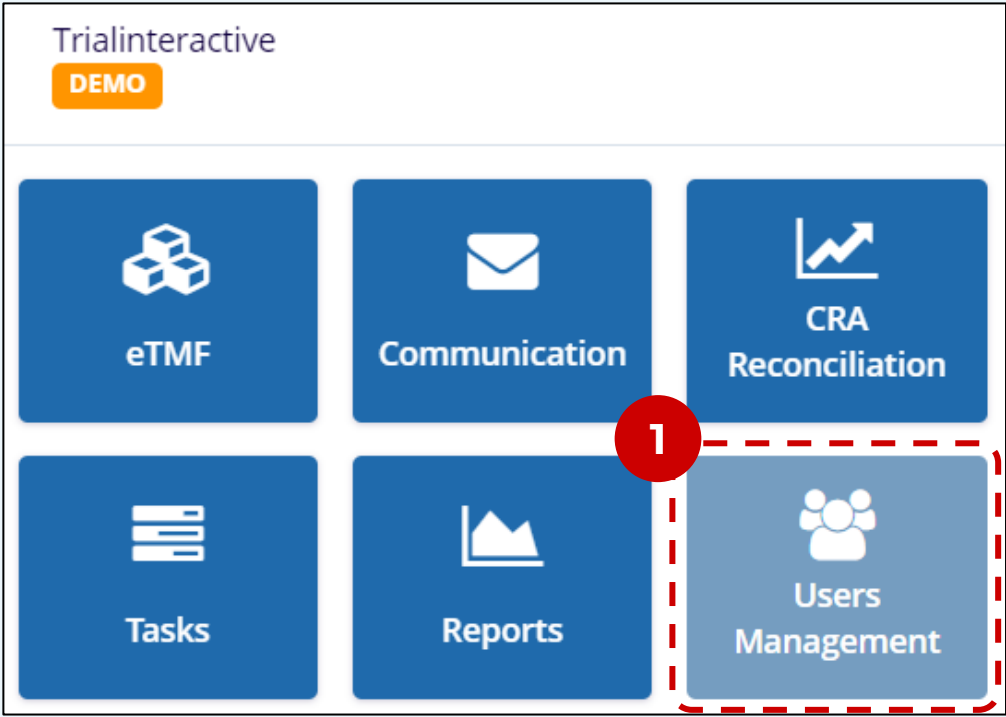
☐ Editor

☐ Reader

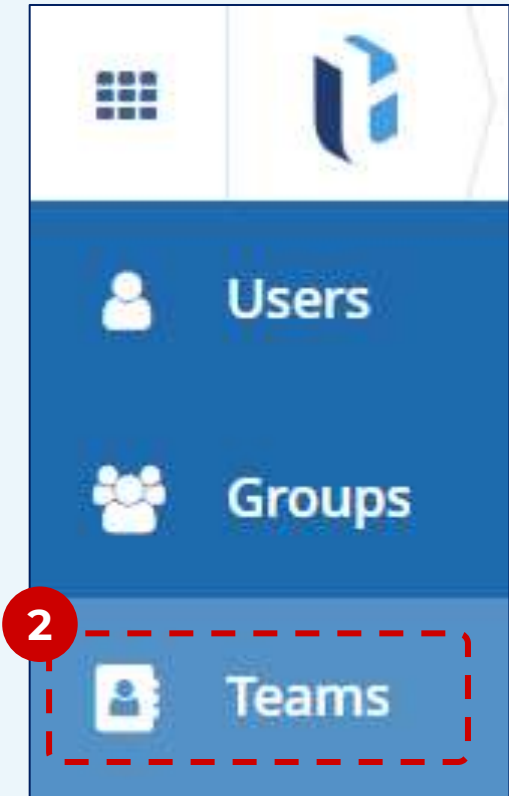
☒ eTMF

☐ Collaborate

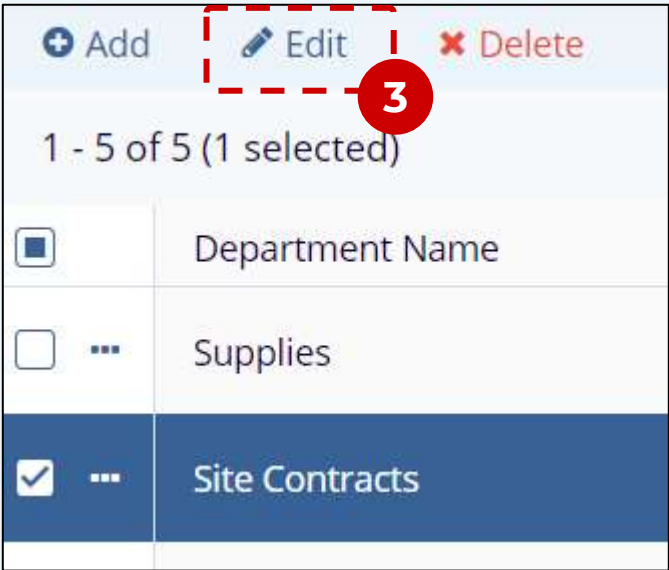
