How to Create Responsible Departments

TRIAL INTERACTIVE

TI version 10.8

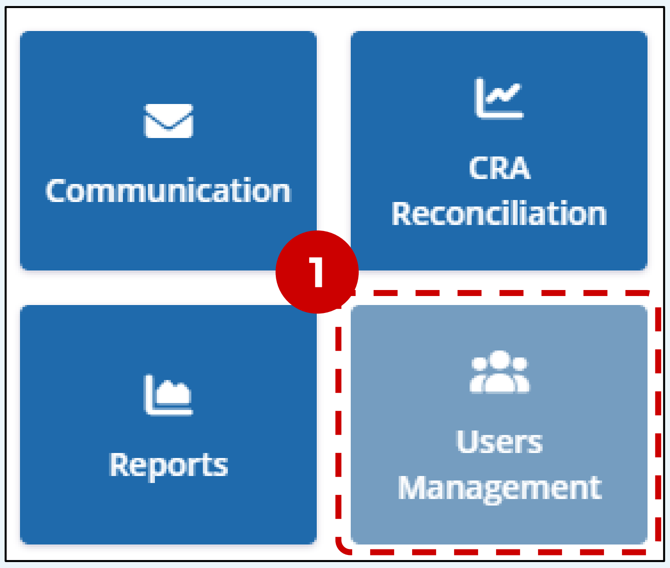
APPLICABLE TO:

- ● Admin
- ○ Manager
- ○ Editor
- ○ Reader

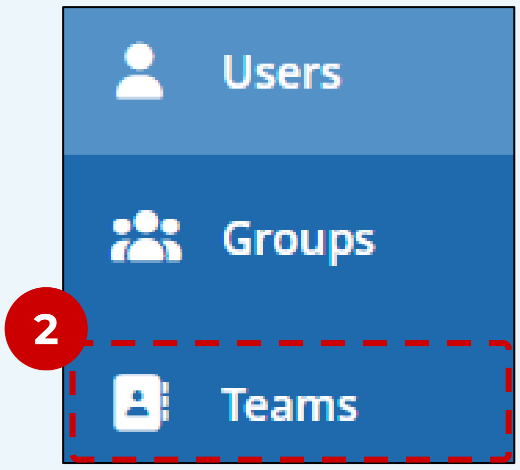
- ● eTMF
- ● Collaborate

Responsible Departments are a way of pairing Document Types with a user or pool of users, who will receive Placeholder notifications for Overdue events.
While Responsible Departments are normally configured before a room goes live, it is possible for Admins to create or alter departments from the TI User Interface.

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



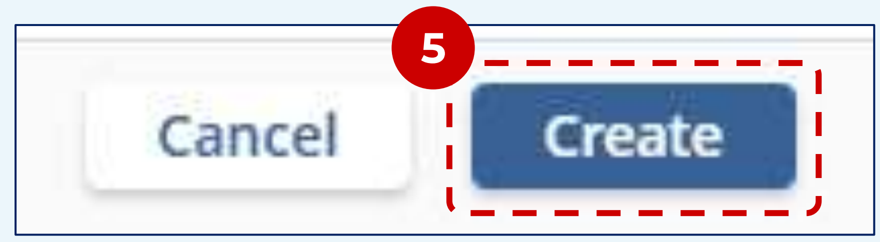
2 Click on the **Teams** icon on the left-side Navigation Bar to open the module.



