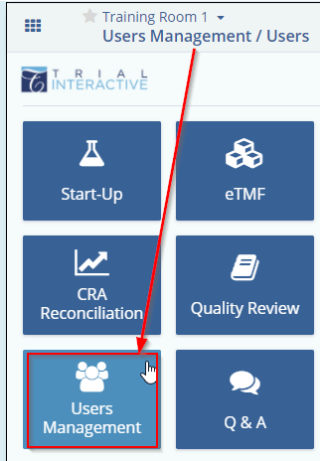


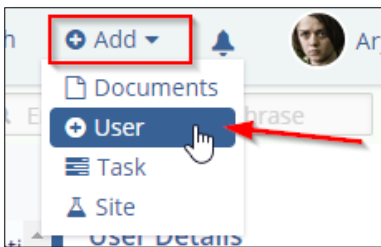
Applicable to:  Administrators  Editors  Readers  
 eTMF  Study Start-up  TI Docs/Collaborate

**Note:** The role of **Document Manager** can only be assigned to Editors. This role allows the Editor users to delete documents as well as edit a final file document by updating the metadata and/or dragging the file to a different index location.



1. Enter the room to edit or invite a user.

To edit a user, click **Users Management** from the Navigation Grid.



## User Invitation

User	Group Membership
Email*	<input type="text"/>
First Name	Last Name
Title	<input type="text"/>
Role*	Editor
Expiration Date ?	<input type="text"/>
Actions	Document Manager x
Organization*	<input type="text"/>

2. If adding a new user to be a Document Manager, click on the **Add** button from the top right, then select **User**. Otherwise, select an existing user and choose **Edit**.

3. Fill out the necessary fields, then under **Actions**, select **Document Manager** and then Click **Save**.

For any additional assistance, click ...

