

# How to Assign Document Types to Responsible Departments

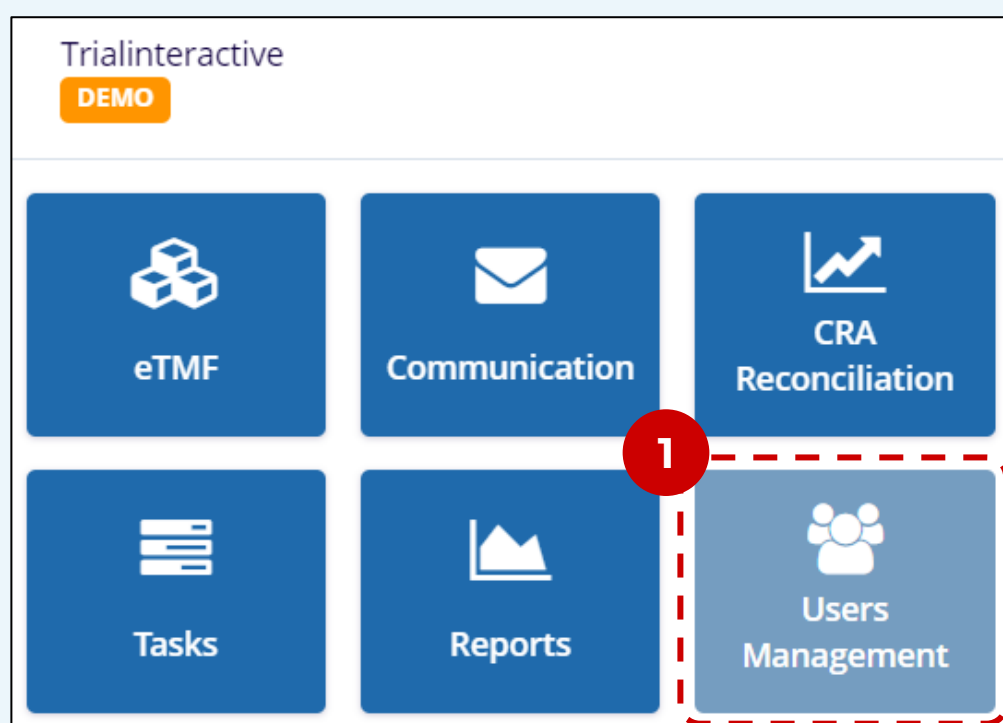
TI version 10.8

## APPLICABLE TO:

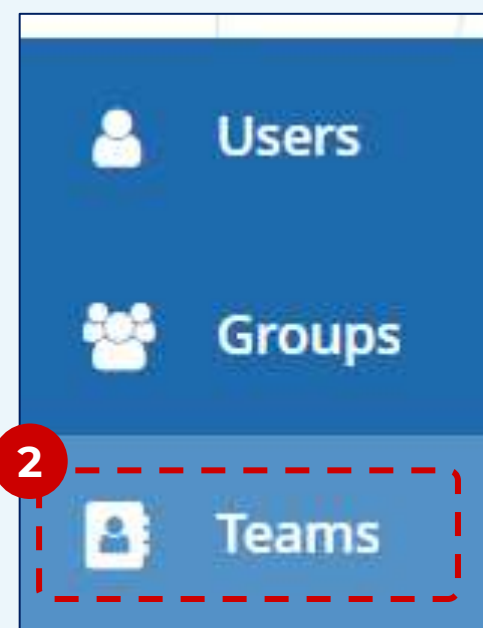
- Admin
- Manager
- Editor
- Reader
- eTMF
- Collaborate

Assigning a Document type to a Department enables the delivery of overdue notifications to members of the department, occurring whenever a placeholder's allotted collection time ("Event Due date") expires. eTMF rooms come with an Out-of-the-Box configuration of Document Types.

