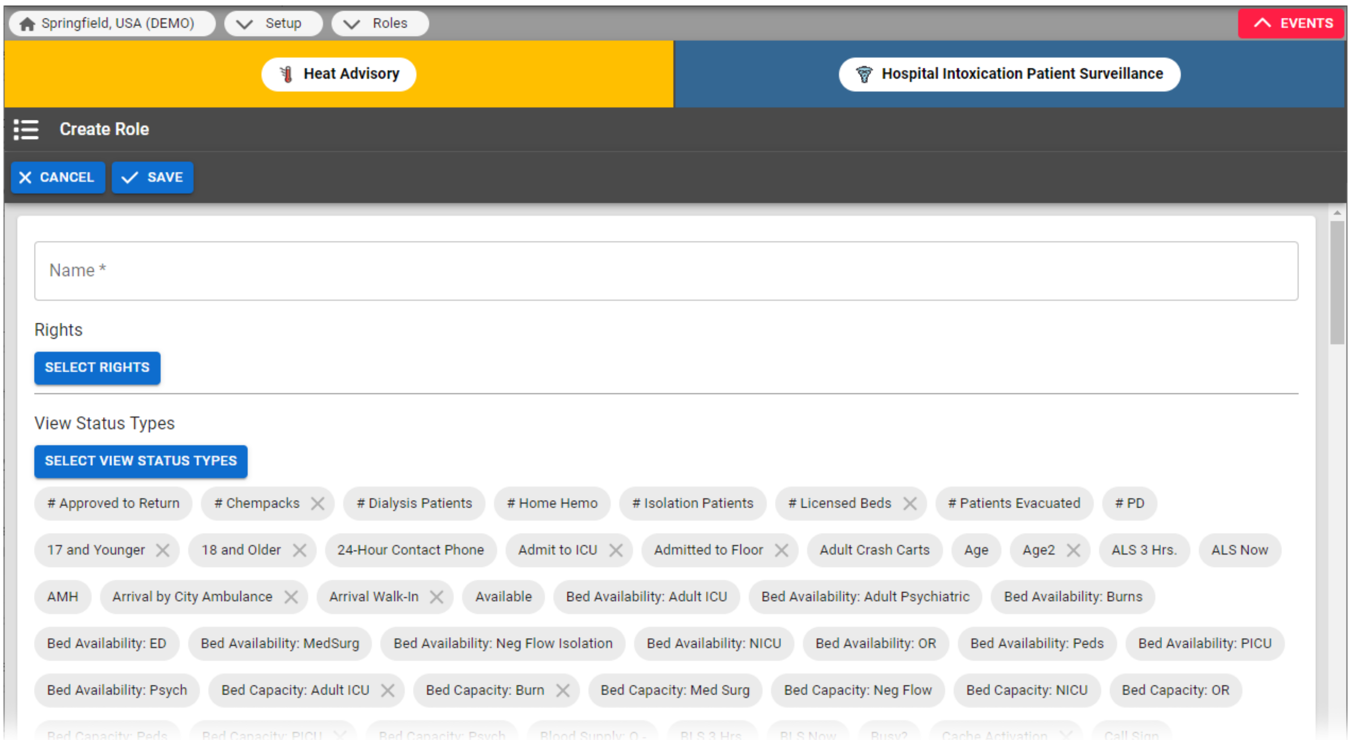
Create a Role

Authorized administrators can create new roles by defining the set of rights for this type of user.



Setting up a role also includes selecting the status types to which the role's users have access (**view** or **view and update**). After you save the new role, you can assign users to it.

Note:

- If you assign the **Update Right**, the check box for **View Right** is automatically selected. Likewise, if you clear the **View Right** checkbox, the **Update Right** checkbox is also cleared.
- You will also want to specify a region default role; you can make an existing role the default or create a new role for that purpose.
- If a status type is set up to be visible to users in other regions, it is automatically visible to all roles and you cannot change this setting.

To create a role

1. In the main menu, click **Setup** and then click **Roles**. The *Roles List* opens.
2. Click **Create Role**. The *Create Role* page opens.
3. For **Name**, enter the role's name.
4. Select the rights to assign to this role (*Select the Rights for this Role* section).
5. In the *View Status Type* and *Update Status Types* sections, select the appropriate status types this role can view and/or update:
   - **View Right** - Role can view this status type
   - **Update Right** - Role can update this status type
   - Neither selected - Role cannot view or update this status type
6. Click **Save**.