

Workflow: How to Reassign Document Reviewers

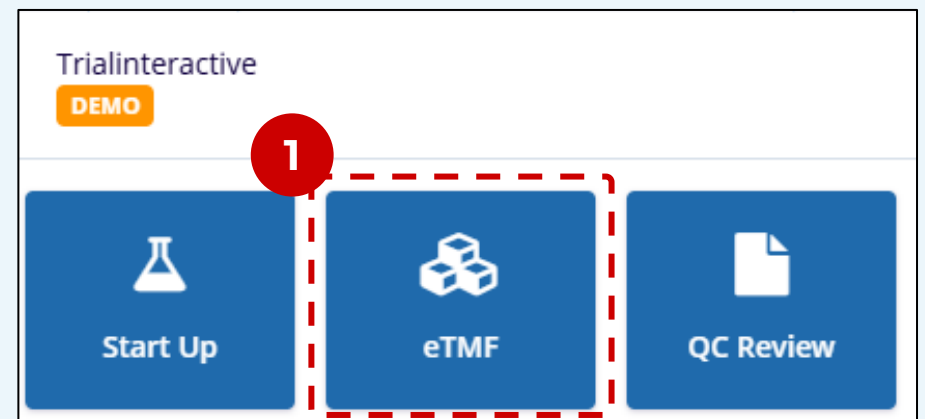
TI version 10.8

APPLICABLE TO:

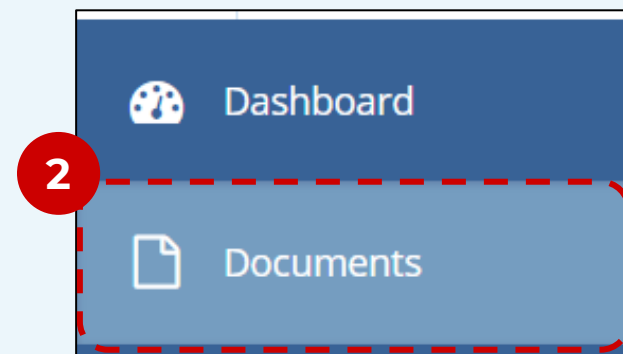
- Admin
 - Manager
 - Editor
 - Reader
- eTMF

Whenever shifting business circumstances or personnel priorities might result in a document review being stalled or delayed, Admins can intervene by reallocating review to different users than the ones originally assigned.

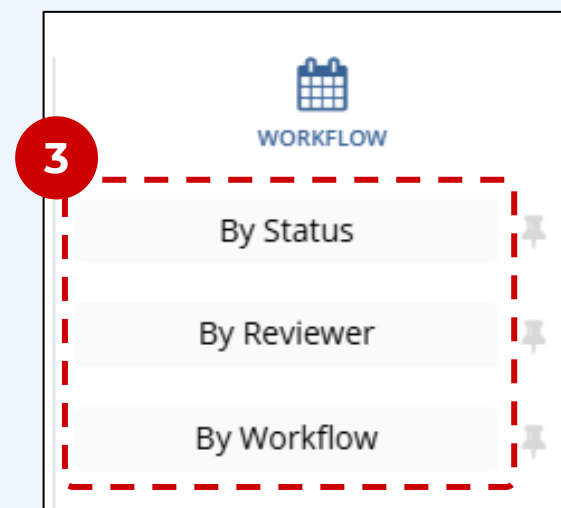
1 Log in to a room and navigate to **eTMF**.



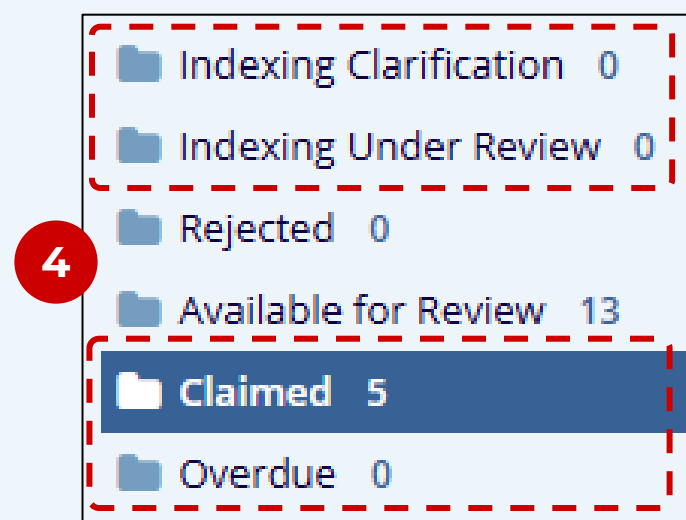
2 Enter the **Documents** module.



