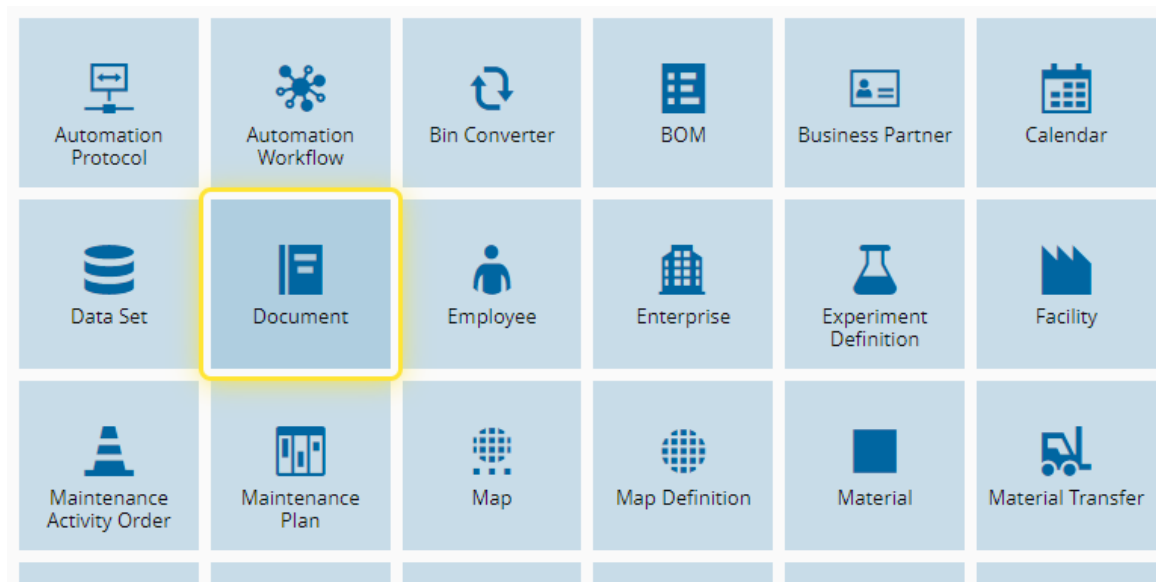


## How to: Manage Applicable Roles of a Document

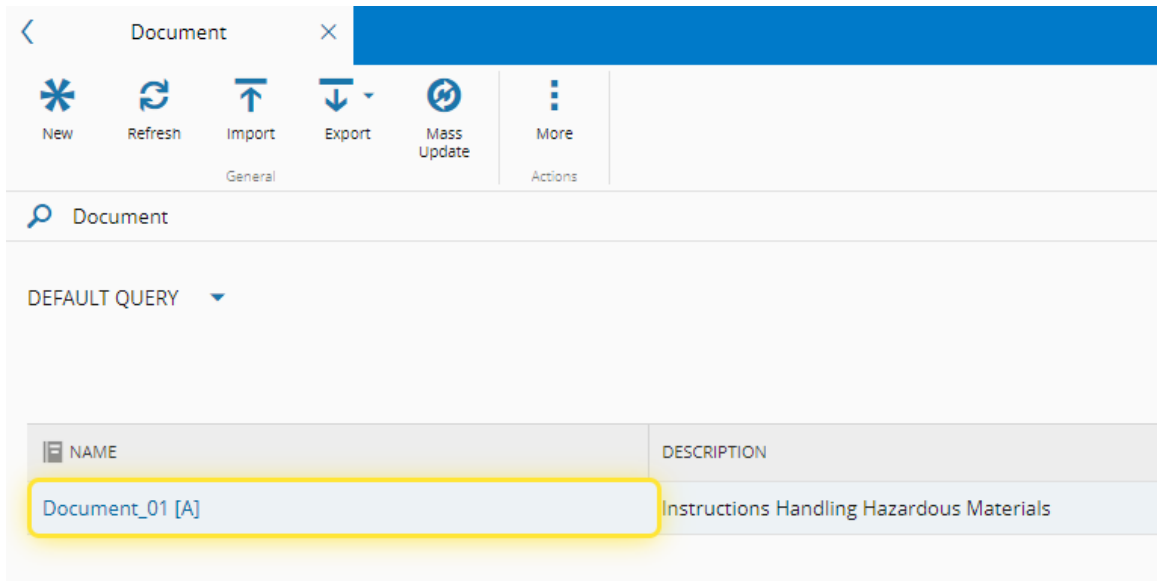
1. Go to the Business Data menu.



