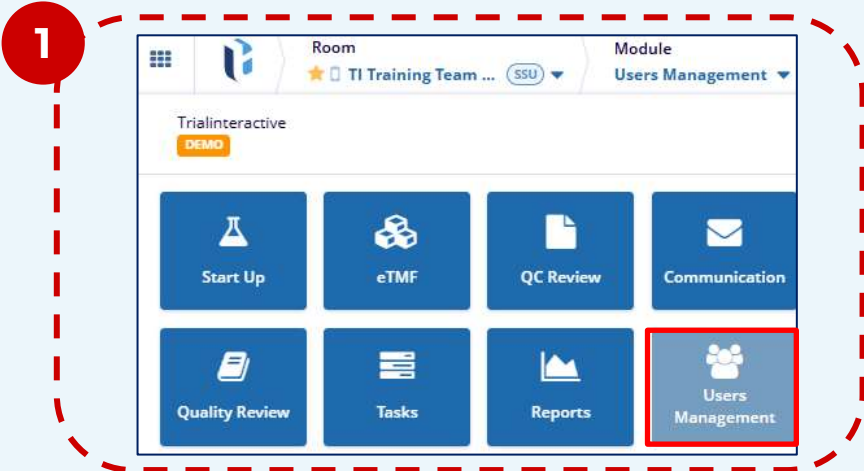


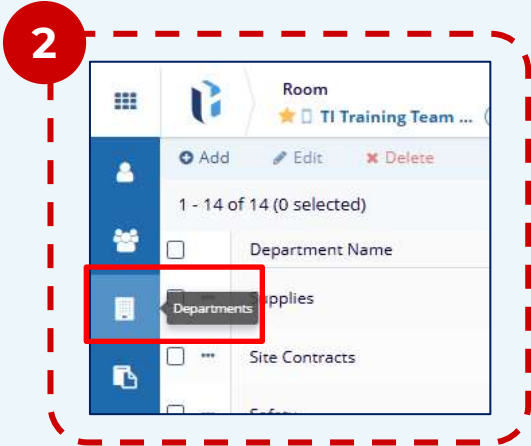
APPLICABLE TO:

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

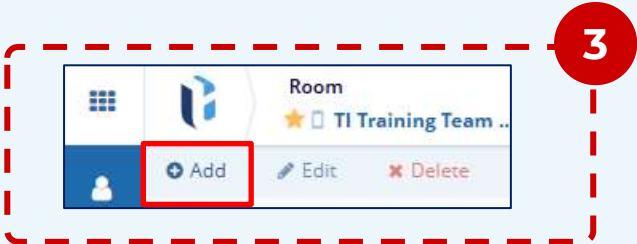
1 Log into a room and select the **Users Management** module from the Navigation Grid



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

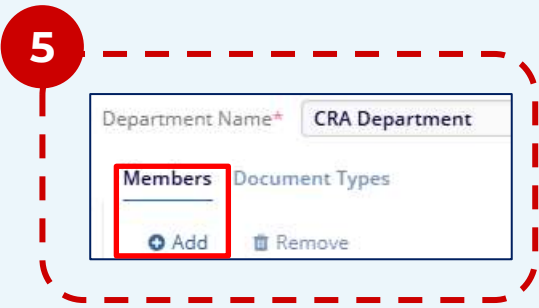


4 Enter the Department Name (ex. Quality Assurance, CRA's, Training)

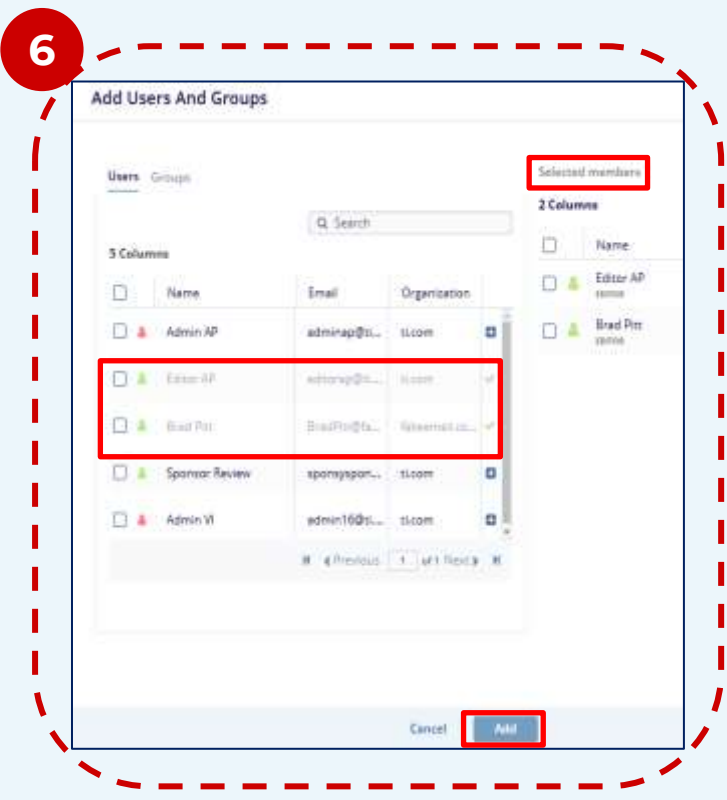


Note: The Department Names will be internal team designations. These teams can be assigned responsibility for specific document types.

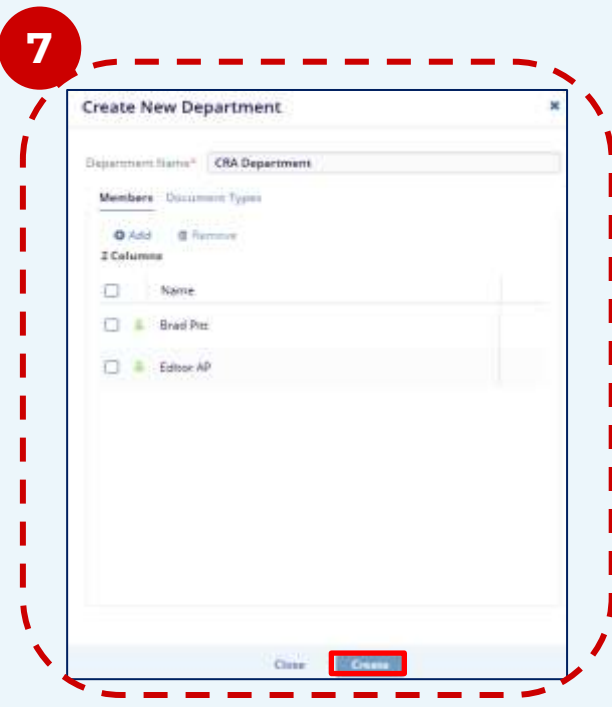
5 Click the **Add** button to start adding members and groups of users to the new Department



6 Drag the users and groups you wish to add into the Selected Members box on the right then click **Add**



7 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