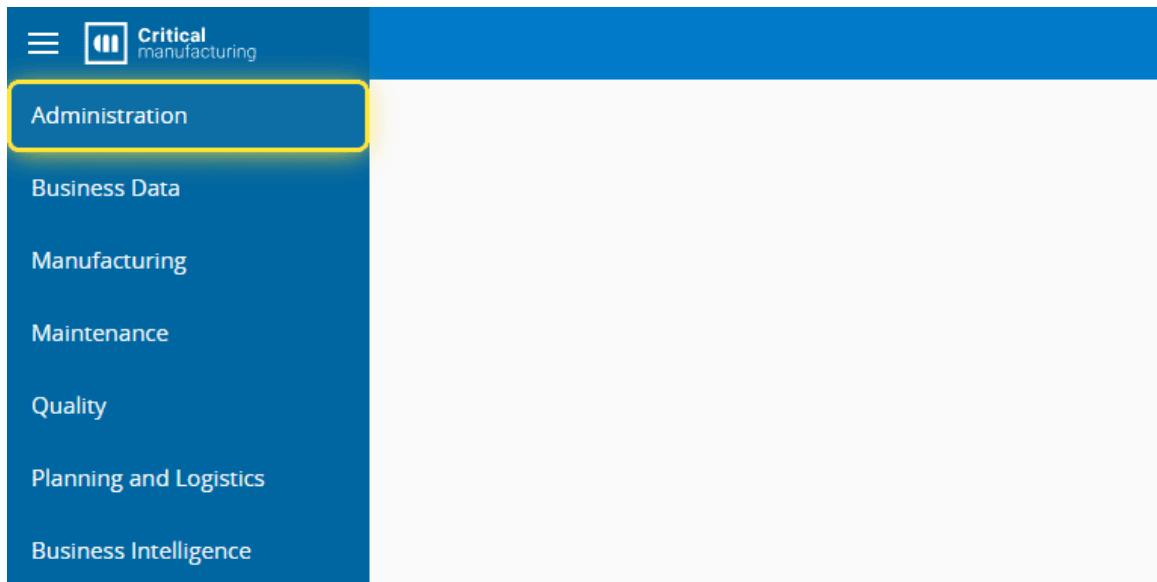
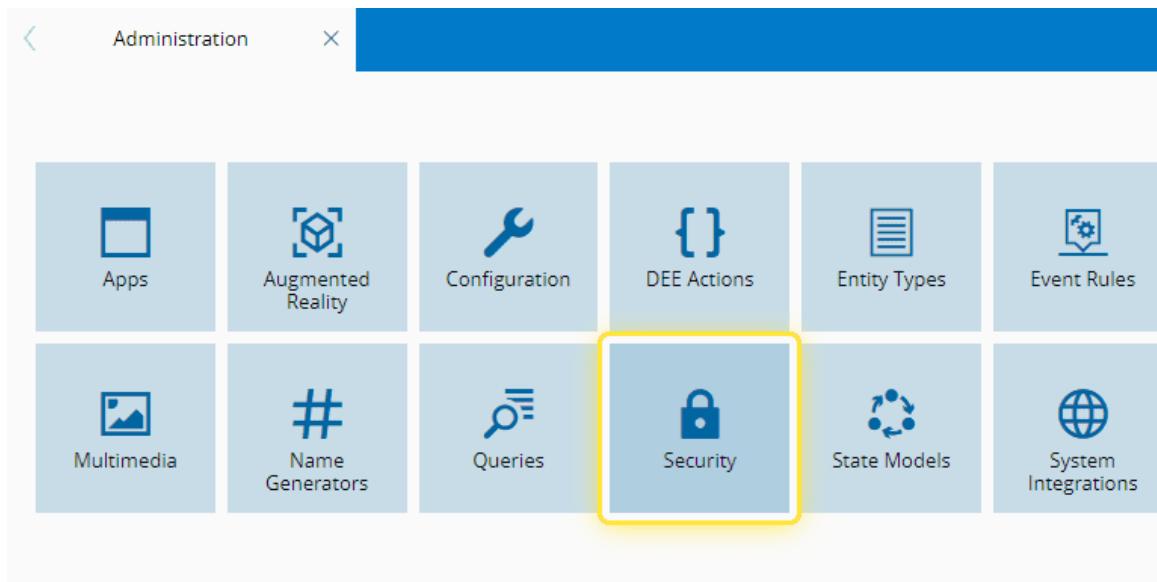