1 Navigate to the **Users Management** area via the Navigation Grid.



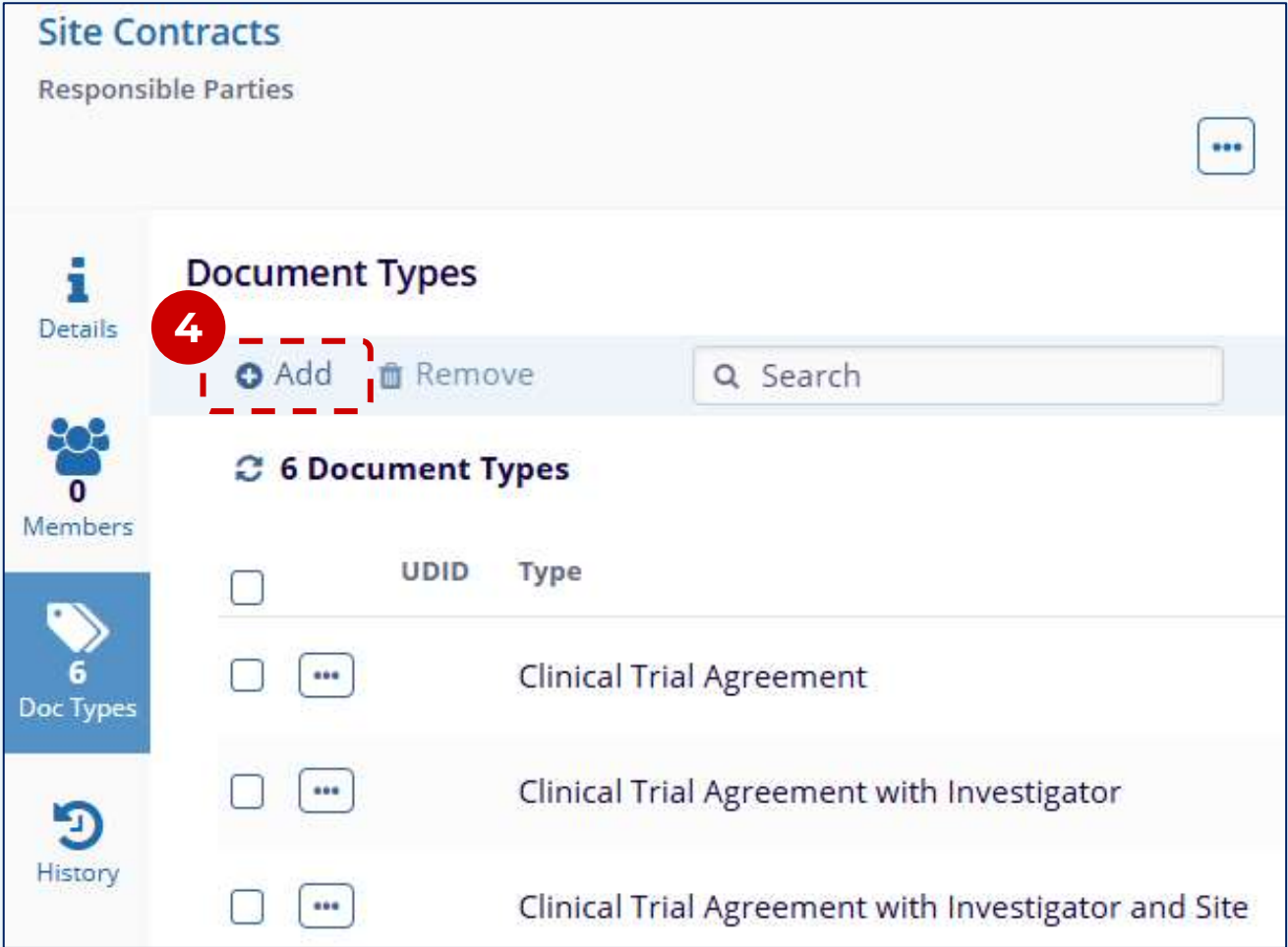
2 Access the **Teams** module.



