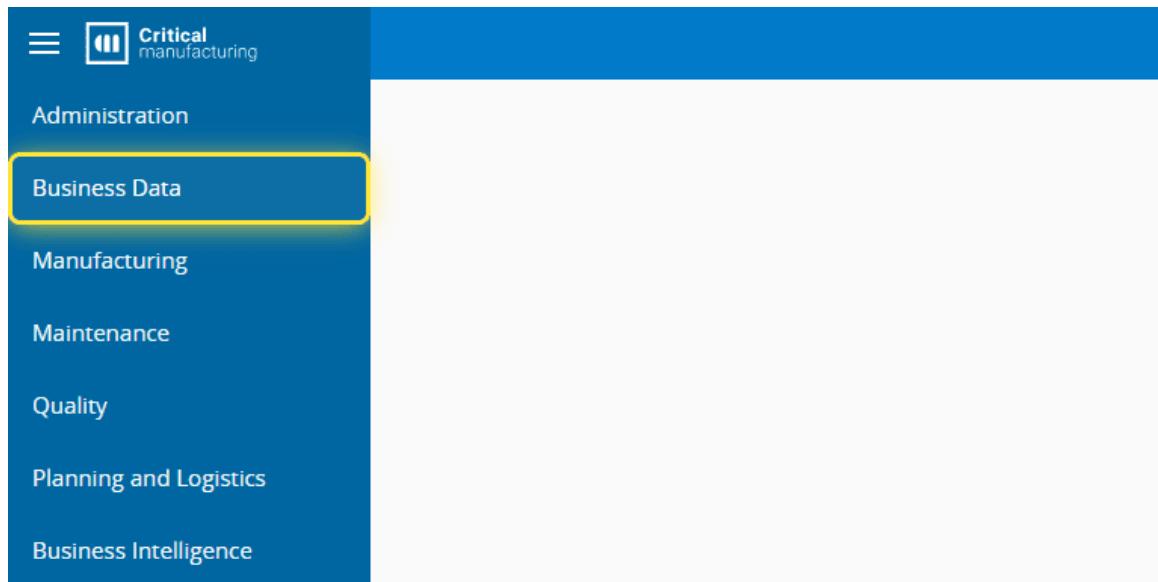
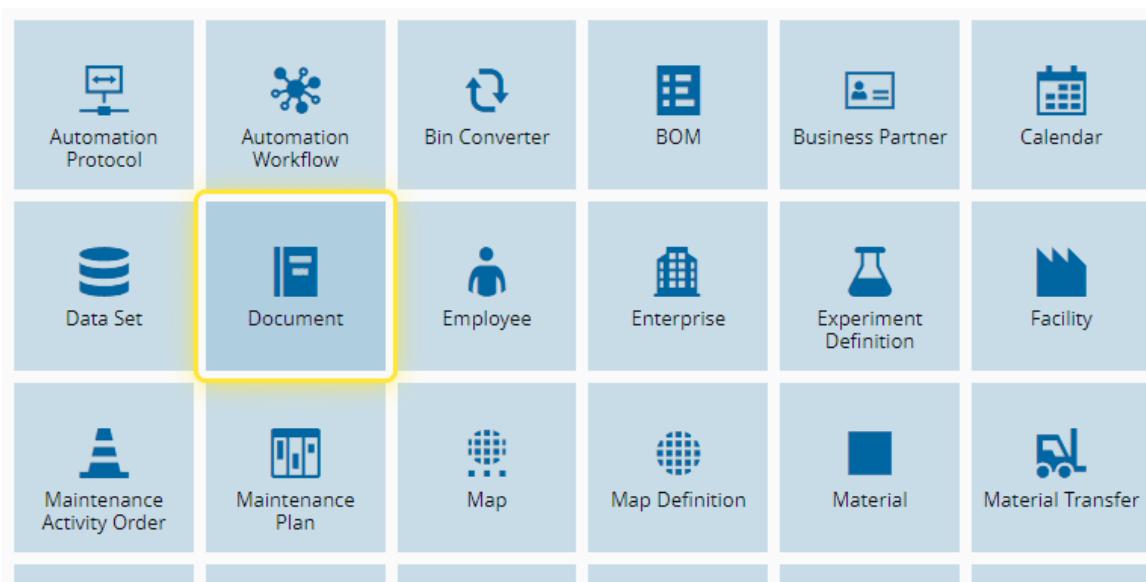


