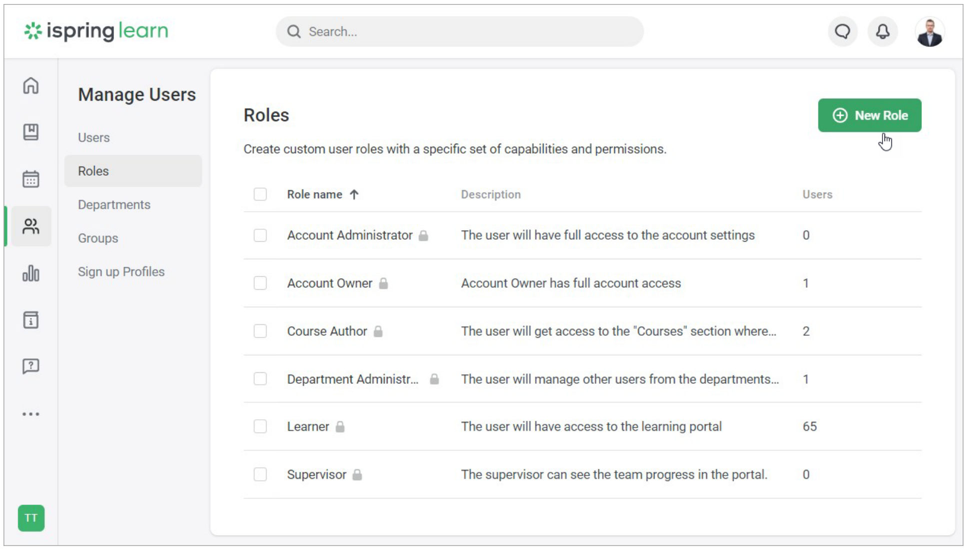
Custom Roles

AVAILABLE WITH BUSINESS SUBSCRIPTION

Besides the standard roles, you can create roles with individual limitations and permissions. Custom roles can be created by the *Account Owner* and *Account Administrators*.

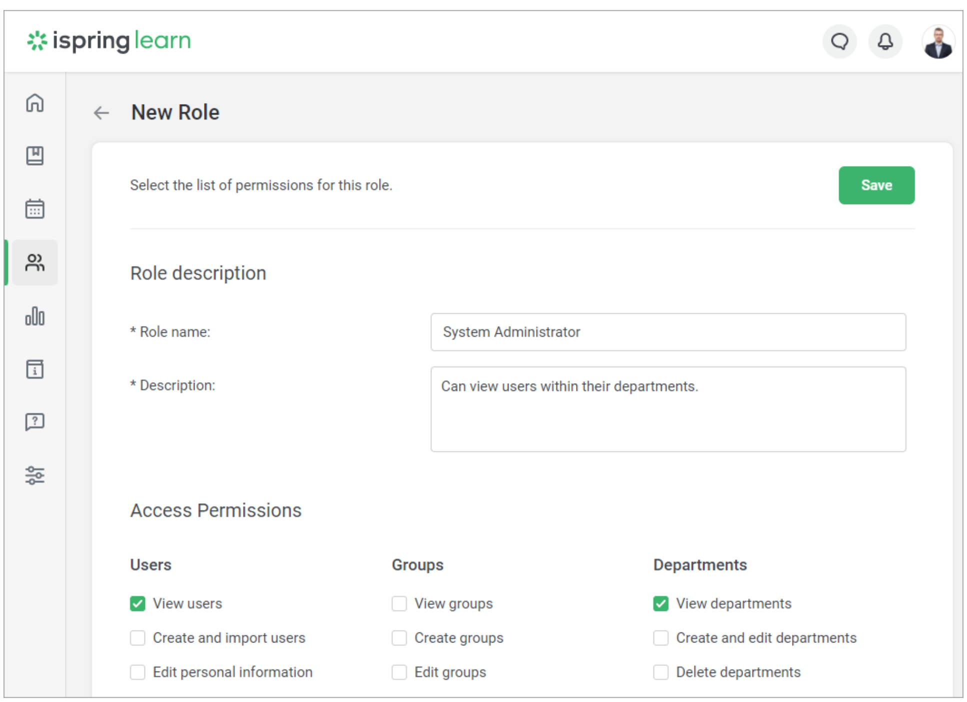
To add a custom role:

1. Head to **Users,** open the **Roles** tab, and click **New Role**.

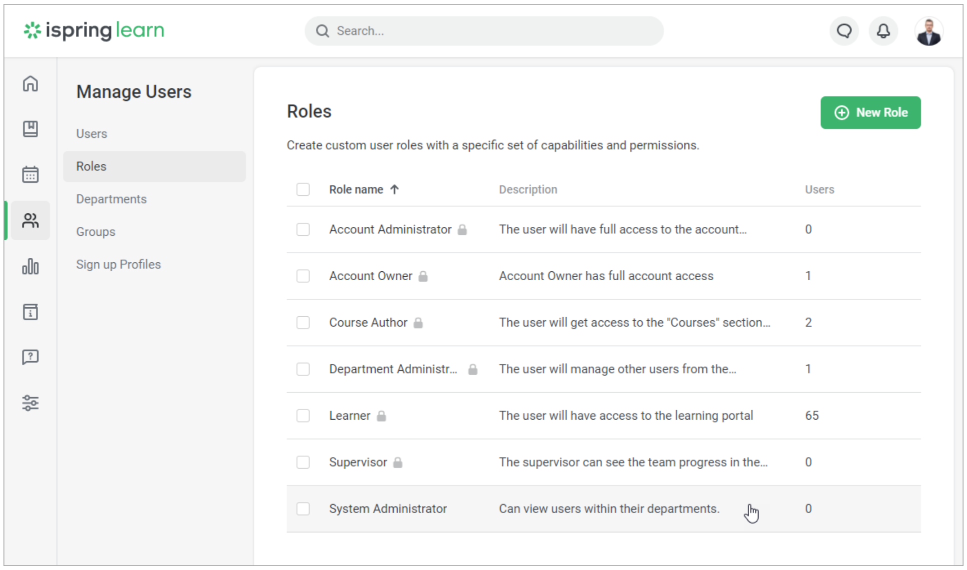


2. On the **New Role** page, enter its name and a brief description of what users within this role will be permitted to do.

3. Then, you can choose which sections the users will have access to by selecting the options under **Access Permissions**. For example, you can add a new *System Administrator* role and permit users assigned to this role to view the list of users.



4. The new custom role will appear in the roles list, and you can assign it to your users.



5. When a user with the System Administrator role logs in to the account, they will only see a list of users belonging to their department, as well as the messages option, which is needed to chat with them.