

How to: Manage Applicable Roles of a Document

11.1

January 2026

DOCUMENT ACCESS

Public

DISCLAIMER

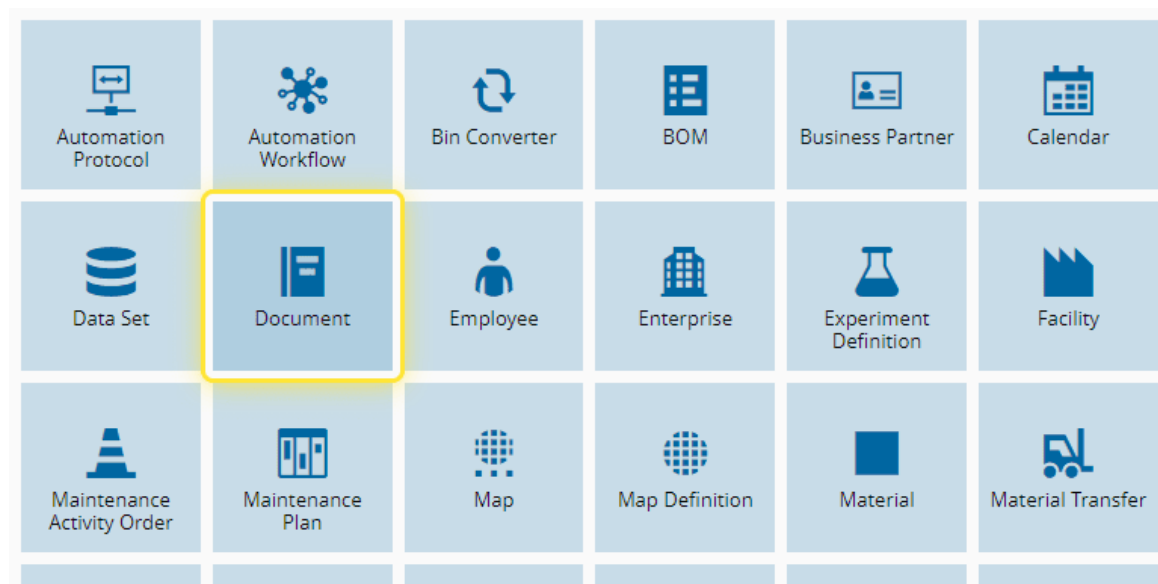
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How to: Manage Applicable Roles of a Document

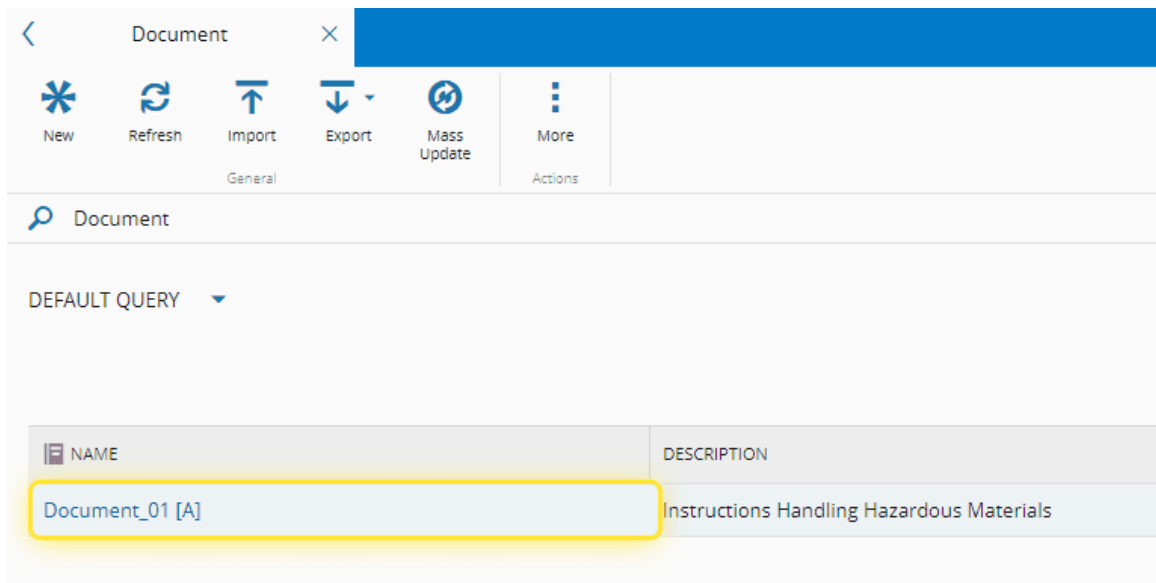
1. Go to the Business Data menu.



