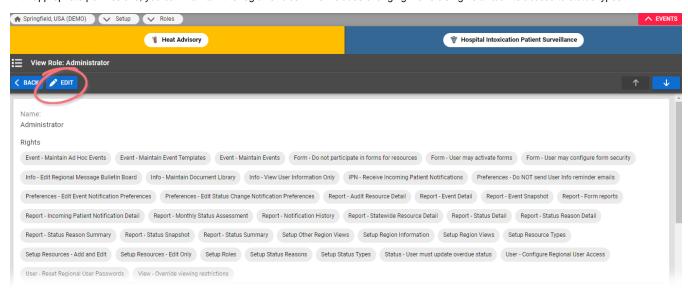
## **Edit a Role**



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



## 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.