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How to: Assign Roles to a User

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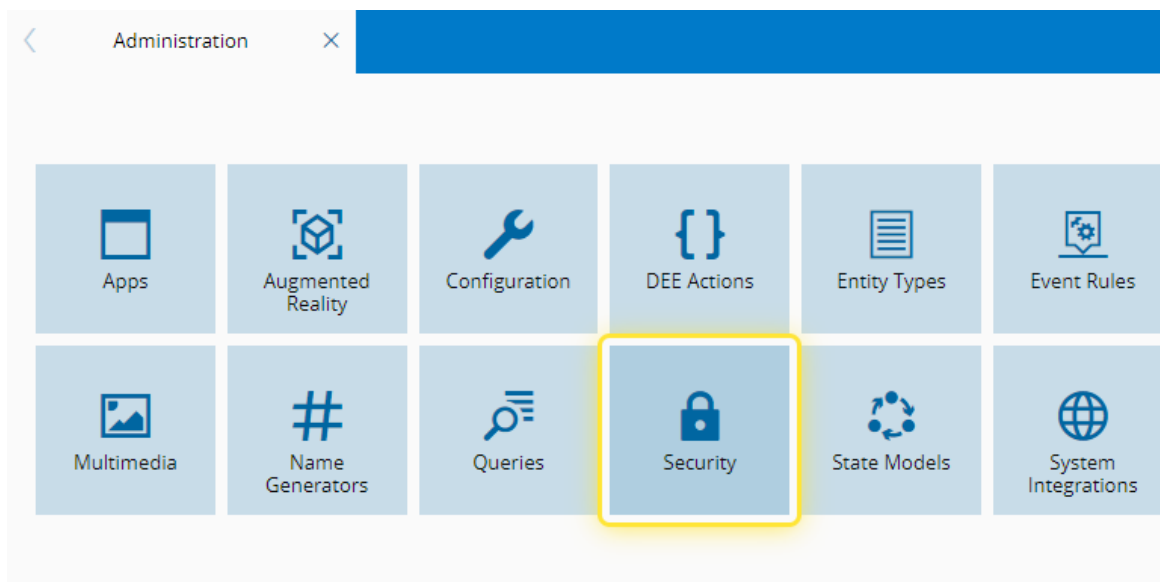
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How to: Assign Roles to a User

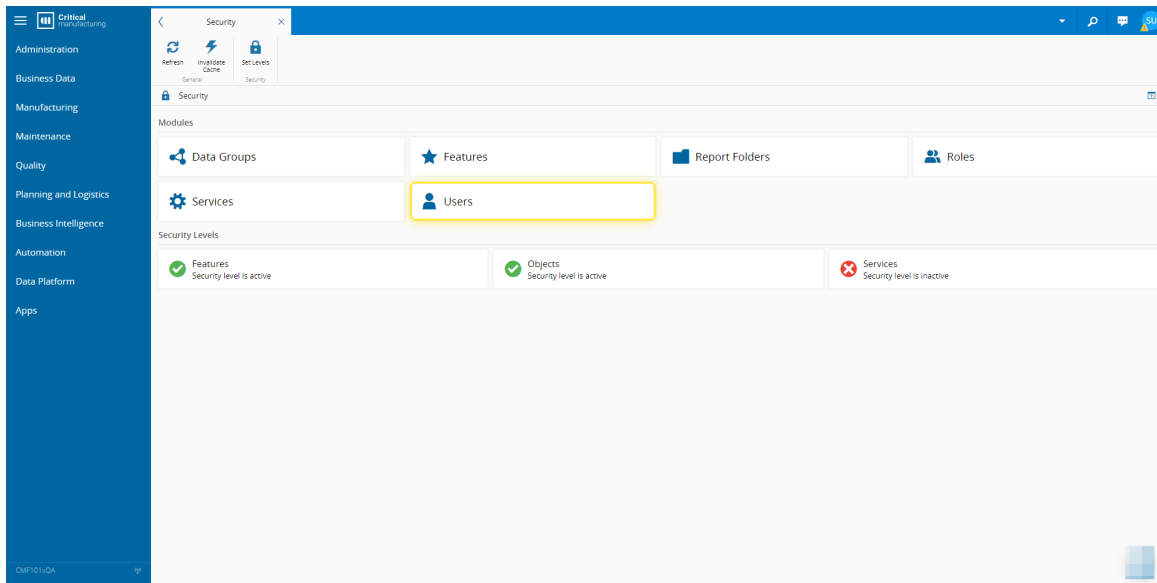
1. Go to the Administration menu.