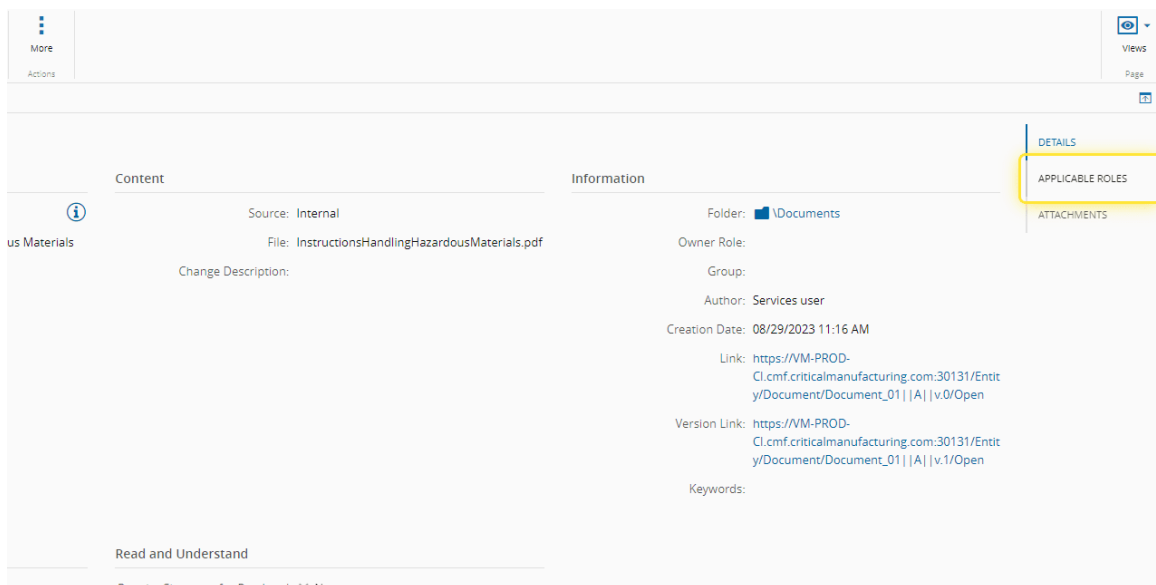
2. Select the Document entity.



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

For New Version:

For New Effective Version:

