

Manage a Role's Users

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With appropriate permissions, you can manage the users assigned to a role from the *Roles List*.

Use the fields at the top of the *Assign Users to (name) role* page to search for a user. You can select and clear check boxes to add to or change the users assigned to this role; clearing all check boxes removes the role from all user accounts.

To manage a role's users

1. In the main menu, click **Setup** and then click **Roles**. The *Roles List* opens.
2. Locate the role and, on that row, click **Users**. The *Assign Users to (name) role* page opens.
3. Select and/or clear checkboxes to assign users to or remove them from this role.
4. Click **Save**.