2.2 Roles

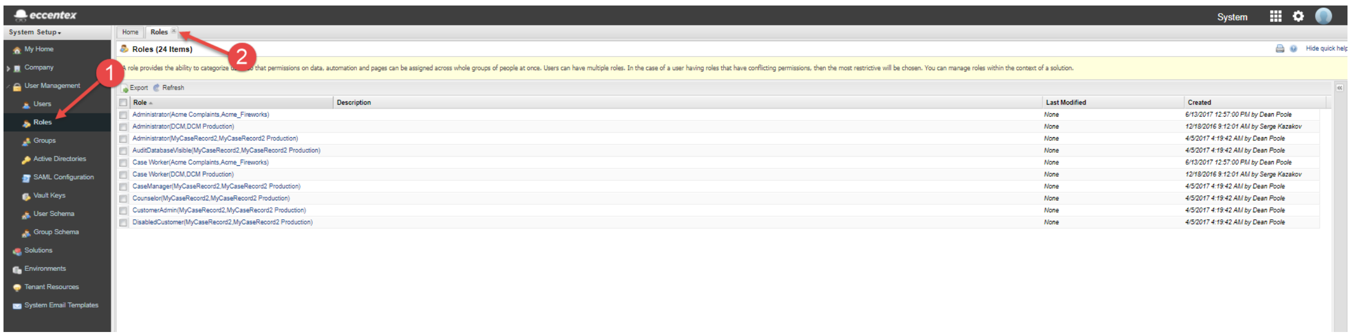
1 | Description

A role provides the ability to categorize users that permissions governing data access, business rule automation and page information access can be accessed across whole groups of people. Users can have multiple roles and roles can be managed within the context of a solution.

> **Pessimistic role selection**
>
> Where a user holds more than one role, the role with the most restrictive - or least number of - permissions is the one that the user access will be evaluated against.

2 | Navigating to Roles

To access **Roles**, navigate to **User Management > Roles** from the left hand navigation menu (or select Roles directly from the left side of the page):



3 | Roles Tab

The Roles tab will list all the roles currently defined within the tenancy no matter which solution they are tied to. The following information is displayed for each role:

Attribute	Description
Role	The name of the role including - in brackets - the solution that the role was created.
Description	A description of the role as entered by the developer when creating/updating the role.
Last Modified	Date and name of the person who last modified the role record.
Created	Date and name of the person who created the role record.

The following actions are available:

Name	Icon	Description
Screen Icons		
Print		Prints the current page
Help		Opens the Help Window
List Actions		
Export	Export	Exports data to an Excel file
Refresh	Refresh	Refreshes the list
Hide quick help	Hide quick help	Hides the shaded yellow quick help area