Workflow: How to Reassign Document Reviewers
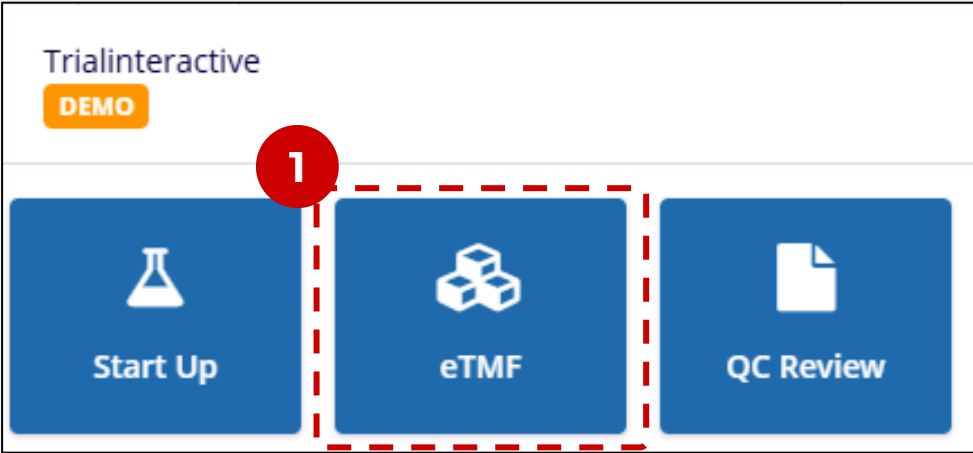
TI version 10.7
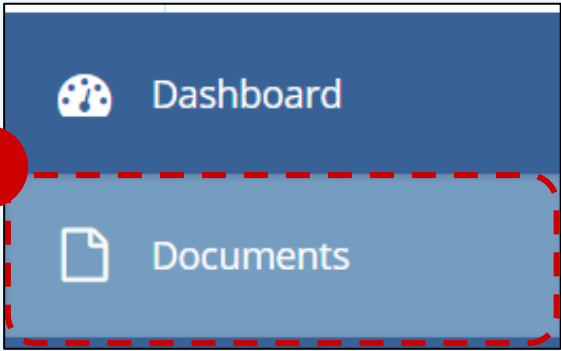
TRIAL INTERACTIVE

APPLICABLE TO:

● Admin
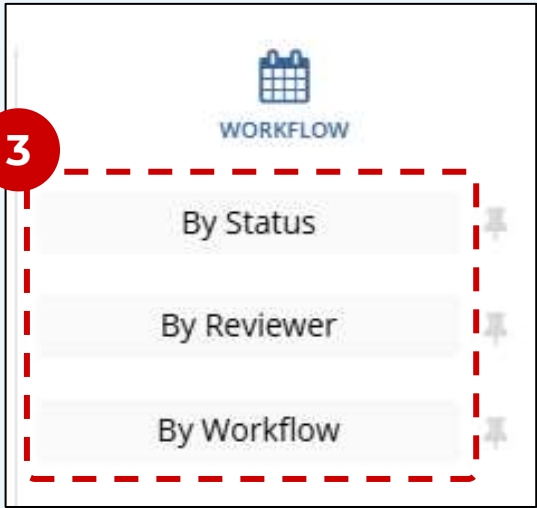○ Manager
○ Editor
○ Reader

● eTMF

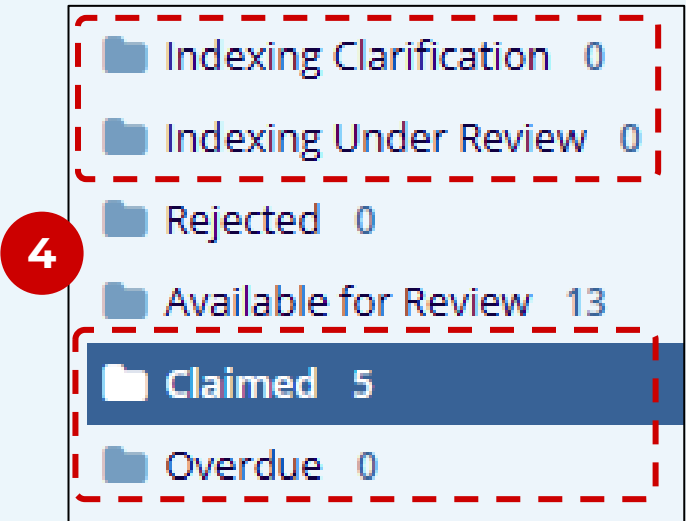**1** Log in to a room and navigate to **eTMF**.

