



CREATE/ADD ROLES

1. From the **Main menu**  click **Suite Administration > Roles and Permissions**.
2. Click the **Add role icon**  to open the **Add role page**. Fill in the **Name**, **Define the description and Administrator permission level**.

Role details

* Name	Description	* Administrator level Level 0 - Base
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DEFINE ADMIN LEVELS AND PERMISSIONS

1. **Roles** are organized into four **Administrator Levels** that determine the available permissions that can be granted.

View access only

Maintain projects

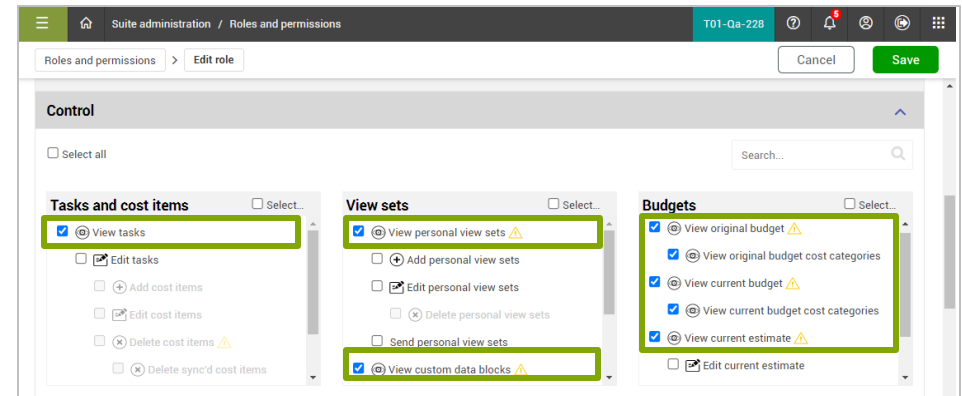
Maintain multiple projects and organizations

Create projects and maintain master data, users, integrations and global settings

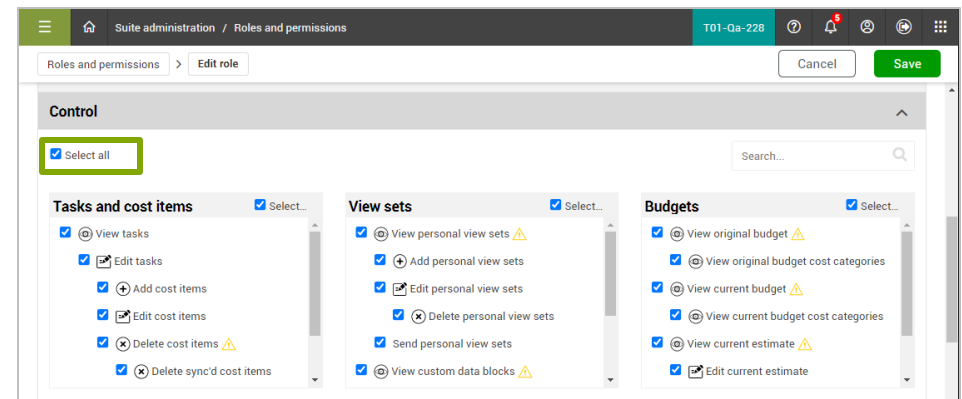
* Administrator level

- Level 0 - Base
- Level 0 - Base
- Level 1 - Project Admin
- Level 2 - Organization Admin
- Level 3 - Account Admin




2. Only **Levels 0 and 1 roles** can be assigned to a project. Below is an example of how the permissions are filtered based on an **Administrator level – View access only**.

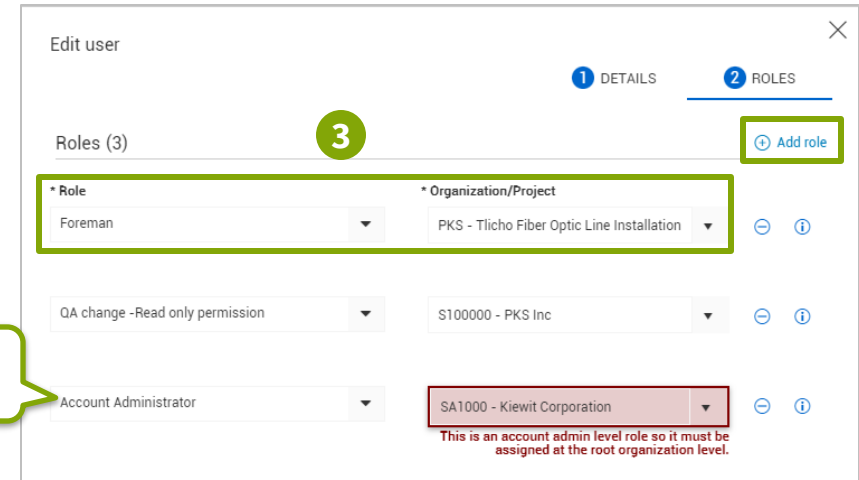


3. The **Level 2 role** are assigned at a **sub-organization level** and **Level 3 roles** must be assigned at the **root organizational level**. Below is an example of how the permissions are filtered based on an **Administrator level - All the available permissions**.






ASSIGN A ROLE TO USER

1. From the **Main menu** , click **Suite Administration > User Management**.
2. Select a **user**, right-click and select the **Edit icon** .
3. In the **Roles tab**, click **Add role** and select a **Role** and **Organization** drop-down list. Click **Save** when done.
4. To **Edit a role** of a user, select a user and click the **Edit icon**  and then select **Roles Tab**.
5. The **Level 2** roles can only be assigned to **organizations**. The **Level 3** roles can only be assigned at the **top organization level (root level)**.



VIEW ROLE INFORMATION AND PERMISSIONS

1. From the **Main menu** , select **Suite Administration > Roles and permissions**.
2. Select a **role** , then select the **Show Information icon**  at the top sub-navigation bar.

Or select a role by right-clicking a role and selecting the **Show information icon**  in the pop-up menu .
3. A panel on the right-hand side opens and displays the **role details**, including **assigned permissions**, in the dropdown menus.