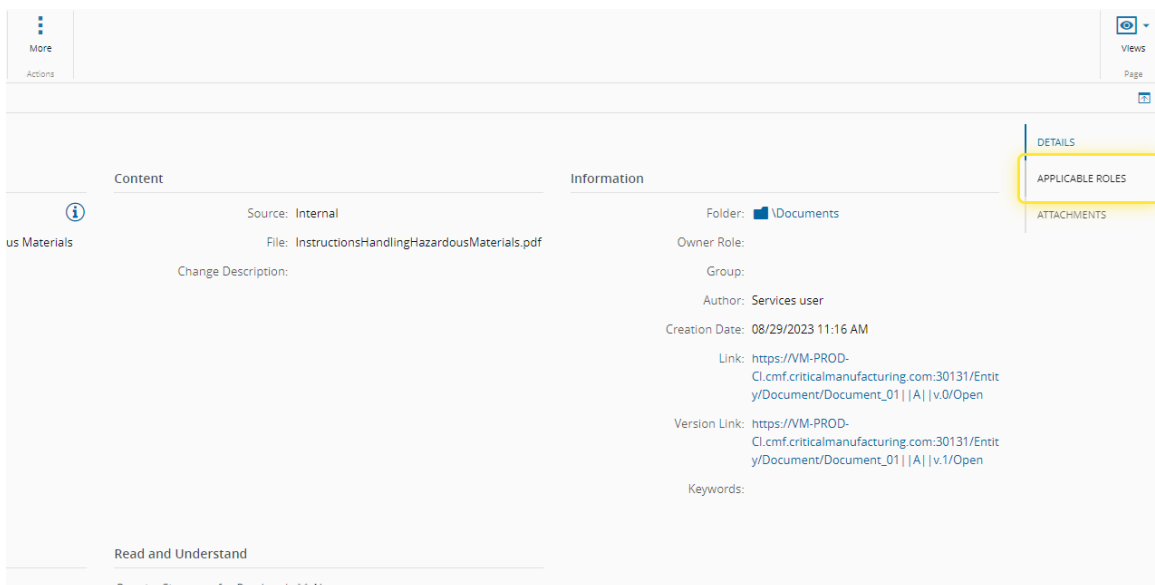
2. Select the Document entity.



3. Select the document you need.



4. In the Details view, select the Applicable Roles section.



5. Select the Manage button.

For more information, see [Manage Applicable Roles - Critical Manufacturing Documentation Portal](#)

**Distribution Lists** | **Read and Understand**

For New Version: | Require Signature for Read and Understand:  No

For New Effective Version: | Read and Understand Expiration (Days):

APPLICABLE ROLES

Refresh | **Manage**

Applicable Roles (0)

ROLE	DESCRIPTION
No data to show.	


Rows per Page: 25

ATTACHMENTS

6. Select Add to enter a Role.

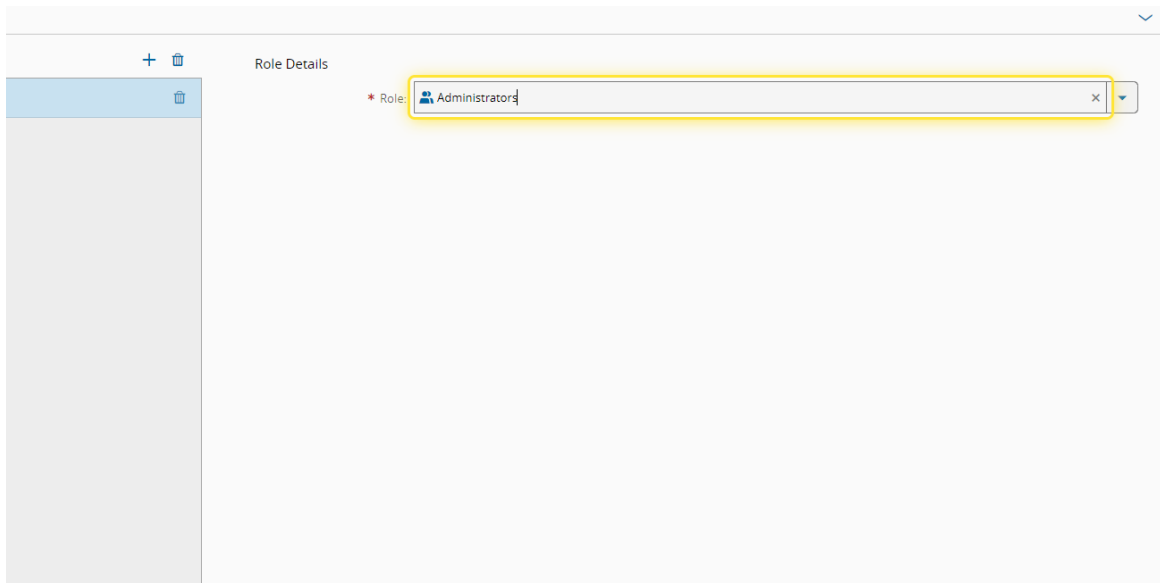
**Manage Applicable Roles**

Document\_01 [A.1]

Manage Roles | **+** |  | Role Details

No Items Found | Missing Roles

7. Complete the Role field as applicable.



8. Select the Update button.

