



This PDF is generated from authoritative online content, and is provided for convenience only. This PDF cannot be used for legal purposes. For authoritative understanding of what is and is not supported, always use the online content. To copy code samples, always use the online content.

Workforce Management Web for Supervisors Help

Creating Roles

12/23/2025

Creating Roles

To create a new security role:

1. Go to **Configuration > Roles**.
2. In the **Role** pane, click **New**  .
A new security role appears in the Role pane with a default name.
3. In the **Role Privileges** pane, change the **Name** of the role (if desired).
4. Assign privileges by expanding items in the list and selecting/clearing the check boxes.
For a complete description of all privileges, see [Role Privileges](#).
5. Click **Save Now**  .

Next Step: Assign the security role to a user.

Using Copy to Create Roles

To create a security role using copy:

1. In the **Roles** pane, select an existing role.
If there are many roles in the list, enter the role name in the Search field to find it quickly.
2. Click **Copy**  .
A copy of the selected role appears in the Roles list.
3. Select the copy and click **Role Privileges**.
4. Rename and assign privileges to the role by selecting or clearing the check boxes, as required.
5. Click **Save Now**  .

Next Step: Assign the security role to a user.