

Create Admin Roles in Management Portal

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Roles are a collection of Privileges granted to Admins. Create your Roles before adding admins because selecting the Role will be a part of the Admin creation process.

Overview

Creating Admin Roles allows your organization to have different types of Admins. For example, you can have an Admin who is only able to invite users, and an administrator who is only able to downloading reports.

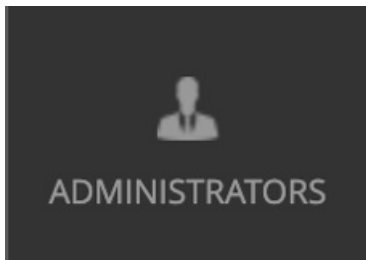
Before you Start

- You need "Roles and Privileges" Privilege in your Role to perform these instructions.

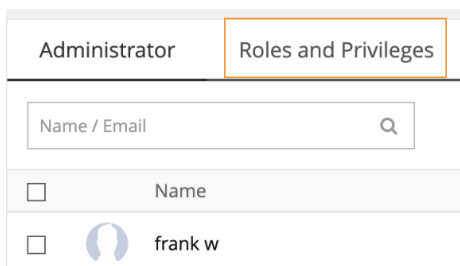
How to create a Role

You can create a role in Administrators > Roles and Privileges.

1. Navigate to the top-most organization that you want to receive the changes. See [Navigating Organizations](https://help.moviuscorp.com/help/navigate-organizations) (<https://help.moviuscorp.com/help/navigate-organizations>).
2. Click **Administrators**.



3. Click **Roles and Privileges**.



4. Click **+ Create Role** to create a new role.

Administrator Roles and Privileges

All available administrator roles for this organization + Create Role

Enterprise Super Administrator	Number Admin 0 administrators assigned
Invite Amin 0 administrators assigned	Account manager 0 administrators assigned
Onboarding Admin 0 administrators assigned	

Different privileges can be assigned by checking various features under each section.

1. Enter the name of the role into the **Role Name** field. *Note: When you add admins to the portal, you will assign the role based on the Role Name.*

Administrator Roles and Privileges

Create A New Role Cancel Save

Role Name * Dashboard Accounts Accounts Bulk Operations Administrators API Users Reports Setup Roles and Privileges Help Profile

Privileges

Select the checkbox to assign the privileges.

2.

▼ Reports

<input type="checkbox"/> View	<input type="checkbox"/> Download	<input type="checkbox"/> ADK APIs
<input type="checkbox"/> Consumption Metrics	<input type="checkbox"/> Consumption Metrics	<input type="checkbox"/> Call Recording API
<input type="checkbox"/> User Metrics	<input type="checkbox"/> User Metrics	<input type="checkbox"/> Message Logging API
<input type="checkbox"/> Administrators Activity	<input type="checkbox"/> Administrators Activity	<input type="checkbox"/> SMS Opt-in
<input type="checkbox"/> Activities	<input type="checkbox"/> Activities	
<input type="checkbox"/> Call Recording	<input type="checkbox"/> Call Recording	
<input type="checkbox"/> Message Logging	<input type="checkbox"/> Message Logging	
<input type="checkbox"/> SMS Opt-in	<input type="checkbox"/> SMS Opt-in	

Note: If single or multiple checkboxes of a section are selected, the link for that section will get highlighted in the header link.

Edit Admin Role

1. Click the **pencil** icon to edit an Admin Role.

Invite Amin 0 administrators assigned	
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Your custom Admin Roles are ready!

Now when you add Admin accounts (<https://help.moviuscorp.com/help/invite-administrators-to-management-portal>), you'll be able to assign them with the Role you created that only grants them access they need to perform their function in the Management Portal.