Read and Understand

Require Signature for Read and Understand: ☒ No

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

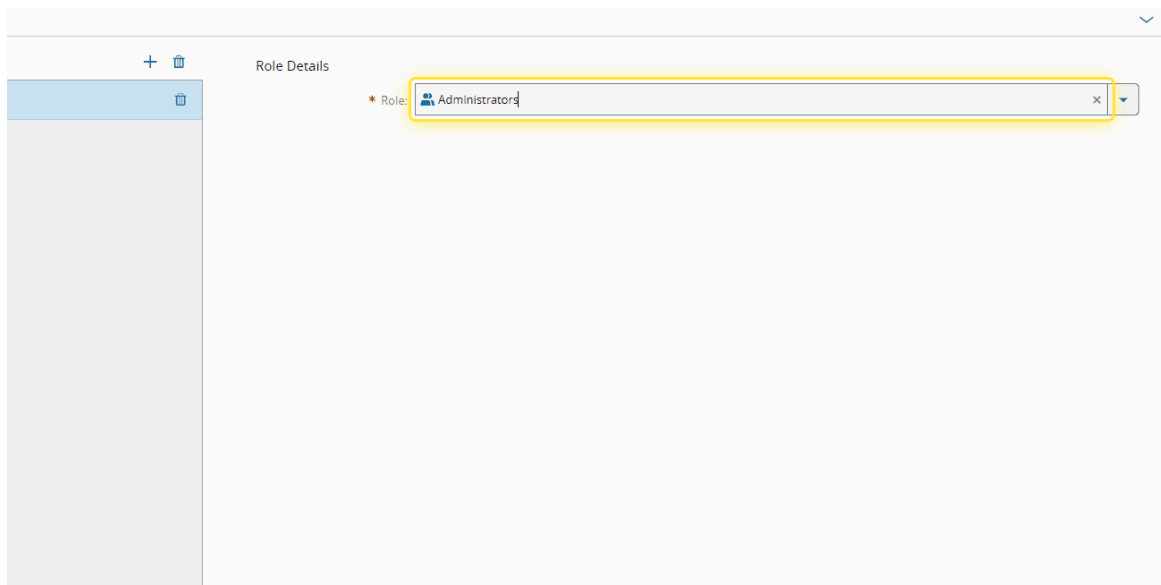
+

No Items Found

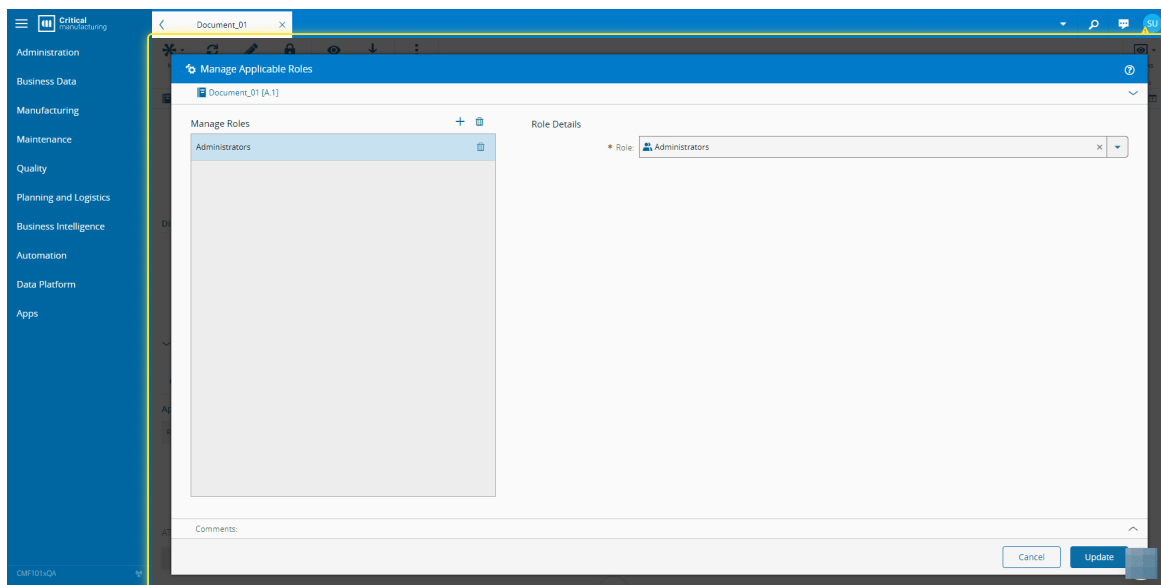
Role Details

Missing Roles

7. Complete the Role field as applicable.



8. Select the Update button.





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