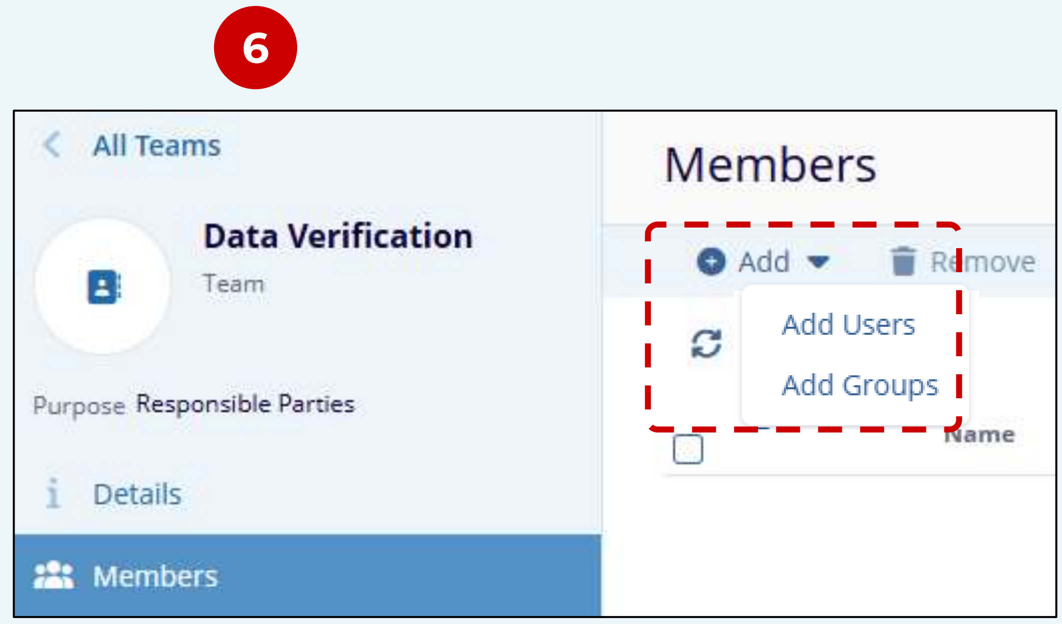
3 Click the **Create** button at the top of the page.

4 Enter a Name for the Department (ex. Quality Assurance, Training, etc.).

5 Click on the **Create** button at the bottom of the dialog box. This will open the Department's details page at the Members section.



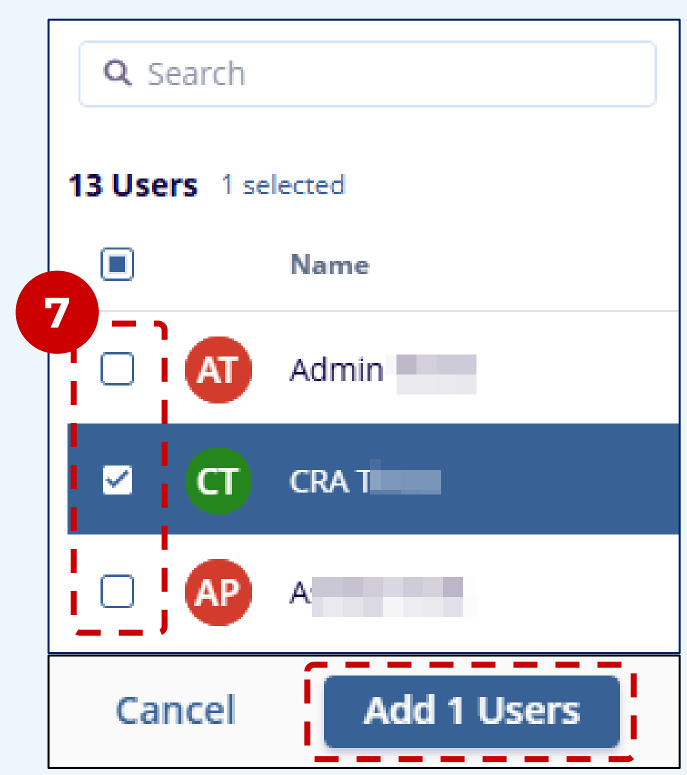
6 Click on the **Add** dropdown. Select Add Users or Add Groups.



7 **Select** via checkbox the User(s) or Group(s) you wish to link to the Department.

Click **Add {n} Users**/Groups to finalize.

You can use the Search box at the top of the window to locate specific users or groups.



For information about linking document types to responsible departments, please see the Online Guide or the "***Adding Documents to Responsible Departments***" job aid.