

The tasks that a user can perform in the software depend on the user's role. A role is a collection of user rights. By combining certain user rights into roles, you enable users to carry out actions in your workflow.

For staff users:

The following levels of roles are available:

- **System** roles: Actions in the administrative workflow for the entire system, such as configuring branding and managing roles.
- **Customer** roles: Actions in a customer's administrative workflow, such as managing a customer account. When this role is given to a user, its name changes to Admin role.
- **Job** roles: Actions in the workflow for job creation and approval, such as uploading files.

When the software is installed, it contains predefined roles that you can assign to users. If you have a system role that includes the Manage Roles user right, you can edit these roles and create new roles.

For customer users:

The following levels of roles are available:

- **Admin** roles: Actions in your administrative workflow, such as managing your customer account.
- **Job** roles: Actions in the workflow for job creation and approval, such as uploading files.