How to: Assign Roles to a User

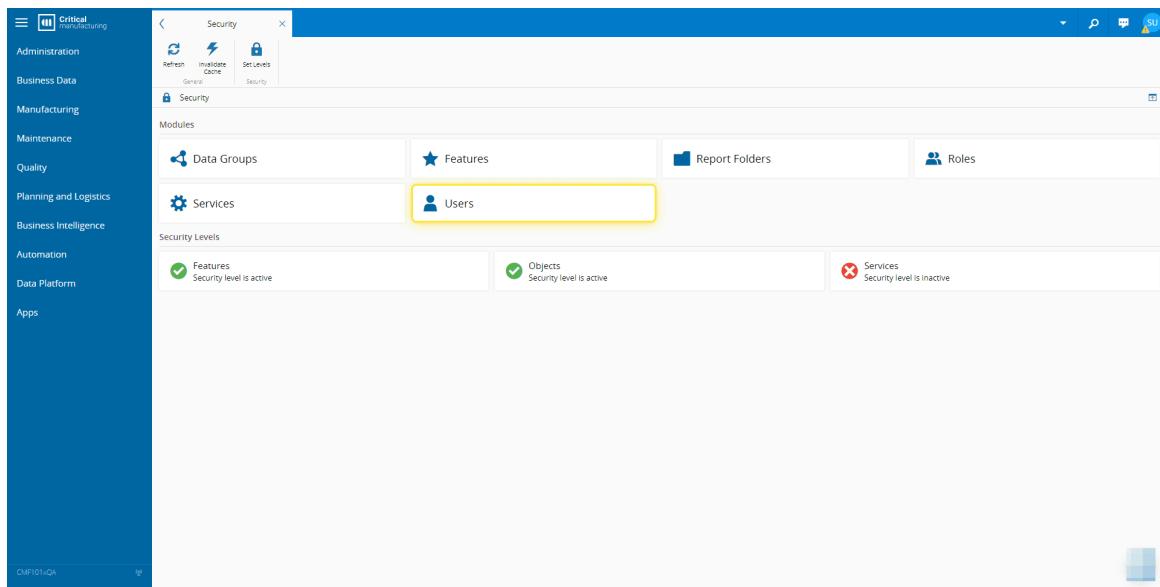
1. Go to the Administration menu.



2. Select the Security entity.

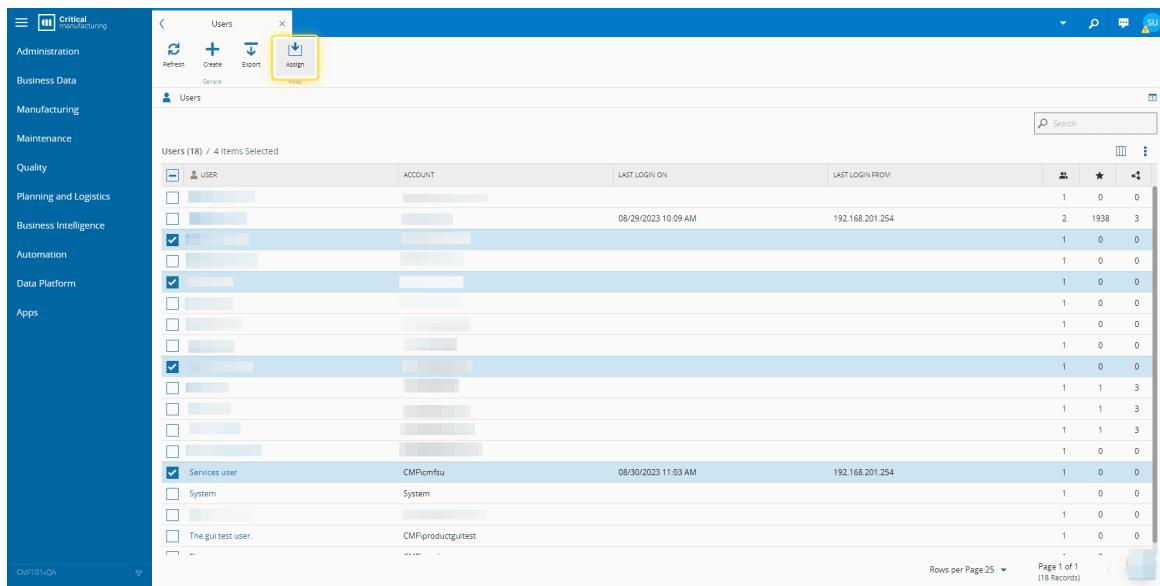


3. Select the Users option.



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 a software interface for managing user roles. On the left, a vertical navigation bar lists various modules: Administration, Business Data, Manufacturing, Maintenance, Quality, Planning and Logistics, Business Intelligence, Automation, Data Platform, and Apps. The 'Data Platform' module is currently selected. The main area is a dialog box titled 'Assign Roles to Users' with a blue header. The header also shows 'Users' and a close button 'X'. Below the header, it says '4 User(s) selected'. The main content area is titled 'Select Roles (3) / 2 Items Selected' and contains a table with three rows:

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

On the right side of the dialog, there is a 'Selected Roles (2)' panel containing 'AlmostAdmin' and 'CookieManager'. At the bottom of the dialog, there is a 'Comments:' text input field and two buttons: 'Cancel' and 'Assign'.