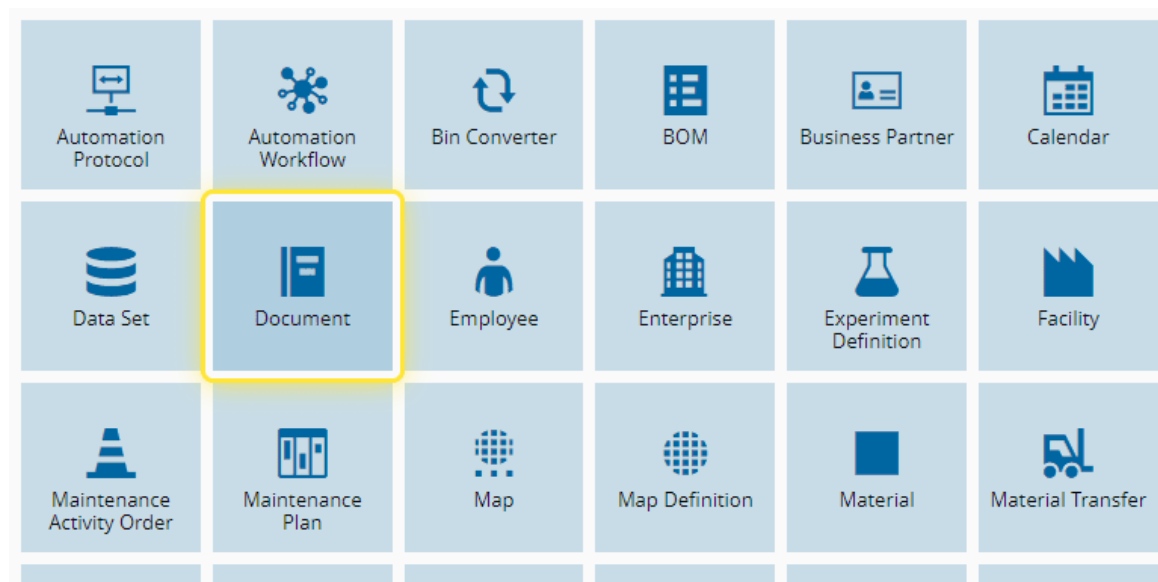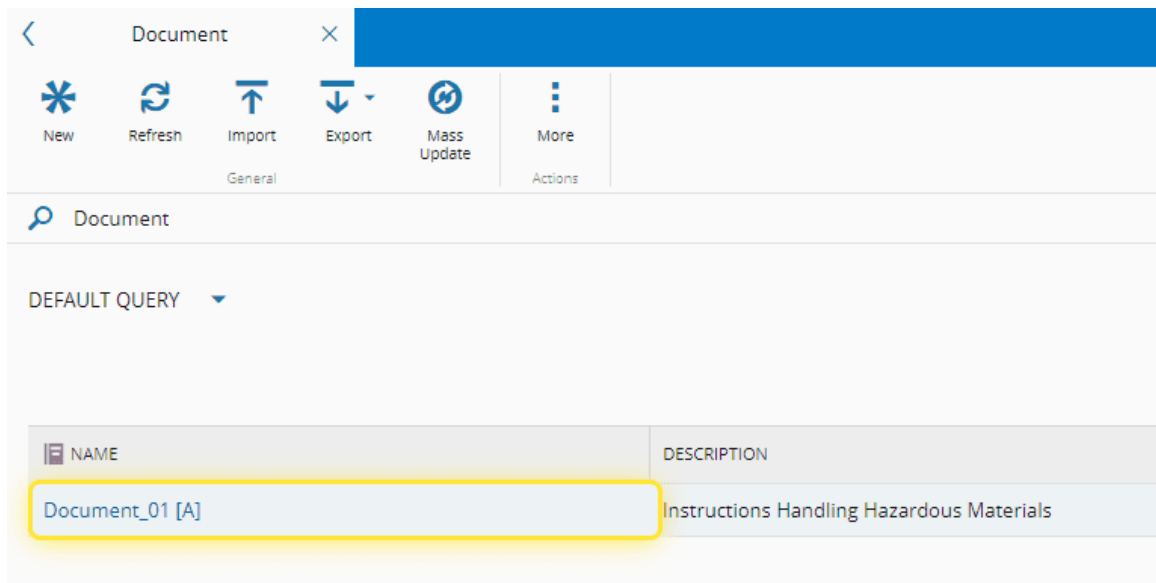# How to: Manage Applicable Roles of a Document

