

Creating roles

The **Role Management** page allows you to create a user role and select the permissions you want the role to have. For example, if you have some users who will be responsible for viewing resources and make changes, you can assign them, for example, to the Author role. This role is a custom role therefore, you can edit or delete it, if need be. Once you have created the role, you can assign it to one or more users using the **Role Assignments** pane on the lower part of the **Create a new role** page. For more information on assigning a user role, see the [Assigning roles](#).



Teamwork Cloud



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Create a new role

Name: *

Project Coordinator

Description:

Assigned Permissions: *

☐ Administer Resources☐ Edit Resource Properties☐ Manage Model Permissions☒ Manage Owned Resource Access Right☐ Read Resources☐ Release Resource Locks

Create

- Role Assignments



Add

- Matrix Criteria

All Resources



Swap

All

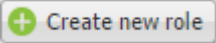
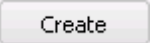



Search

Clear

The Create a new role page.

To create a user role

1. On the **Role Management** page, click  to open the **Create a new role** page.
2. Type the name of a user role you are going to create.
3. Type its description (optional).
4. Select at least one permission to give to the role.
5. Click . A message informing you that the role has been created successfully will open on the **Role Management** page and you can see the newly created role there.
6. You can assign the newly created role to one or more users by clicking the  button and select the check boxes in the matrix table. See [Assigning roles](#) for more information.

You can assign or remove resources from a role using the **Role Assignments** section. It is also possible to assign a resource while creating or editing a user or a role.

Related page

- [Role Management page](#)