

How to Use Field Description

TI version 10.8

APPLICABLE TO:

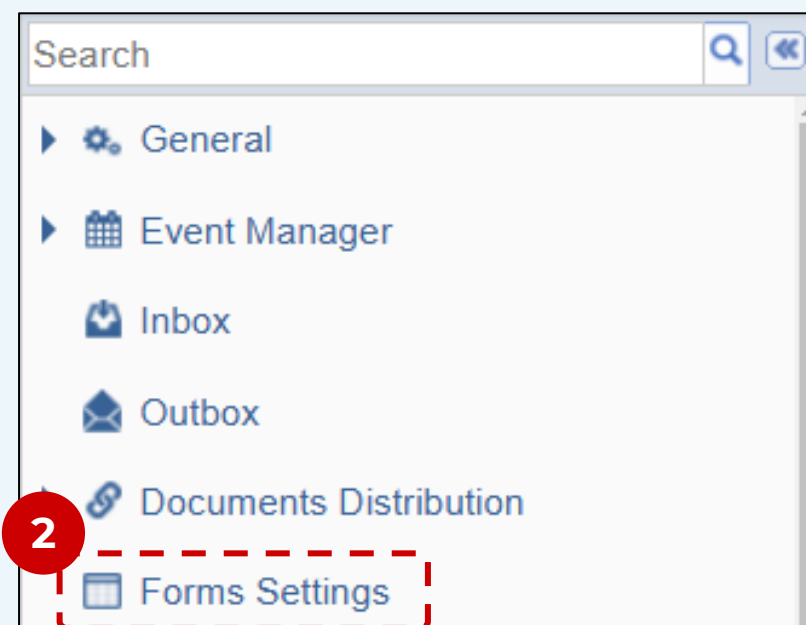
- Admin
- Manager
- Editor
- Reader
- eTMF
- Collaborate

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.

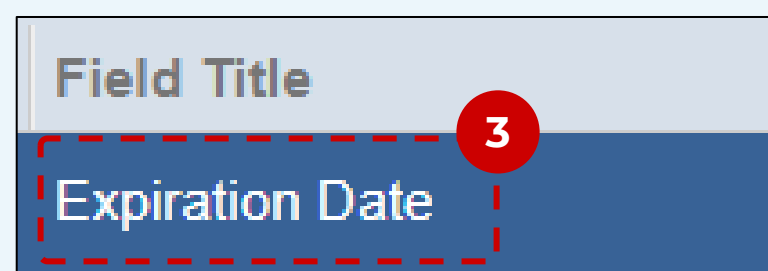
- 1 Log in to a room and enter the **Settings** area.



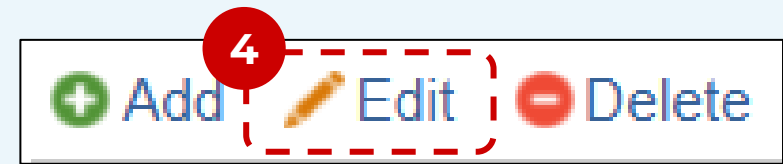
- 2 Select **Form Settings**.



- 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**.



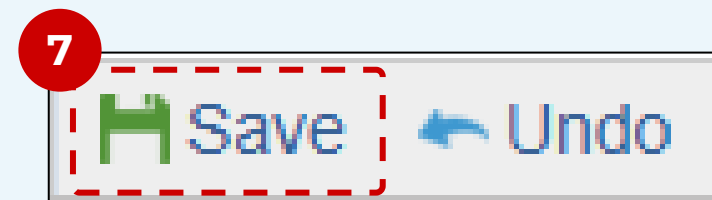
5 Enter your text in the **Description** box.



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.

