

## How do I Create a New Role?

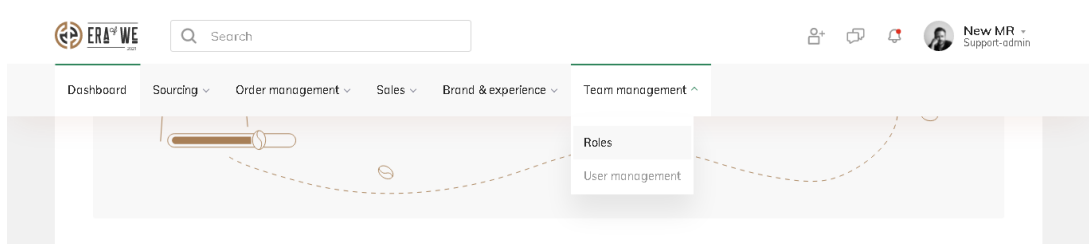
Shafin Ahammed - 2021-09-14 - Team management

### BRIEF DESCRIPTION

The Era of We application allows you to manage your team members with ease by letting you create roles for the members and keep track of them. In this documentation, you will understand how to create a new role.

### STEP BY STEP GUIDE

**Step 1:** Log in to your admin account, navigate to the **'Team management'** tab and select **'Roles'** option from the drop-down menu.



**Step 2:** Click on the **'Create a new role'** button to start creating a role based on the department or entity you want to represent (for example- sales and marketing, operations, business development, etc.)

Home > Team management > Manage roles

[Create new role](#)

Number of Members	Roles	Actions
6	support-admin	⋮
3	test	⋮
0	he\	⋮
3	Test Group Role	⋮
3	Test assign role	⋮
4	Another Test Role	⋮
0	Sales & marketing	⋮

Home > Team management > Manage roles > Create role

[Add Role](#)

