EDITING *USER ROLES*

User Roles

User Roles are the permissions given within **MSite** that allows a user to access **data** and **information**, regarding the company's **workforce** and **sites**. Occasionally, user roles may need to be edited to grant the user access to different site information or company data, depending what their role is within your business.

Below shows the **most common** changes you may need to make to a user's role.

Editing User Roles

To access a worker's **user profile** when logged into MSite, first navigate to:

System ➡ Users

Then, **search** for the user's profile and open it.

Selecting this **icon** allows you to edit a user's email address.

- **Role(s):** Allows you to add or remove user permissions.

- **Contractors:** Allows you to add or remove access to specific contractor data.

- **Site Groups:** Allows you to add or remove access to specific site group data and functions.

- **Sites:** Allows you to add or remove access to specific site data and functions.

Always remember to select **save** when making any changes to a **User Role**.

[save]

Edit User   ✕

Email Address *   Joe.bloggs@msite.com   ✏

Confirm Email Address *   Joe.bloggs@msite.com
Email address will be used to log into MSite

                    ☑ Send Password Reset Email ❓
                    Password was last set at: 30/08/2023 08:50:22

Role(s) *   28 of 30 items selected

First Name *   Joe

Last Name *   Joe

Phone Number   07456278935

Contractors *   All Selected

                    ☑ Automatically Grow Contractors ❓

Site Groups   Please Select   🔍

                    ☐ Automatically Grow Site Groups ❓

Sites *   ✕ Site 02 - London   ✕ TEST   ✕ Training Site

Decommissioned Sites   Please Select   🔍

                    ☐ Automatically Grow Sites Within Group(s) ❓

                    ☑ Allow Cross Site Worker Searches ❓

Alerts   Please Select   🔍

Notes