

Assigning default roles to customer users

You can assign default administration and job roles to users.

Requirements: You must have an administrative role that includes the Manage Access and View Users rights.

1. On the home page, click **Administration**.
2. In the **Administration** area, click **Users**.
3. Right-click the user's name, and from the menu that appears, select **Edit User**.
4. In the left pane, select **Default user Role**.
5. In the list of available roles for each role type, select the appropriate role for the user.
Tip: To see which rights are included in a role, hover your cursor over a role.
6. Click **Update**.

Note: If the user belongs to a group, the user's role is the union of his or her user rights *and* the rights in the group role.