**Create role**

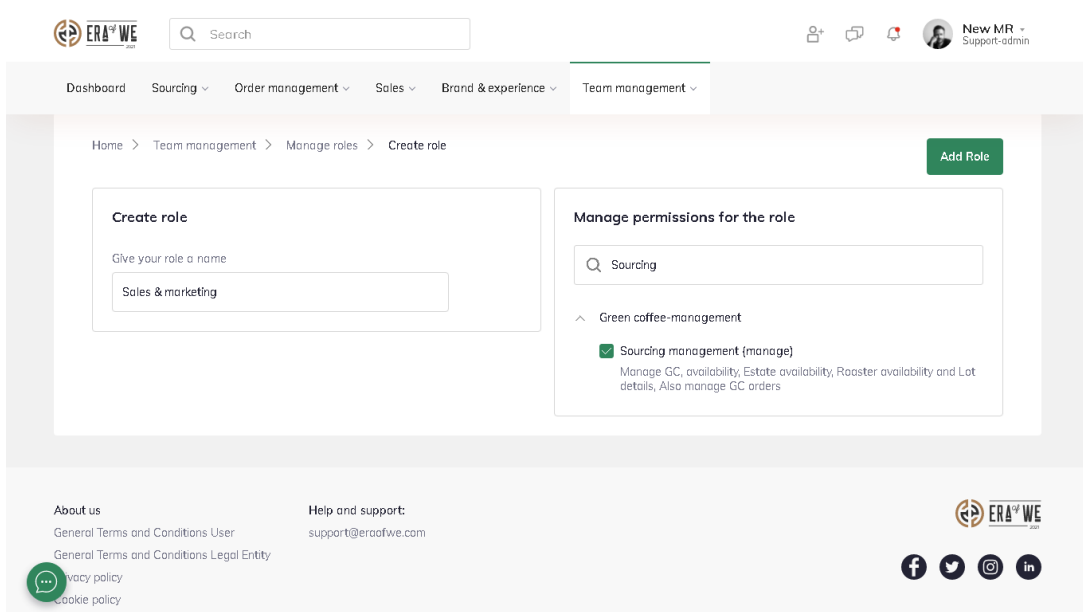
Give your role a name

**Manage permissions for the role**

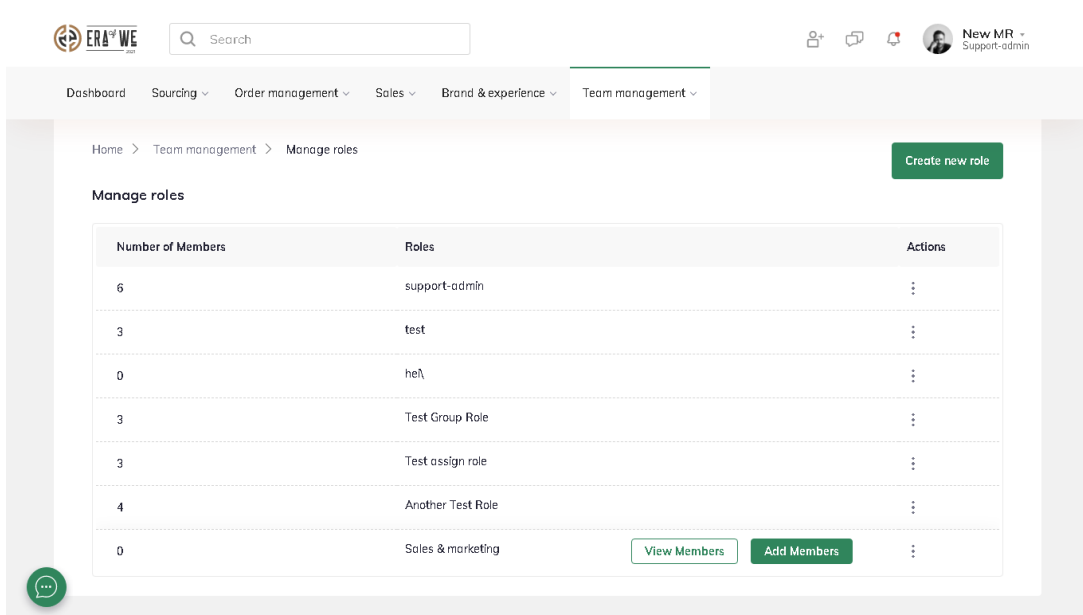
Search by role

- User accounts-team
- Organisation management
- Green coffee-management
- Coffee lab

**Step 3:** Select the modules for which you want to share access by searching through the list of modules available. Each module has submodules that you can selectively grant permission to.



**Step 4:** Once the role has been created, navigate to manage roles, and select the role for which you want to add a new user. Press **'Add members'** once decided.



**Step 5:** Tick the checkbox beside the name of the user you wish to add to a role and click on the **'Assign'** button to add them.

The screenshot shows the ERA4WE Team Management interface. At the top, there is a navigation bar with 'Team management' selected. Below it, the breadcrumb trail is 'Home > Team management > Manage roles'. The main heading is 'Add team member(s) Test Group Role' with a dropdown arrow. Below the heading, there is a search box 'Search by name, role', an 'Invite new member(s)' button, and a 'Selected: 02' indicator with an 'Assign' button. There are also 'Status' and 'Role' dropdown menus. The main content is a table with the following data:

<input type="checkbox"/>	Name	Last login	Email	Status	All Roles
<input checked="" type="checkbox"/>	New MR	09/07/2021 10:12 AM	new_mruser@gmail.com	Active	support-admin, test, +2
<input checked="" type="checkbox"/>	Dinesh Sastha		dinesh.sastha@mr.com	Active	support-admin, Test assign role, +2
<input type="checkbox"/>	dhsgfhsd		dansty@gmail.com	Active	support-admin, Test assign role
<input type="checkbox"/>	sdss		sdf@gmail.com	Active	support-admin, Test assign role
<input type="checkbox"/>	gdsfhgk		hsdghf@gmail.com	Active	support-admin, Test Group Role, +2

Thus, you can create a new role as a micro-roaster.

- Related articles:**
- [1. How can I Remove a Role From a User?](#)
  - [2. How do I Delete an Existing Role?](#)

***“If you still have any queries, then please feel free to connect with our support team.”***