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# Genesys Administrator Extension Help

Creating Roles

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# Creating Roles

## Creating Roles

To create a role, perform the following steps:

1. In the header, go to Accounts > System > Roles.
2. In the Roles panel, click on the New button. A new panel opens to the right.
3. In the new panel, enter information in the following fields:
  - Name—The name of the role.

### Important

The Name field must be unique in the environment.

- Description—An optional description of the role.
  - Tenant and Folder—The tenant and folder to which this role belongs. Click the Browse button to select from a list of available folders, or type the name of a folder in the Quick Filter field.
  - Role Members—The members of this role. Click the Browse button to select from a list of available **users**.
  - Assigned Privileges—The privileges that are available to this role. Click the Browse button to select from a list of available **privileges**.
4. Click the Save button to save your created role.