

Specify the Region Default Role

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It is likely your region set up a default role, which is automatically assigned to each user account you and other administrators add to EMResource.

In many cases, your default role grants basic resource viewing rights. This ensures that each new user has at least one role. Then, even when an administrator forgets to assign a different role or roles to the account, the user still has some rights within the application. Authorized administrators can set or change their region's default role. You can specify an existing role as the default, or [create a role](#) for this purpose. A region can have only one default role.

In addition, as you edit a user's account, you can remove or add this default role, as appropriate.

To set or change the default 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 **Make Default**. The link disappears from that row and the **Default** column changes from **No** to **Yes**.