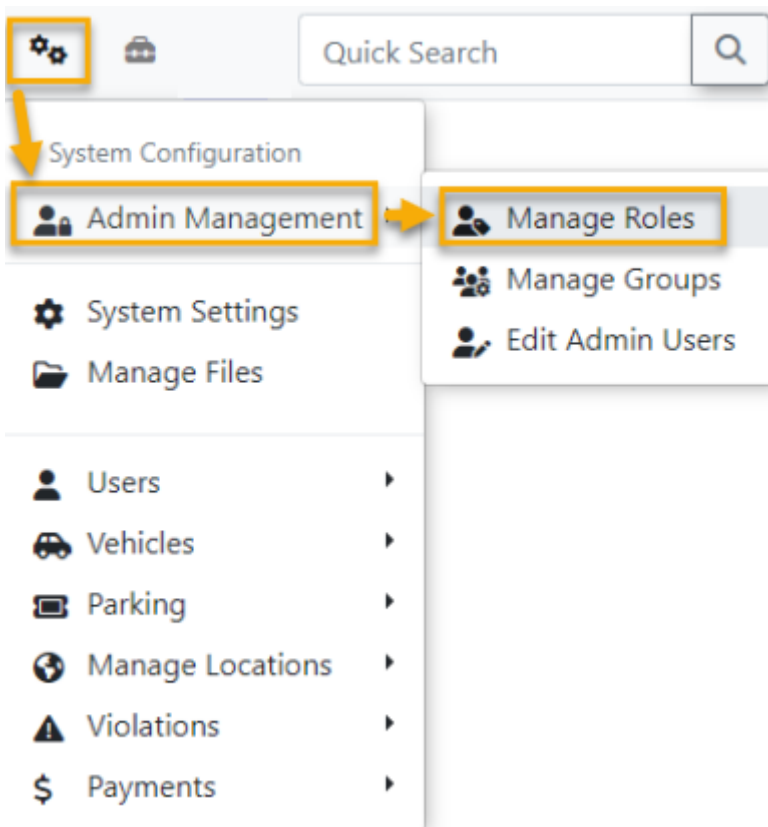# Roles and Permissions

Roles and Permissions

There are three menu options under the **System Configuration** -> **Admin Management** menu; **Manage Roles, Manage Groups** and **Edit Admin Users**.

Click the **Manage Roles** button to begin.

The **Manage Administrator Roles** screen displays.

The Primary Administrator role will be available to select. This role will allow you to create new Roles and assign them to other Admin Users.

Click the **Add New Role** button. Enter the ***Role name*** and the ***description*** for that role.
The description will become the rollover tool tip that displays when you mouse over the **Edit Role**
 button of an existing role. Click Save Role to save.

Manage Administrator Roles

Administrator Roles		
Primary Admin	Permissions	✎
Tomahawk	Permissions	✎
Administrator Highest Front Line	Permissions	✎
Appeals Officer	Permissions	✎
Counter Admin	Permissions	✎
Dispatcher	Permissions	✎
Financial Admin	Permissions	✎
Incident Manager Admin	Permissions	✎
Incident Officer	Permissions	✎
Locker Admin	Permissions	✎

You can ***edit*** any role by clicking the **Edit Role** button. You can edit the ***Role Name*** and
Description for any Role except Primary Admin.

Click the **Permissions** button to edit the permissions for any role. The **Editing Permissions**
 screen will display.
The number next to the icons across the top bar indicate how many permissions in that category
have been selected.
The icons mirror the OPS-COM menu. Click an icon to display the permissions in that category.

Manage Administrator Roles

Administrator Roles		
Primary Admin	Permissions	✎
Tomahawk	Permissions	✎
Administrator Highest Front Line	Permissions	✎
Appeals Officer	Permissions	✎
Counter Admin	Permissions	✎
Dispatcher	Permissions	✎
Financial Admin	Permissions	✎
Incident Manager Admin	Permissions	✎
Incident Officer	Permissions	✎
Locker Admin	Permissions	✎
Parking Manager Admin	Permissions	✎
Parking Validation Manager	Permissions	✎

Editing Permissions: Administrator Highest Front Line

👥 10   🔒 4   🚗 13   ⚠ 12   ⭐ 24   ◉ 11 $ 8   📄 5   ⚙ 17

✔ View Users	Ability to view Users information
✔ Edit Users	Ability to add / edit Users
✔ Delete User Aliases	Ability to delete Aliases from a User's Profile
✔ Edit Vehicle Information	Ability to edit Vehicle Information
✔ Edit Forms	Ability to edit and create forms in the Form Builder (User Management / Forms)
✔ View Forms	Ability to view completed form data but not edit the forms
✔ Manage Active Alarms	Can manage active alarms on user profiles.
✔ Send Bulk Emails	Ability to send Bulk Emails to Users
✔ View User Uploads	View the files that have been uploaded by a user.

To select a permission, enable the check box next to that permission. Once you have gone through each icon and selected all the permissions that are required for the role, click **Save Permissions**. That role is now created.

You can assign this role to one or more users. Click the **System Config** menu and select **Edit Admin Users**. The **Manage Administrator Users** screen displays.

From this screen you can create a new user or edit an existing one by selecting the appropriate option from the dropdown list. Click **Retrieve** to display the user options below.

Create New Administrator [Back]

Login Activity | **Login As Admin**

☐ Activate this account and allow system login

Username: apowers

Password:

Setting the password will require the admin to update their password again upon their next login.

Passwords are case sensitive.

Email: apowers@ops-co.com

Display Name:

Admin Groups:

Active Roles

☐ Primary Admin — Primary Admins always have access to manage other roles.

☐ Tomahawk — Tomahawk users are hidden from clients

☐ Administrator Highest Front Line — Administrators are the highest role under Owners. but may not have all the permissions

✔ Appeals Officer — Manage Appeals, granting, Upholding or Canceling tickets

✔ Counter Admin — Front facing Admin, customer contact, accepts payments and hands out permits

☐ Dispatcher — Dispatcher enters dispatches and can assign to an Incident

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Add or confirm the User information on the left and select the roles to apply to that user on the right. You can add a comment for any relevant notes about the user. Click **Update User** when you are finished.

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