

## Roles

Each login is assigned with specific tasks hence each login has to be provided with specific role. In this section, user can Add/View/Update roles by following the below steps.

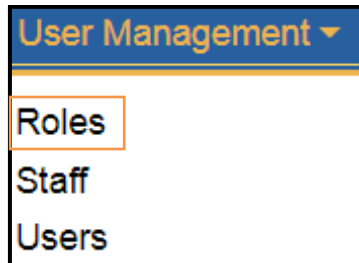


Image - 1

### a. Add Roles:

- Click on "Roles" sub menu under "User Management" side menu.
- "Managing Roles" screen is displayed along with ["Add Roles"](#) link.

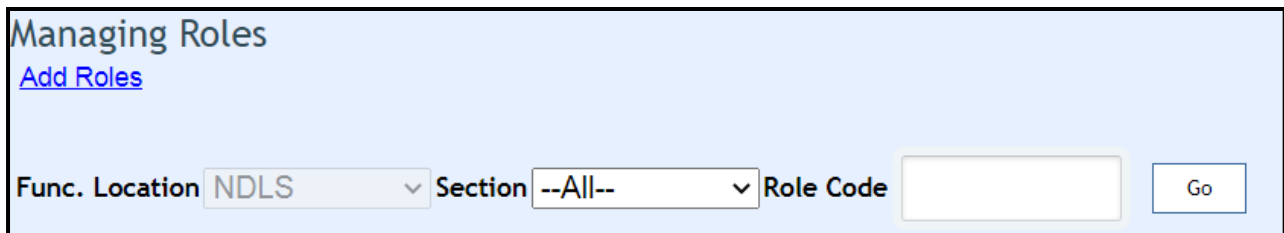
A screenshot of the "Managing Roles" screen. At the top left, the text "Managing Roles" is displayed in a blue header, with a blue link "Add Roles" below it. Below the header, there are search filters: "Func. Location" with a dropdown menu showing "NDLS", "Section" with a dropdown menu showing "--All--", and "Role Code" with an empty text input field. To the right of these fields is a "Go" button.

Image - 2

- Click on ["Add Roles"](#) link, "Add Roles" screen is displayed.
- User can select "New" to create a new Role.
- Enter Role name, Role Code, Description and select Section.
- Assign the role-based screens to the user by clicking on A/V/U/D check boxes in each screen, as shown in below image.
- Click on [Save](#) button to save the details.
- The Roles will be assigned to the specific user along with permission to access the relative screens.

**Add Roles**

Create  New  Using Existing Role Funct. Location Type

Funct. Location  Section  \*

Role Name  \* Role Code  \*

Description

**Available Forms**

Note [User Access Privileges] : A-Add, V-Detailed View, U-Update, D-Delete

Administration

<input type="checkbox"/> Change Password	<input type="checkbox"/> A <input type="checkbox"/> V <input type="checkbox"/> U <input type="checkbox"/> D
<input type="checkbox"/> Holidays	<input type="checkbox"/> A <input type="checkbox"/> V <input type="checkbox"/> U <input type="checkbox"/> D
<input type="checkbox"/> Maint. Schedule Programs	<input type="checkbox"/> A <input type="checkbox"/> V <input type="checkbox"/> U <input type="checkbox"/> D
<input type="checkbox"/> Schedule Types	<input type="checkbox"/> A <input type="checkbox"/> V <input type="checkbox"/> U <input type="checkbox"/> D
<input type="checkbox"/> Sections	<input type="checkbox"/> A <input type="checkbox"/> V <input type="checkbox"/> U <input type="checkbox"/> D

Image - 3

- User can select "Using Existing Role" option, if the role permissions have to be allotted to already existing roles.

**Add Roles**

Create  New  Using Existing Role Funct. Location Type

Funct. Location  Section

Role Name  Role Code

Funct. Location(Using)  Role(Existing)

Description

**Available Forms**

Note [User Access Privileges] : A-Add, V-Detailed View, U-Update, D-Delete

Administration

<input checked="" type="checkbox"/> Change Password	<input type="checkbox"/> A <input type="checkbox"/> V <input type="checkbox"/> U <input type="checkbox"/> D
<input checked="" type="checkbox"/> Holidays	<input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> V <input checked="" type="checkbox"/> U <input type="checkbox"/> D
<input checked="" type="checkbox"/> Maint. Schedule Programs	<input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> V <input checked="" type="checkbox"/> U <input checked="" type="checkbox"/> D
<input checked="" type="checkbox"/> Schedule Types	<input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> V <input checked="" type="checkbox"/> U <input checked="" type="checkbox"/> D
<input checked="" type="checkbox"/> Sections	<input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> V <input checked="" type="checkbox"/> U <input checked="" type="checkbox"/> D

Image - 4

**b. View Roles:**

- User can View the previously added Roles in "Managing Roles" screen.
- Select Func. Location, Section and click on  button.

- A tabular format will be displayed as shown in below image.

Managing Roles  
[Add Roles](#)

Func. Location: NDLS Section: --All-- Role Code:  Go

Showing 2 Records Out of 2

S.No	Role Name	Section	Location Type	Remarks	Reports	Delete
1	<a href="#">CONTROL</a>	CONTROL	DTLC	CONTROL	<a href="#">Reports</a>	
2	<a href="#">REPORT</a>	CONTROL	DTLC	TLC REPORT	<a href="#">Reports</a>	

1

Image - 5

### c. Update Roles:

- User can update the records by clicking on Role Name link in "Managing Roles" screen.
- "Update Roles" screen is displayed.
- User has the provision to update Role name, Section, Role Code and Description by selecting "New" or "Using Existing Role" options.
- Click on **Update** button to save the records.

Update Roles

Create  New  Using Existing Role

Func. Location Type: DTLC

Func. Location: NDLS Section: CONTROL

Role Name: CONTROL Role Code: CONTROL

Description: CONTROL

Available Forms

Note [User Access Privileges] : A-Add, V-Detailed View, U-Update, D-Delete

Administration

<input checked="" type="checkbox"/> Change Password	<input type="checkbox"/> A <input type="checkbox"/> V <input type="checkbox"/> U <input type="checkbox"/> D
<input checked="" type="checkbox"/> Holidays	<input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> V <input checked="" type="checkbox"/> U <input type="checkbox"/> D
<input checked="" type="checkbox"/> Maint. Schedule Programs	<input type="checkbox"/> A <input checked="" type="checkbox"/> V <input type="checkbox"/> U <input type="checkbox"/> D
<input checked="" type="checkbox"/> Schedule Types	<input type="checkbox"/> A <input checked="" type="checkbox"/> V <input type="checkbox"/> U <input type="checkbox"/> D

Image - 6

### d. Role Reports:

- Particular Reports can be assigned to Roles by clicking on Reports link in "Managing Roles" screen.

