



How to: Manage Applicable Roles of a Document

11.2

February 2026

DOCUMENT ACCESS

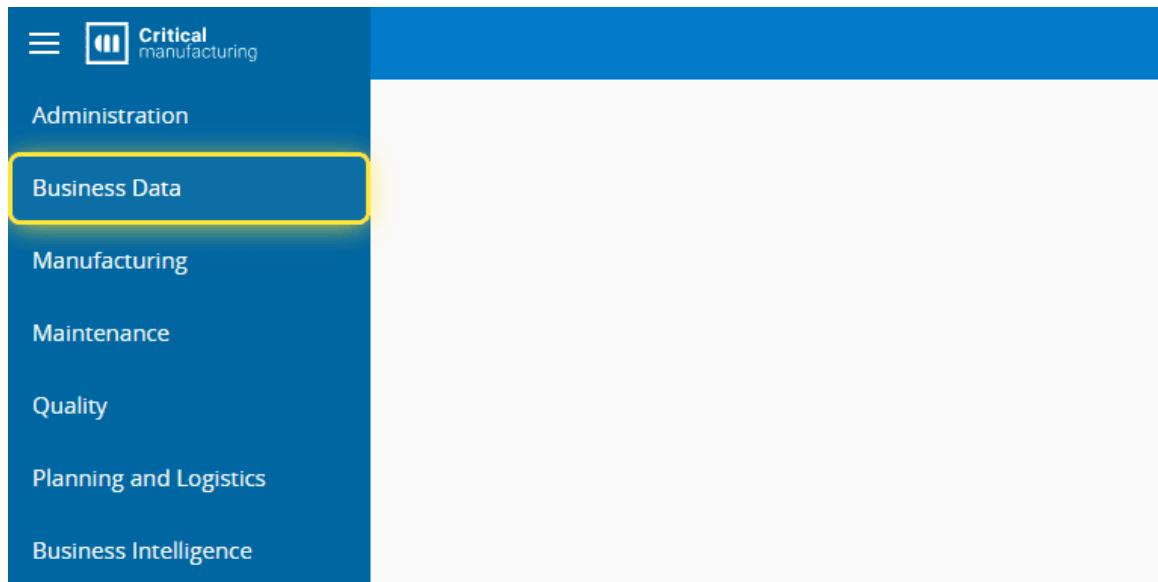
Public

DISCLAIMER

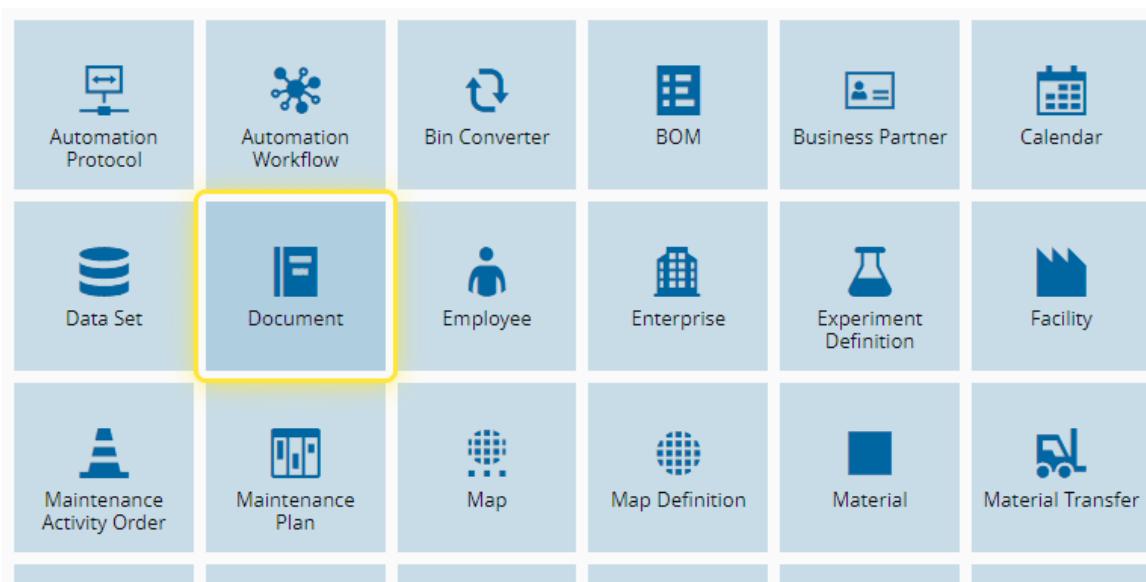
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How to: Manage Applicable Roles of a Document

