

# Assign User Role

To assign a user role, complete the following steps:

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Users

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1

CONFIGURE USER ROLES

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Search

Users	
User Name	Edit Users
Learn Er	<div>EDIT USER</div>
Bob Smith	<div>EDIT USER</div>
Dry Ver	<div>EDIT USER</div>
Cly Yent	<div>EDIT USER</div>
ad min	<div>EDIT USER</div>

Number	Name	Description
1	Configure User Roles button	Click on this button to configure the user roles.

The following screen will display:

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Add New User Role

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1

ASSIGN USER ROLE

Add Role

User Role Name

ADD

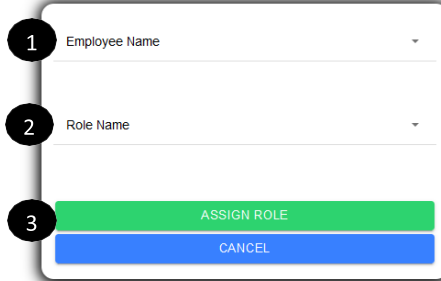
CANCEL

Q

Search

Roles	
Role Name	Edit Role
EMPLOYEE	<div>EDIT ROLE</div>
MANAGER	<div>EDIT ROLE</div>
CLIENT	<div>EDIT ROLE</div>

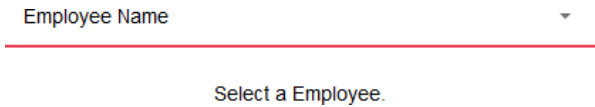
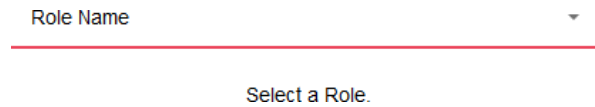
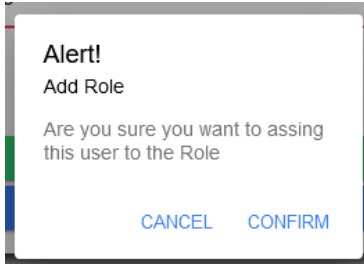
Number	Name	Description
1	Assign User Roles button	Click on this button to assign the user roles.



1 Employee Name

2 Role Name

3 ASSIGN ROLE CANCEL

Number	Name	Description
1	Employee Name	<p>Select the employee's name from the drop down. If an employee is not selected, the following error message will appear:</p> 
2	Role Name	<p>Select the role that you wish to assign to the employee. If a role is not selected, the following error message will appear:</p> 
3	Assign Role button	<p>Click on this button once you have selected an employee and assigned a role to them. The following alert will appear to confirm whether you wish to assign this role to the employee:</p>  <p>Click on the "CONFIRM" button. The following success notification is displayed once the role has been assigned to the user:</p> 