

# Edit a Role

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With appropriate permissions, you can maintain the region's roles. This includes changing the role's rights and/or its access to status types.

Springfield, USA (DEMO) Setup Roles

Heat Advisory Hospital Intoxication Patient Surveillance

View Role: Administrator

BACK EDIT

Name:  
Administrator

Rights

Event - Maintain Ad Hoc Events	Event - Maintain Event Templates	Event - Maintain Events	Form - Do not participate in forms for resources	Form - User may activate forms	Form - User may configure form security
Info - Edit Regional Message Bulletin Board	Info - Maintain Document Library	Info - View User Information Only	IPN - Receive Incoming Patient Notifications	Preferences - Do NOT send User Info reminder emails	
Preferences - Edit Event Notification Preferences	Preferences - Edit Status Change Notification Preferences	Report - Audit Resource Detail	Report - Event Detail	Report - Event Snapshot	Report - Form reports
Report - Incoming Patient Notification Detail	Report - Monthly Status Assessment	Report - Notification History	Report - Statewide Resource Detail	Report - Status Detail	Report - Status Reason Detail
Report - Status Reason Summary	Report - Status Snapshot	Report - Status Summary	Setup Other Region Views	Setup Region Information	Setup Region Views
Setup Resource Types	Setup Resources - Add and Edit	Setup Resources - Edit Only	Setup Roles	Setup Status Reasons	Setup Status Types
Status - User must update overdue status	User - Configure Regional User Access	User - Reset Regional User Passwords	View - Override viewing restrictions		

## Note:

- If you assign the **Update Right**, the checkbox 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 edit a role

1. In the main menu, click **Setup** and then click **Roles**. The *Roles List* opens.
2. Locate the role and, on that row, click the **(role name)**. The *View Role: (role name)* page opens.
3. Click **Edit**. The *Edit Role* page opens.
4. If appropriate, change the role's name.
5. Add to or change the rights to assign to this role (*Select the Rights for this Role* section).
6. In *Select the Status Types this Role may view or update* section, select or clear the appropriate checkboxes.
  - **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
7. Click **Save**.