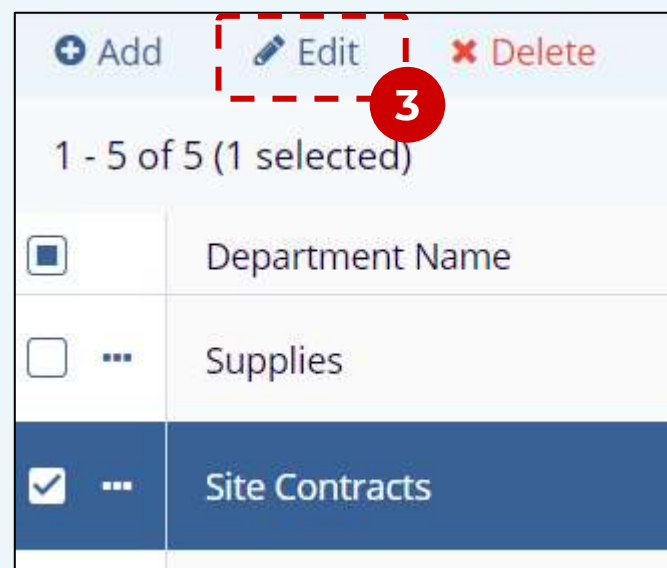
**1** Navigate to the **Users Management** area via the Navigation Grid.



**2** Access the **Teams** module via the navigation bar.



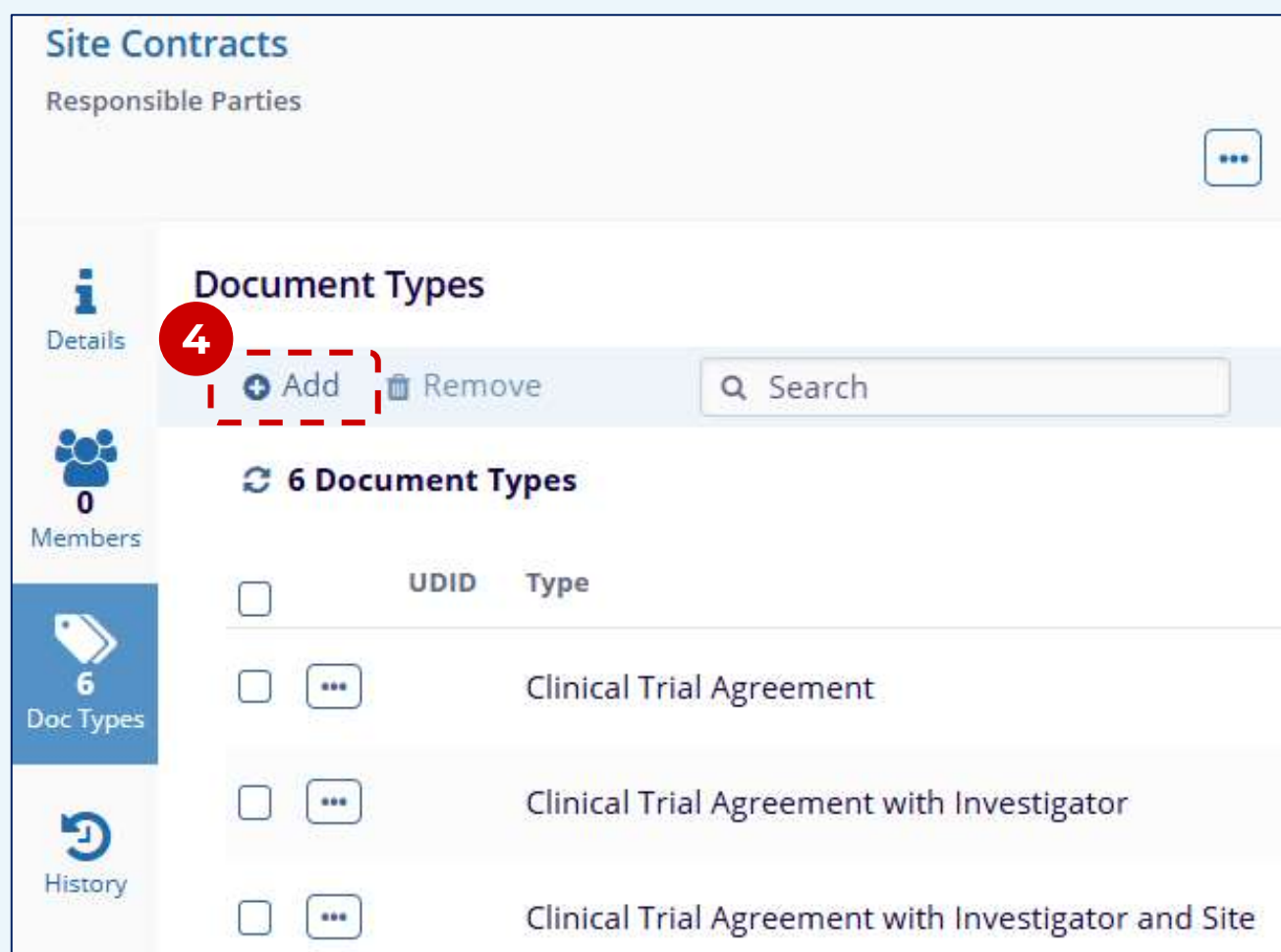
**3** Select a team from the Responsible Parties then click **Edit**.