How to: Manage Applicable Roles of a Document

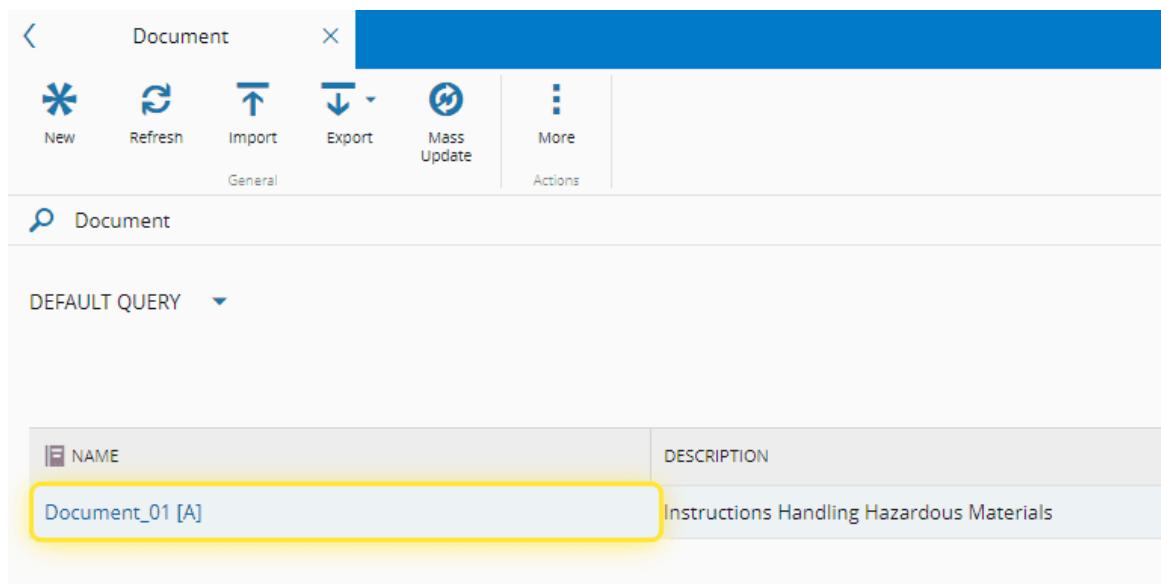
1. Go to the Business Data menu.