3 Select a one of the **'workflow' views**.



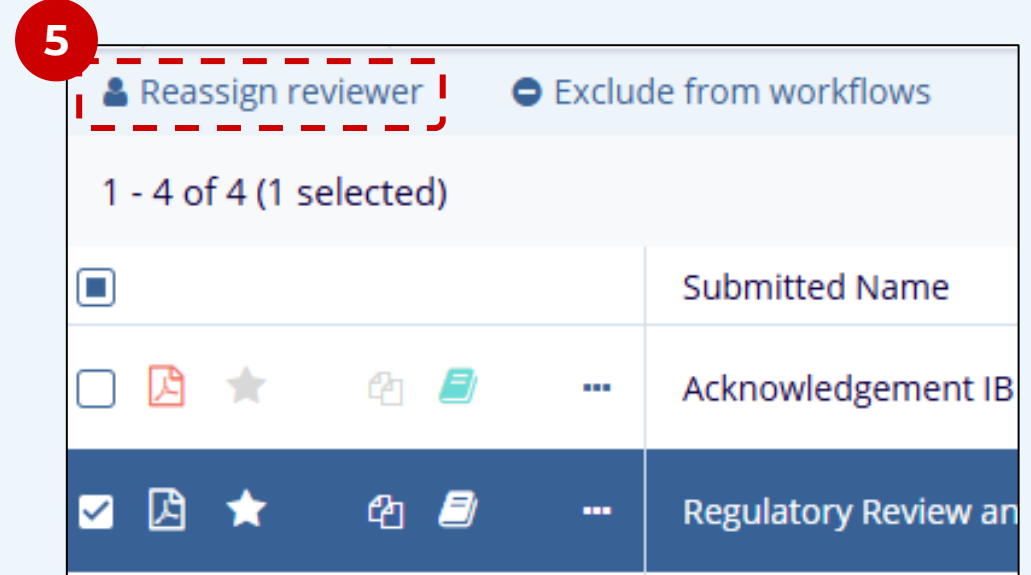
4 Select a non-final status folder (Clarification, Under Review, **Claimed**, or Overdue).



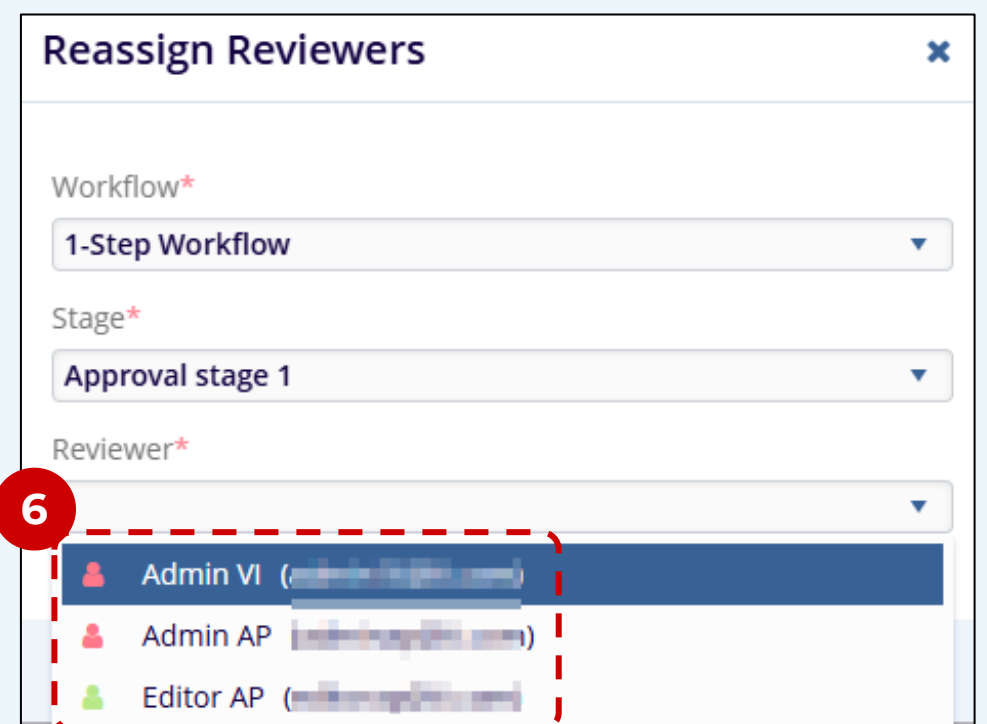
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
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5 Select one or more documents, then click the **Reassign Reviewer** button located in the ribbon.

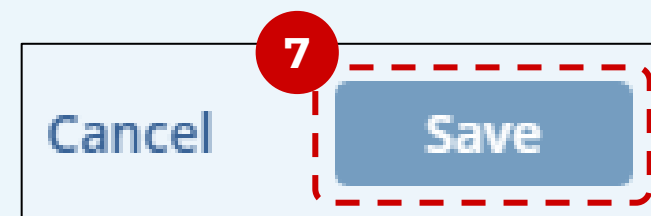


6 Select a **Reviewer** from the available list. Only reviewers assigned to the workflow will be displayed.



 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.

