

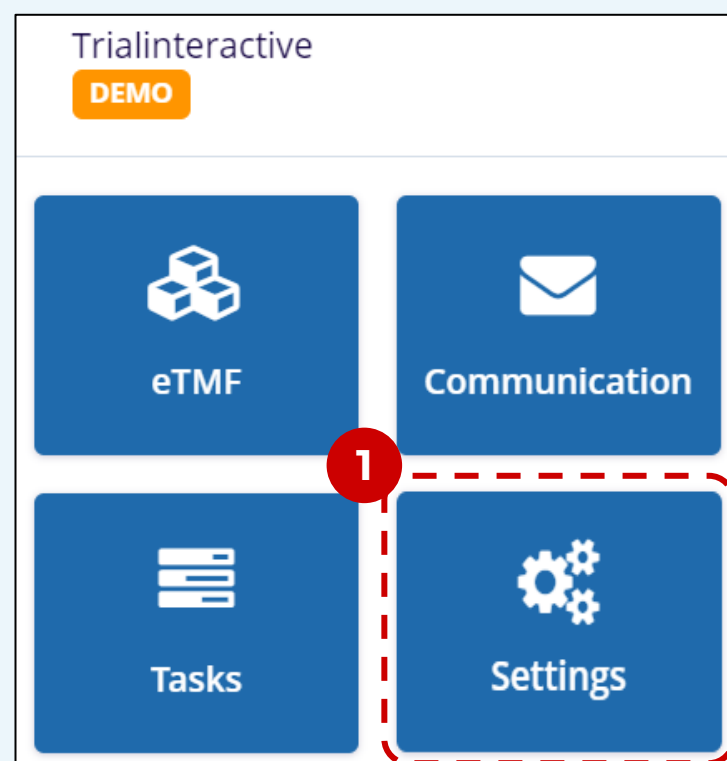
How to Setup Document Auto-Naming

TI version 10.7

APPLICABLE TO:

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

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



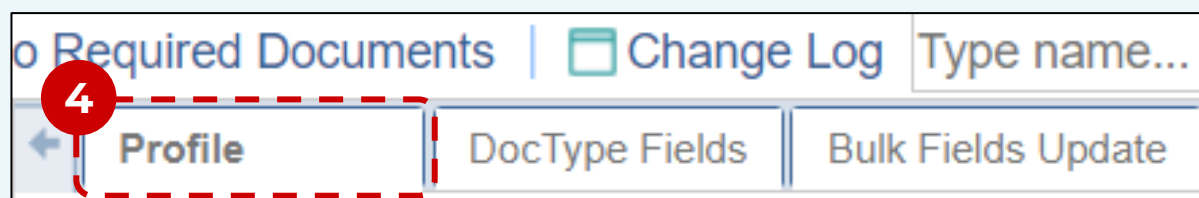
2 Open the **Document Types Management** submenu.



3 Select a **document type** to be configured for auto-naming.



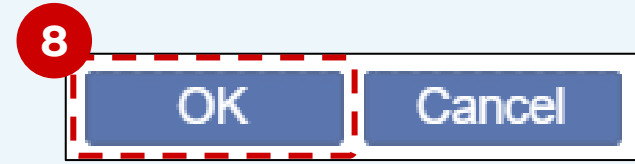
4 In the side panel, access the **Profile** tab.



How to Setup Document Auto-Naming

TI version 10.7

- 8 Click **OK** to exit the rule configuration window.



- 9 In the settings side panel, click **Save** to confirm the changes, or **Cancel** to discard.

