

# Manage a User's Role




Home > EMTrack > EMTrack User Accounts > Manage a User's Role



Regional Administrators can add a location/role to a user's account. Divisional Administrators can manage certain aspects of a user's locations/roles.

First Name: \* Ann Organization:

**User Role Administration**

	Location	Role	Default Location
 	(M) Cape Coral Hosp	View-Only	No
	Springfield, USA	Regional Administration	Yes

For more information, please see [Locations and Roles](#).

## To manage roles

1. On the upper right, click **System Settings**.
2. On the left, under **Users & Devices**, click **Users**. The *Users* page opens.
3. Locate the user and on that row, click the edit icon. The *User Administration - Update* page opens.
4. Toward the bottom, click **Manage Roles**. The *User Role Administration* window opens.  
**Note:** If a feature does not appear in this page (such as the edit icon or the Add Role button), you do not have access to that feature.
5. To add a role for this user:
  - a. Click **Add Role**. The *Add Role* window opens.
  - b. In the **Location** list, click the appropriate agency or facility.
  - c. In the **Role** list, click the title or role.
  - d. If you want this to be the user's default role, select the **Default** check box.
  - e. Click **Save**. The *Add Role* window closes.
6. To edit a user's role for a location:
  - a. Locate the role you want and on that row, click the edit icon. The *Edit Role* window opens.
  - b. In the **Role** list, click a different title or role.
  - c. If you want this to be the user's default role, select the **Default** check box.
  - d. Click **Update**. The *Edit Role* window closes.
7. To change a user's default location:
  - a. Locate the role you want and on that row, click the edit icon. The *Edit Role* window opens.
  - b. Select the **Default** check box.
  - c. Click **Update**. The *Edit Role* window closes.
8. To delete a user's location/role:
  - a. Locate the role you want and on that row, click the delete icon. A window opens asking you to confirm the deletion.
  - b. Click **OK**. The window closes and the location/role is permanently removed.