2. Select the Security entity.

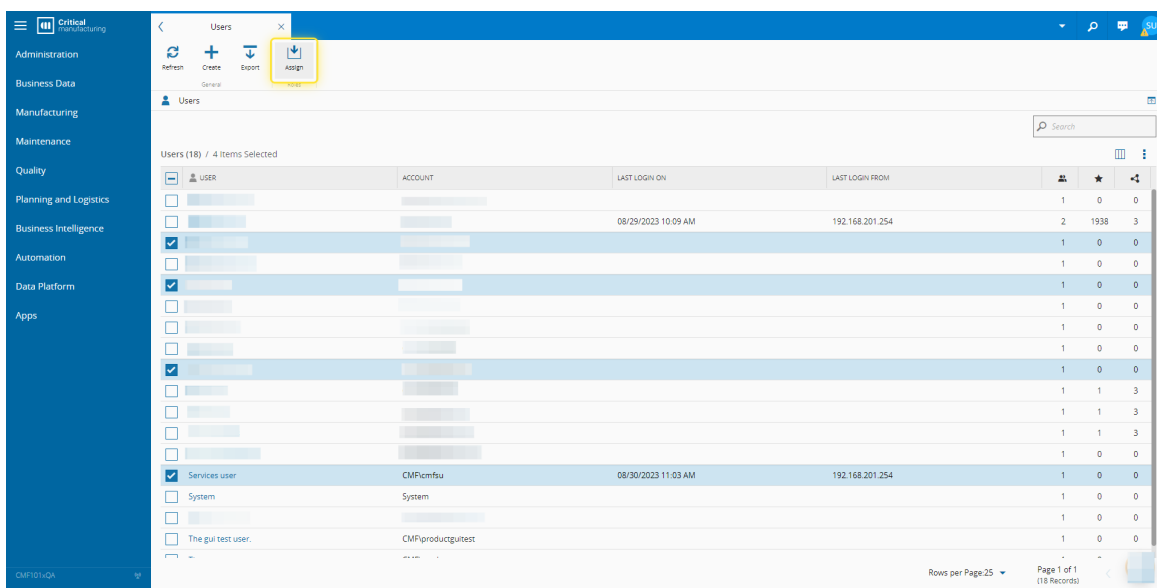


3. Select the Users option.



4. Select the users you want, and select the Assign button.

For more information, see [Users - Critical Manufacturing Documentation Portal](#)



5. Select the Roles you want, and select the Assign button.

Role assignment can also be done by going to the Details page of each User.

The screenshot shows the 'Assign Roles to Users' dialog box in the Critical Manufacturing 10.2 application. The dialog is titled 'Assign Roles to Users' and indicates that 4 users are selected. It features a search bar and a table for selecting roles. The table has two columns: 'ROLE' and 'DESCRIPTION'. The roles listed are 'Administrators' (Administrators group), 'AlmostAdmin', and 'CookieManager' (CookieManager Role). The 'AlmostAdmin' and 'CookieManager' roles are selected with checkboxes. To the right of the table, there is a 'Selected Roles (2)' list containing 'AlmostAdmin' and 'CookieManager'. At the bottom of the dialog, there is a 'Comments' field, a 'Rows per Page: 25' dropdown, and a 'Page 1 of 1 (3 Records)' indicator. The 'Assign' button is highlighted in blue.

ROLE	DESCRIPTION
<input type="checkbox"/>	Administrators
<input checked="" type="checkbox"/>	AlmostAdmin
<input checked="" type="checkbox"/>	CookieManager

Selected Roles (2)

- AlmostAdmin
- CookieManager



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