APPLICABLE TO:

● Administrators   ○ eTMF

○ Editors   ● Content Management

○ Readers   ○ myTI

Assigning user(s) as a Proxy Document Owner gives them owner access to the document.

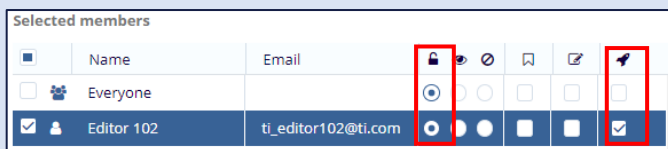1. Login to the Collaborative Workspace and navigate to the **Documents Module**

2. Locate the folder or specific document to which you want to assign a Proxy Document Owner to.

3. Right click the folder (or gear wheel next to an individual document) and select **View Folder Security**
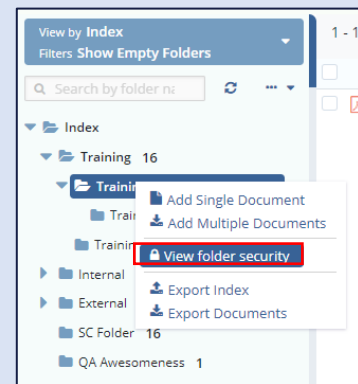
4. Locate the user(s) or select a group of users from the Folder Security pop-up box.

5. Click the button under the **opened lock icon** to ensure the user(s) have full access to the folder/ documents, then click the **rocket ship icon** to grant **Proxy Document Owner** access.

6. Click **Save.**