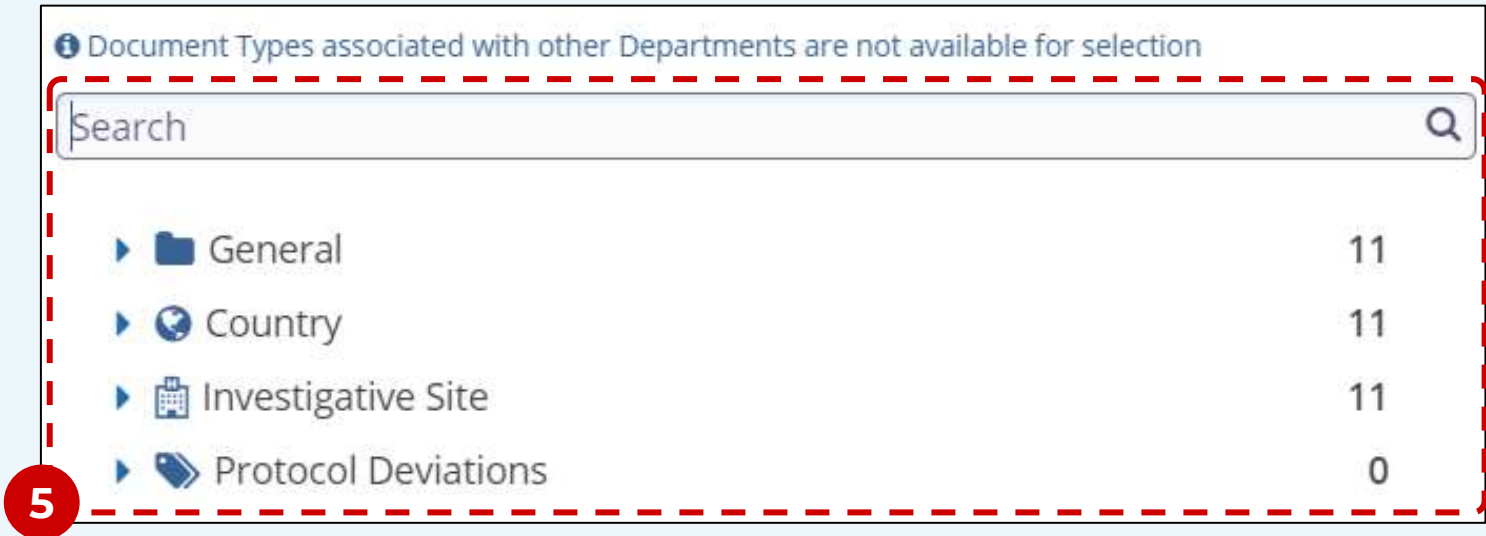
3 Select a team from the Responsible Parties then click **Edit**.



4 With **Doc Types** selected, click on **Add**.



5 **Type** into the searchbox or **expand folders** to locate the desired document type(s). Select by checking the box for each



6 Click **Add Document Types** to confirm.



7 Selected document types are now associated with this department.

