Assigning roles

You can assign available roles to your customer's users at the customer, project or library level.

1. Open the **Manage Access** view to assign roles.

To assign roles	Do this
For all projects or libraries for a customer	Select the customer and then select **Manage Access** from the navigation toolbar. **Note**: In an integrated system, select the customer and click **Manage Project & Library Access**.
In a specific project	Select the desired project and then select **Manage Access** from the navigation toolbar. **Note**: In an integrated system, select the customer and click **Manage Project & Library Access**. Then select the desired project.
In a specific library	Select the desired library and then select **Manage Access** from the navigation toolbar. **Note**: In an integrated system, select the customer and click **Manage Project & Library Access**. Then select the desired library.

   A list of roles assigned at that level appears. If the user or group has inherited the project or library role from a higher level, the word default appears beside the role name.

   Icons beside each role show whether the role is assigned to the user as an individual  or as a member of a group .
2. To view the user rights included in the role, roll your mouse over the desired role—a tooltip displays the rights that are turned on and off for each role.
   You can only see user rights when you have the same rights, even though the role may include other rights.
3. Assign or modify the roles as needed.
   The role changes color to signify that you have made changes but not applied them.
4. Click the **Apply** button to update your changes.