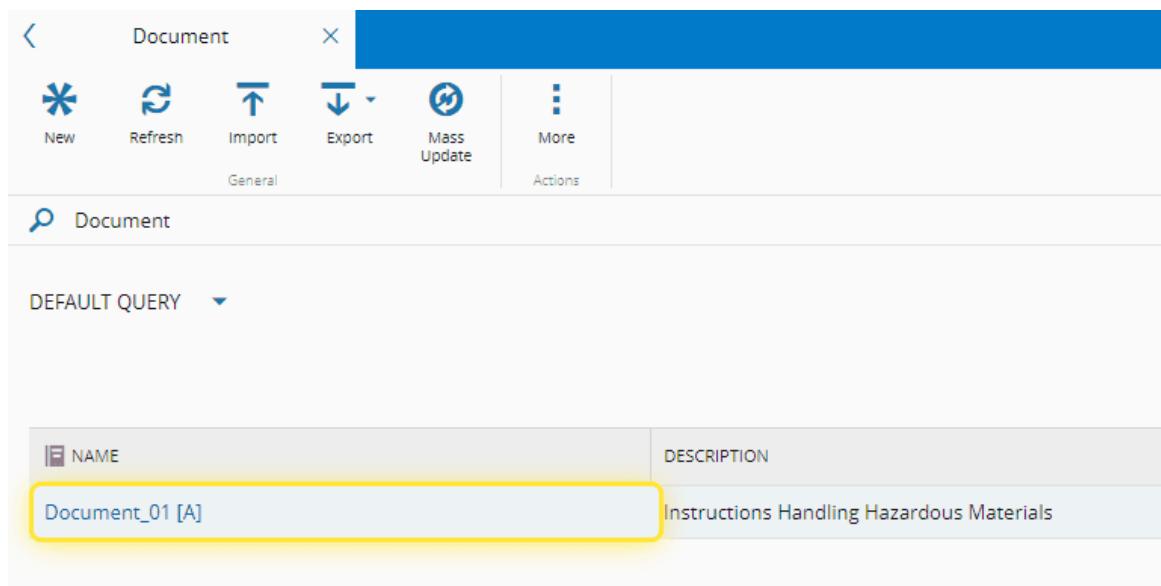
1. Go to the Business Data menu.



2. Select the Document entity.

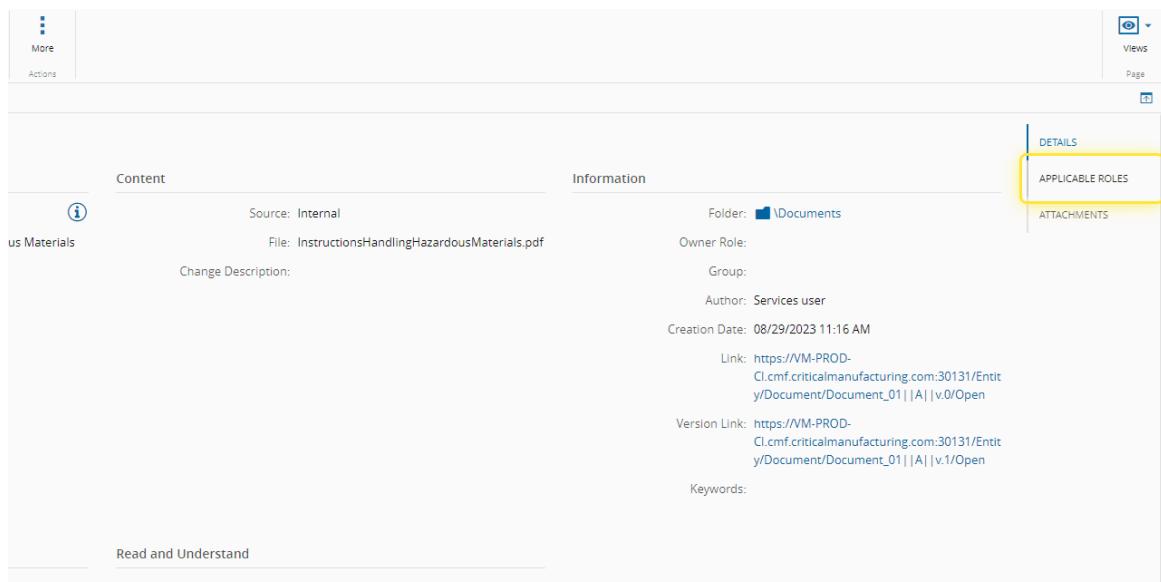


3. Select the document you need.



NAME	DESCRIPTION
Document_01 [A]	Instructions Handling Hazardous Materials

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



Content	Information	DETAILS
Source: Internal File: InstructionsHandlingHazardousMaterials.pdf Change Description:	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:	APPLICABLE ROLES

