

What steps do I need to take as a system administrator before I can give the legislation document to my colleagues for editing?

1. Register all employees in the [User administration](#).
2. For each user, select the [role](#) “User” (can edit all requirements) or “Editor” (can only view and edit the requirements assigned to them).
3. Create the [master view](#). What columns must be displayed and edited?
4. [Assign users to responsible functions](#).
5. [Assign all requirements to the responsible functions](#).
6. Users with the role “User” must now filter requirements by their responsibility in the legislation document, under the “Responsible” column. Users with the role “Editor” will directly view only the requirements that were assigned to them.

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