

How to Assign the Document Manager Ability

TI version 10.8

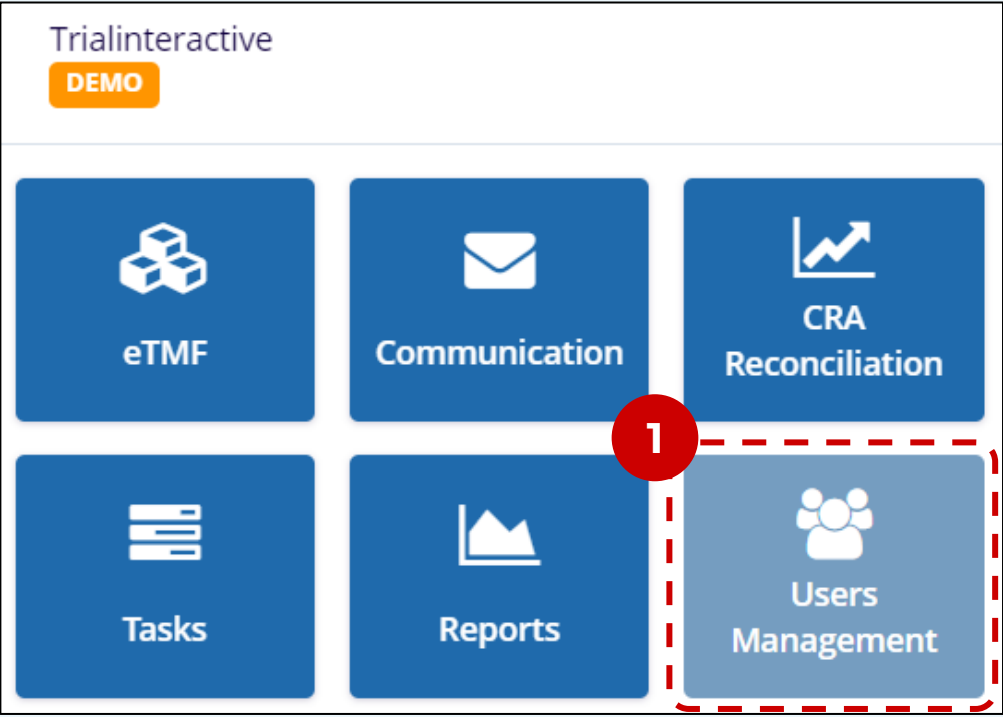
APPLICABLE TO:

- ☒ Admin
- ☐ Manager
- ☐ Editor
- ☐ Reader
- ☒ eTMF
- ☐ Collaborate



Note: The role of *Document Manager* can only be assigned to Editors and Managers. This role allows a user to delete or reject documents, as well as edit a final document’s metadata and folder location. It should be assigned sparingly and with all due caution.

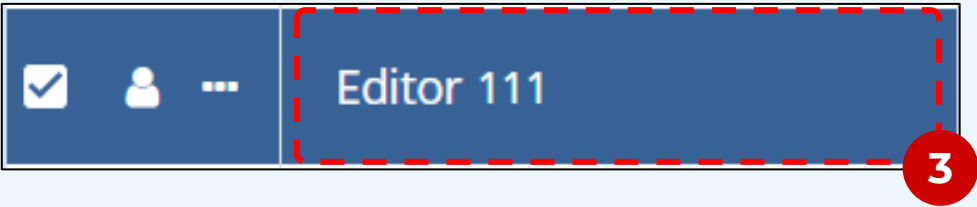
1 Navigate to the **Users Management** area via the Navigation Grid.



2 Access the **Users** module.



3 **Double-click** on a user to open their profile.



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4 Under Actions, locate and select **Document Manager**.

A screenshot of a software interface titled "Actions". It contains a list of actions: "Document Manager" (with a close icon), "Select All User Actions", "Document Manager" (checked with a red dashed box and a red circle with the number 4), and "CRA Reconciliation".

5 **Save** your changes.

A screenshot of a dialog box with two buttons: "Cancel" and "Save". The "Save" button is highlighted with a red dashed box and a red circle with the number 5.