2 Enter the **Documents** module.
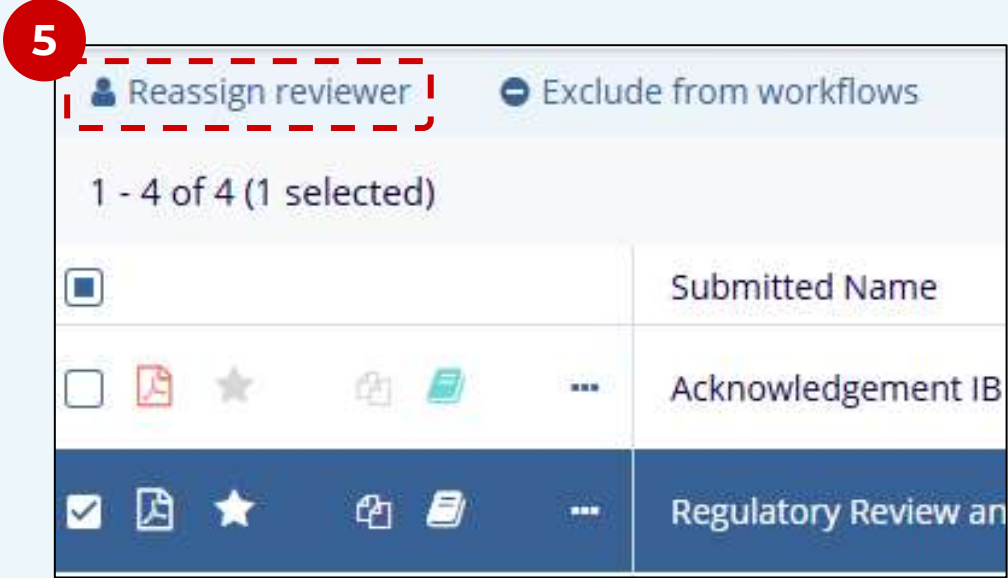

3 Select a workflow view.

4 Select a non-final status folder (Clarification, Under Review, **Claimed**, or Overdue).
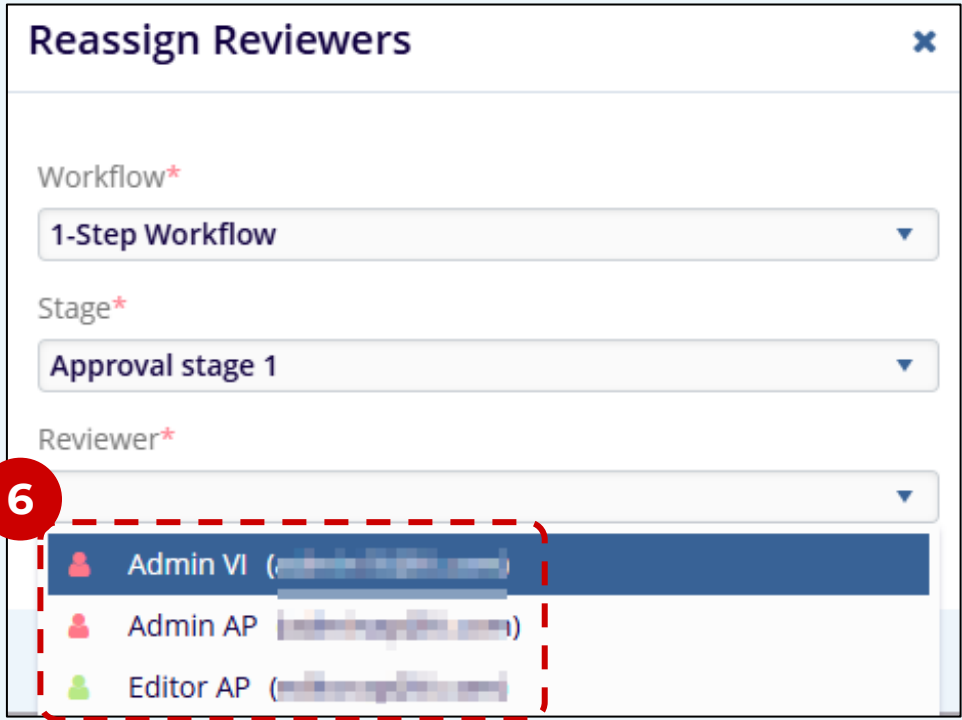
TRANSPERFECT LIFE SCIENCES

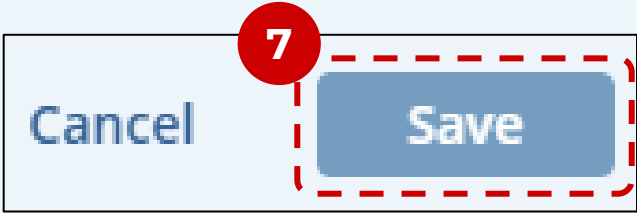**5** Select one or more documents, then click the **Reassign Reviewer** button located in the ribbon.

6 Select a **Reviewer** from the available list. Only reviewers assigned to the workflow will be displayed.

> In rooms with multi-stage workflow, it may be possible to select the review **stage** (restrictions apply).

7 **Save** to confirm reassignment.

8 The new reviewer will find the document in their **My Workflow Assignments** view.