

## Create new user role

---

Roles control access to knowledgebase articles and files.  
Some default roles have been created, but you can also create your own.

You must have administrator access to create new roles.

To create a new role:

- Click on **Users**
- Choose the **Roles** tab
- Click **Add New**

The following are compulsory:

- You must include the role name in the **Title**
- The **Parent role** denotes where in the list of roles this role is placed. If you choose 'Top Level' your new role becomes a top level role. Otherwise, choose the parent role for your new role.

You may also wish to:

- Add a **description** to explain why this role has been set up and how it should be used

---

Article ID: 171

Last updated: 22 Aug, 2017

Updated by: Leontev E.

Revision: 3

User Manual v7.5 -> Users -> Roles -> Create new user role

<https://www.kbpublisher.com/kb/entry/171/>