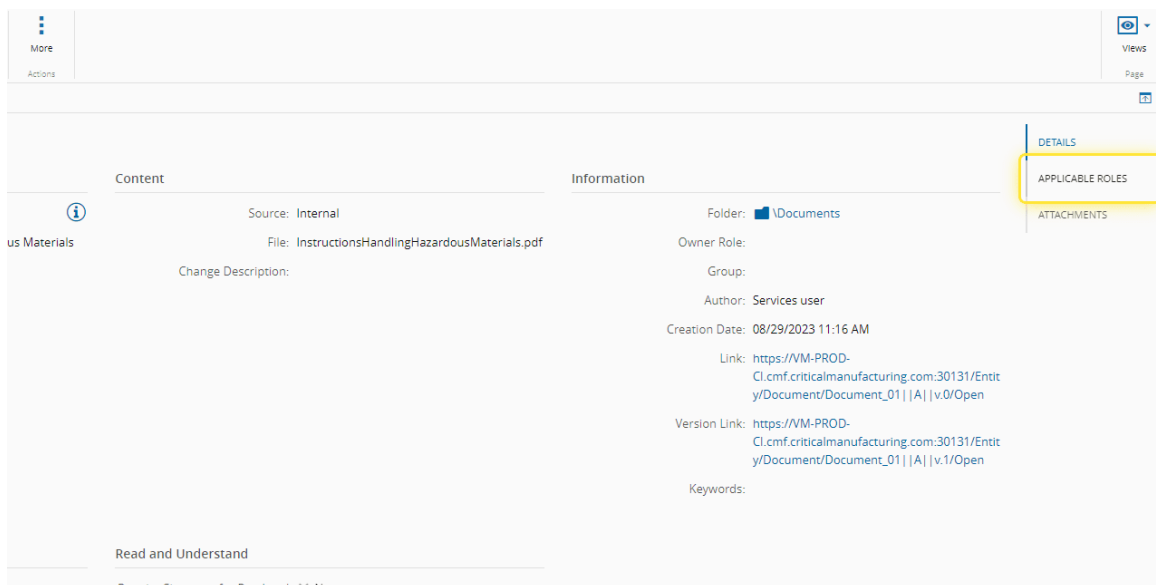1. Go to the Business Data menu.

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 ✕ No
Understand:

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

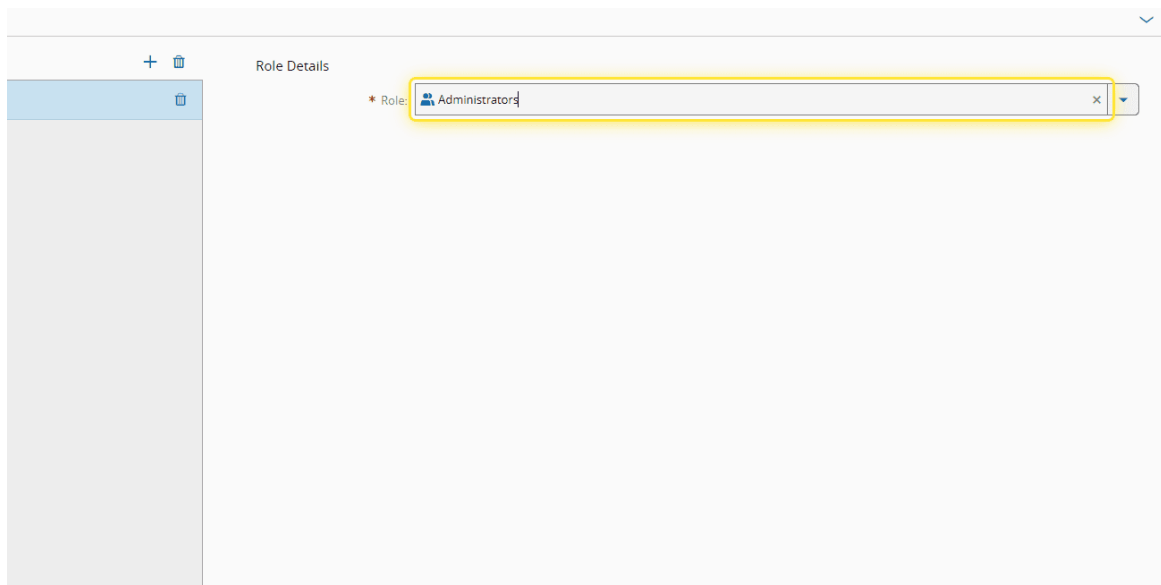*No Items Found*   *Missing Roles*

7. Complete the Role field as applicable.

8. Select the Update button.