How do I Create a New Role?

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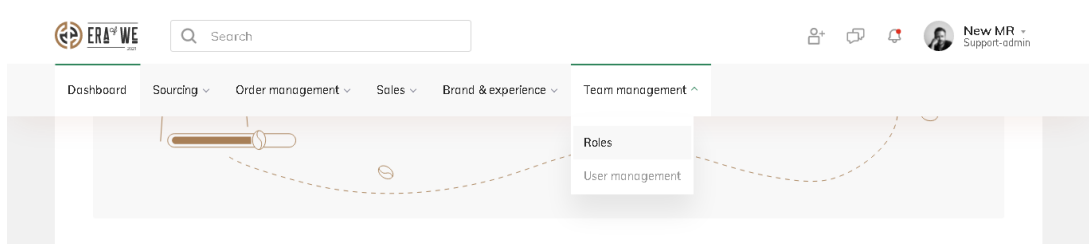
Step 2: Click on the **'Create a new role'** button to start creating a role based on the department or entity you want to represent (for example- sales and marketing, operations, business development, etc.)

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.
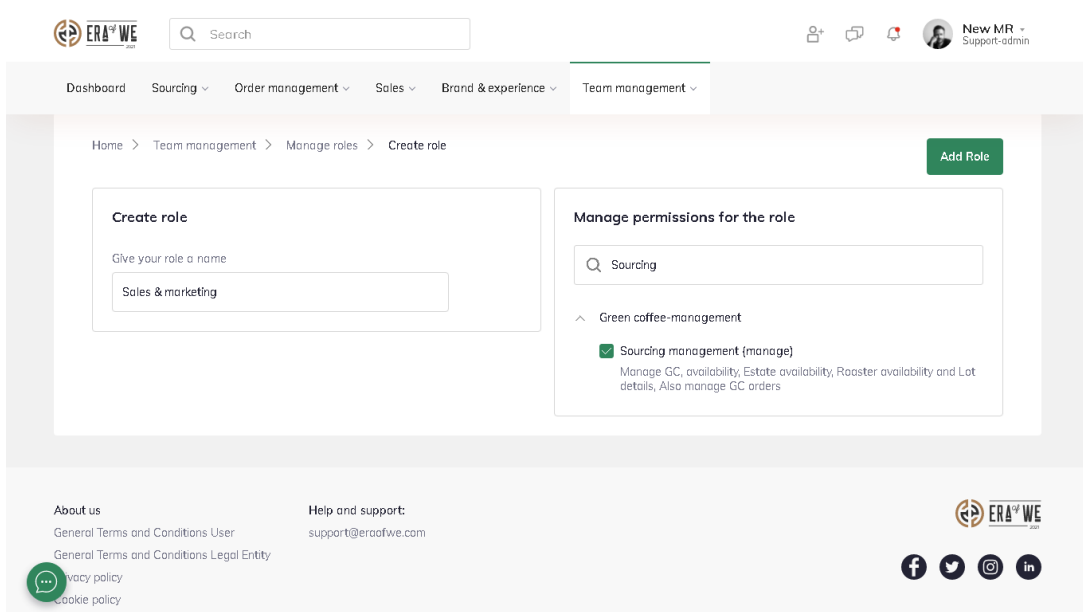
Step 4: Once the role has been created, navigate to manage roles, and select the role for which you want to add a new user. Press **'Add members'** once decided.
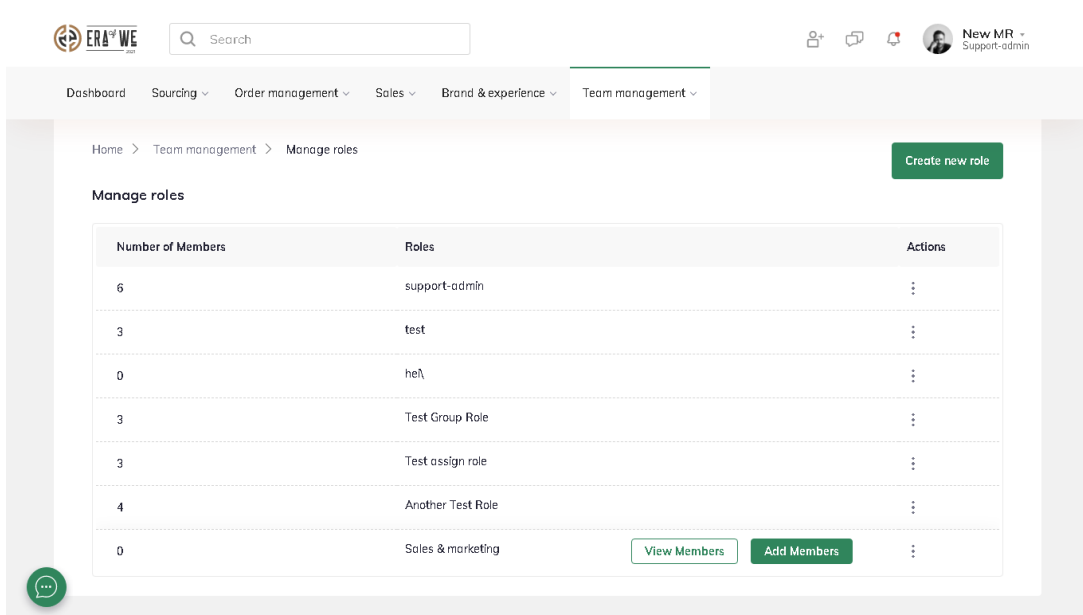
Step 5: Tick the checkbox beside the name of the user you wish to add to a role and click on the **'Assign'** button to add them.

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."