

Edit a Role

Home > EMResource > Guide - Roles > Edit a Role



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**.