


How to Assign the Document Manager Ability

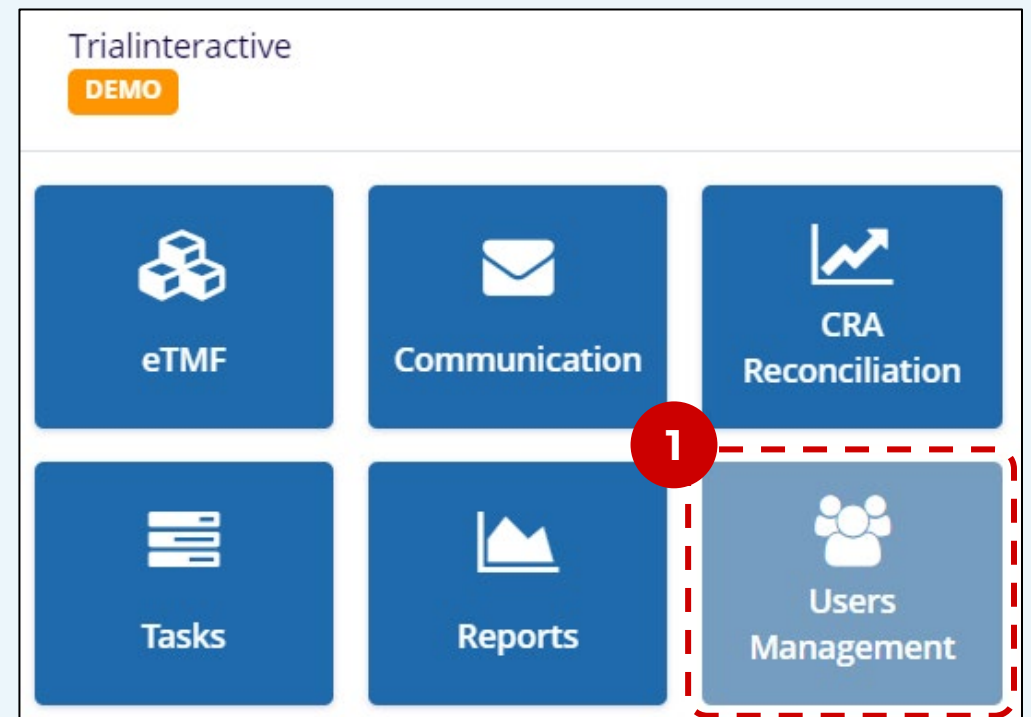
TI version 10.6

APPLICABLE TO:

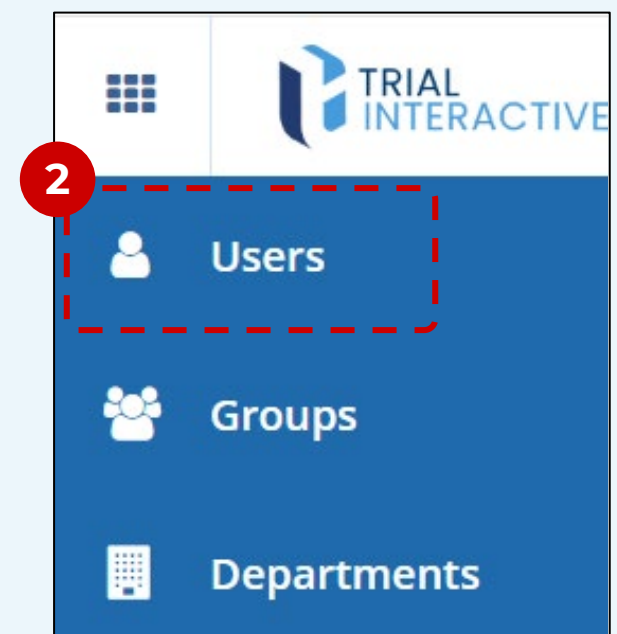
- Admin
- Manager
- Editor
- Reader
- eTMF
- Collaborate

 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 for metadata and location. It should be assigned sparingly and with all due caution.

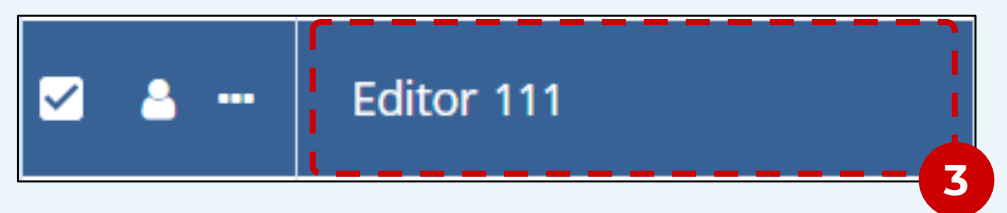
1 Navigate to the **Users Management** area via the Navigation Grid.



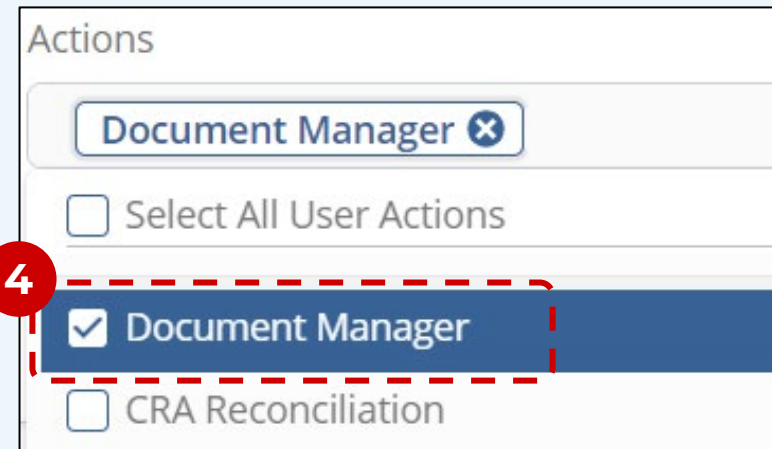
2 Access the **Users** module.



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



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



- 5 **Save** your changes.