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



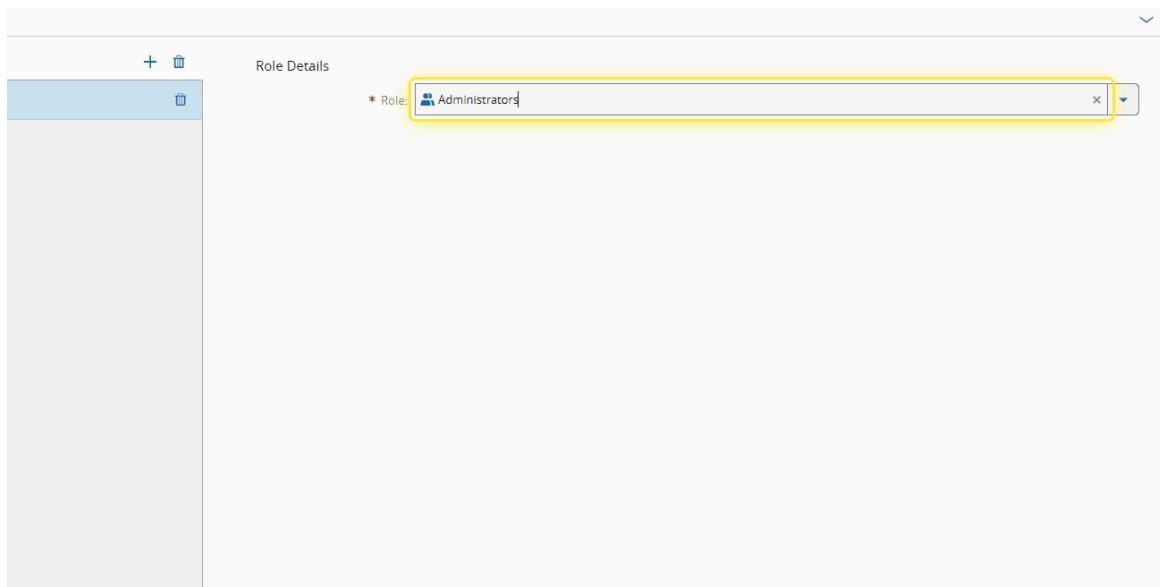
Manage Roles  

No Items Found

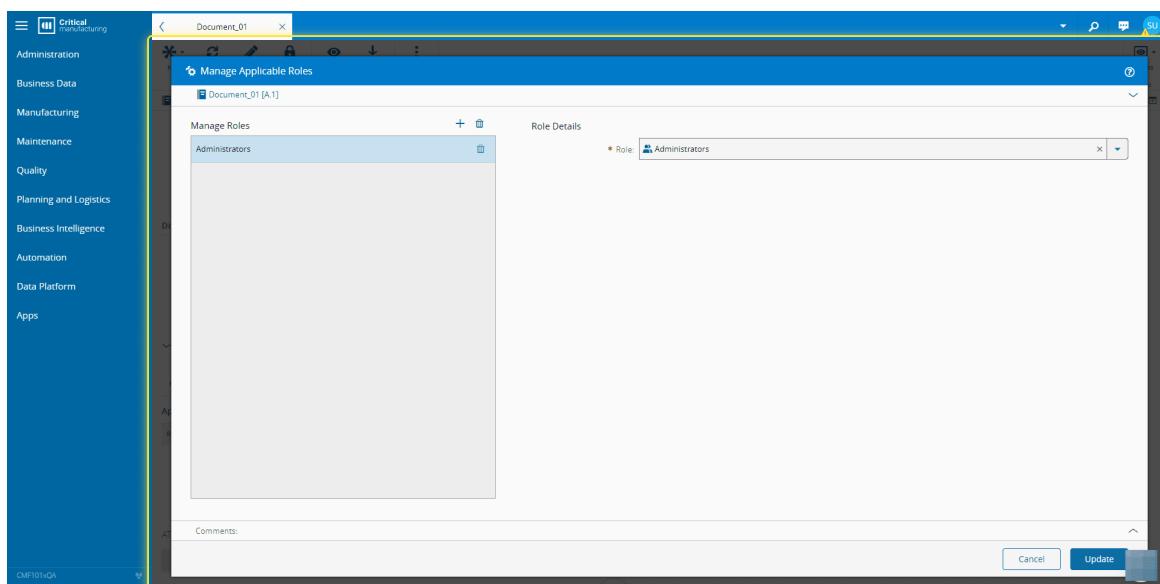
Role Details

Missing Roles

7. Complete the Role field as applicable.



8. Select the Update button.





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