

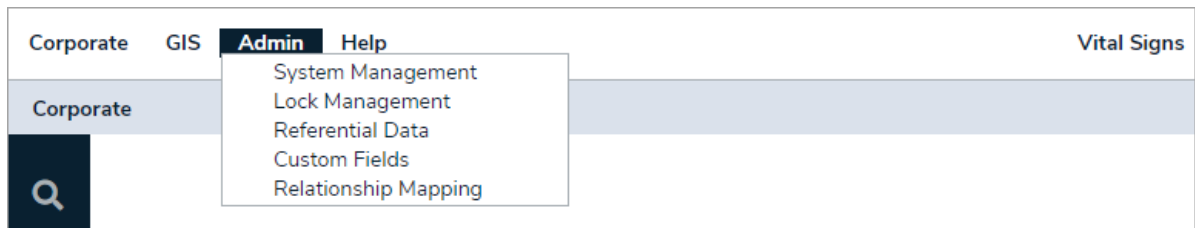
Add a Security Role

Roles allow you to assign rights and privileges to a group of users. This allows users and administrators the ability to manage Global AlertLink at a macro level by applying rights and privileges once for an entire group of users by assigning each of them to a role.

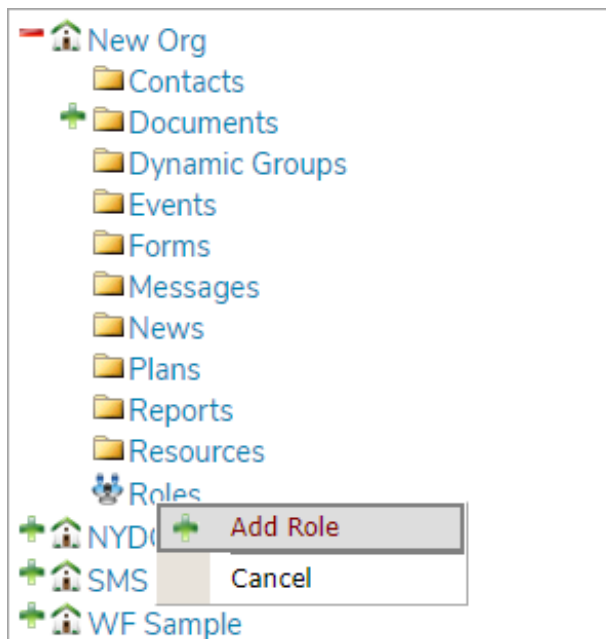
It is important to note that users may be assigned to multiple roles depending upon what access to organization units, information and Global AlertLink functionality you want the user to have.

You must be an Administrator or a Global Administrator to add a role. Roles can be created for each organization.

1. To add a role to the system, hover and select System Management.



2. Navigate to the organization, then expand the Roles folder (if applicable) in the Structure panel to the left.
3. Right-click the appropriate roles group, then click Add Role.



4. Enter the title, parent, and any privileges for the role.

Role Details

Title:

Parent:  [Choose Role](#)

Privileges:

- | | | |
|--|--|--|
| <input type="checkbox"/> Global Administrator | <input type="checkbox"/> Send Message | <input type="checkbox"/> View Prefix Name |
| <input type="checkbox"/> View First Name | <input type="checkbox"/> View Middle Initial | <input type="checkbox"/> View Last Name |
| <input type="checkbox"/> View Suffix Name | <input type="checkbox"/> View Full Name | <input type="checkbox"/> View Site |
| <input type="checkbox"/> View Department | <input type="checkbox"/> View Title | <input type="checkbox"/> View Organization |
| <input type="checkbox"/> View Address Line 1 | <input type="checkbox"/> View Address Line 2 | <input type="checkbox"/> View City |
| <input type="checkbox"/> View State | <input type="checkbox"/> View Zipcode | <input type="checkbox"/> View Country |
| <input type="checkbox"/> View Notes | <input type="checkbox"/> View Alt-Contact Name | <input type="checkbox"/> View Alt-Contact Phone |
| <input type="checkbox"/> View Alt-Contact Relation | <input type="checkbox"/> View Contact Method | <input type="checkbox"/> View Support Passphrase |
| <input type="checkbox"/> Custom Form Designer | <input type="checkbox"/> Latitude/Longitude | <input type="checkbox"/> View Customer ID |
| <input type="checkbox"/> View Dept ID | <input type="checkbox"/> View Reports To | <input type="checkbox"/> View Time Zone |
| <input type="checkbox"/> View Business Unit ID | <input type="checkbox"/> Edit GIS Layer | <input type="checkbox"/> Delete GIS Layer |

5. Click Save to create the role.