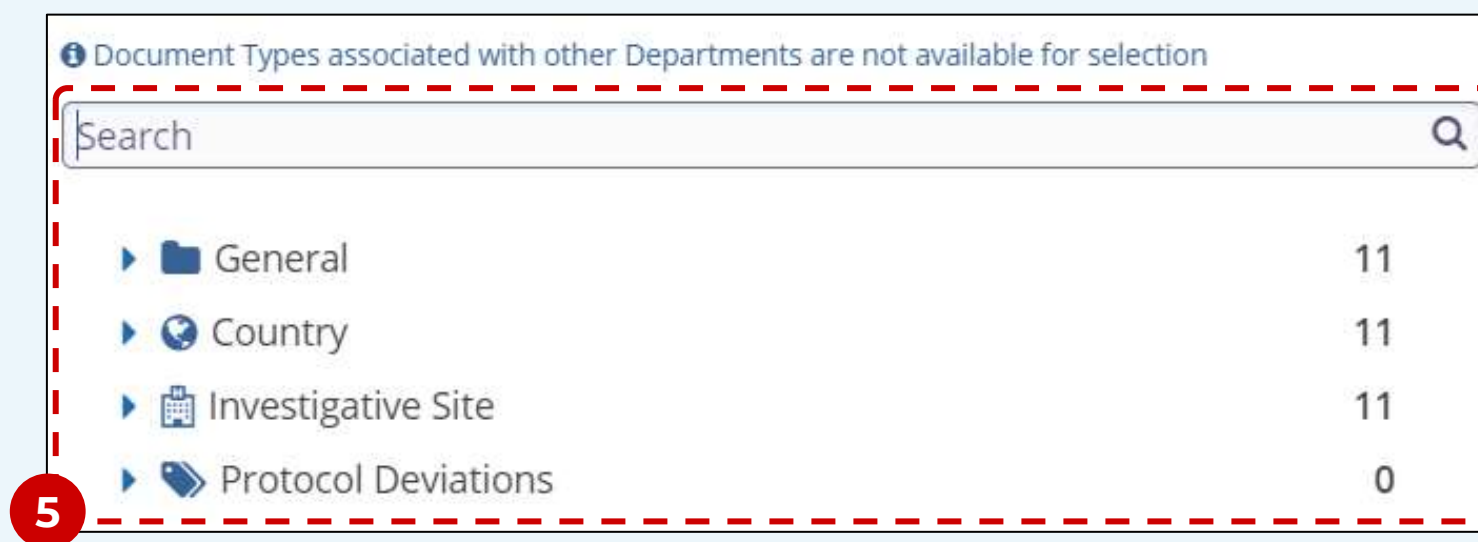
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**4** With **Doc Types** selected, click on **Add**.



**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.