2. Select the Document entity.

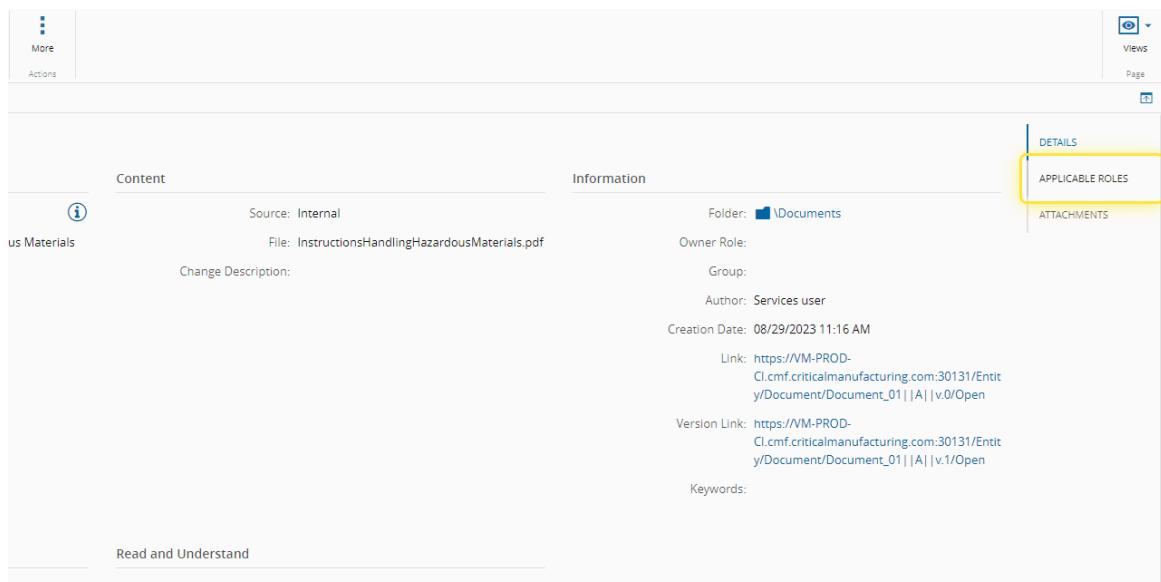


3. Select the document you need.



NAME	DESCRIPTION
Document_01 [A]	Instructions Handling Hazardous Materials

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



Content

Source: Internal
File: InstructionsHandlingHazardousMaterials.pdf
Change Description:

Information

Folder: \Documents
Owner Role:
Group:
Author: Services user
Creation Date: 08/29/2023 11:16 AM
Link: https://VM-PROD-CI.cmf.criticalmanufacturing.com:30131/Entity/Document/Document_01 || A || v.0/Open
Version Link: https://VM-PROD-CI.cmf.criticalmanufacturing.com:30131/Entity/Document/Document_01 || A || v.1/Open
Keywords:

DETAILS

APPLICABLE ROLES

ATTACHMENTS

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

Expiration (Days):

APPLICABLE ROLES

 Refresh Manage

Applicable Roles (0)

ROLE	DESCRIPTION
No data to show.	

Rows per Page: 25

ATTACHMENTS



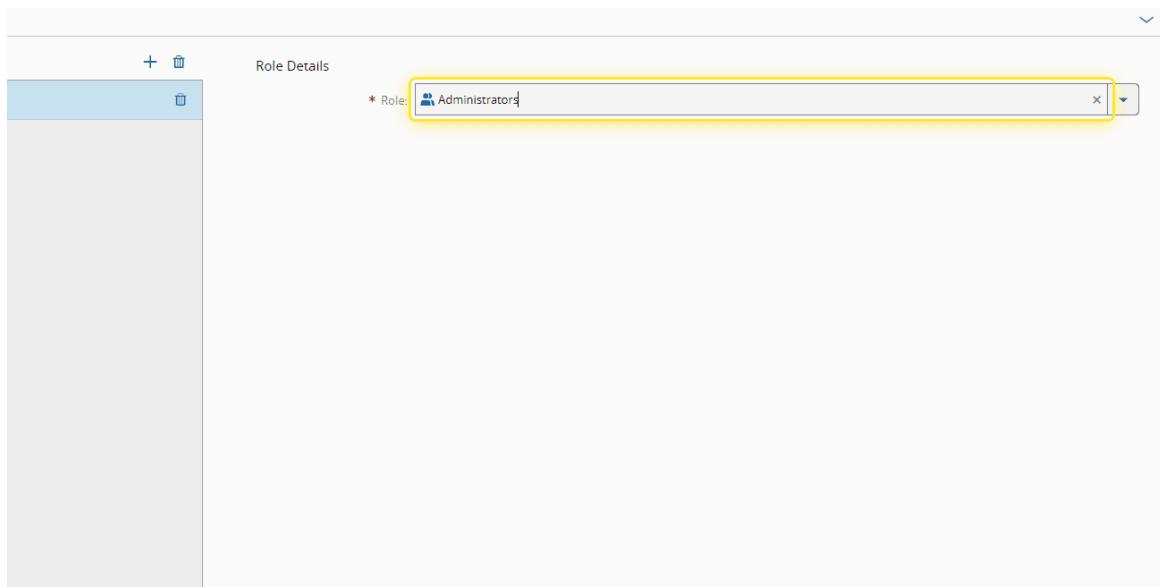
6. Select Add to enter a Role.

 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.

