What is a Role?: A role is a collection of permissions that is used to control operators' access within the RALS™ SYSTEM. Every operator has a role. The RALS™ SYSTEM is built with 5 pre-defined system roles which should not be modified nor deactivated.
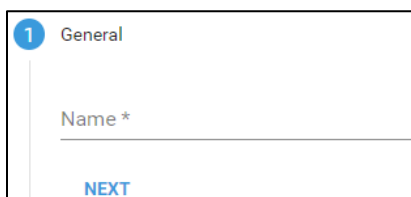
Permission Hierarchy: Permissions are structured into groups and hierarchy. Child permissions are automatically assigned when a parent is selected. For example, **Results Read** (Child) is automatically checked when **Results Manage** (Parent) is selected because it is included in the parent selection.
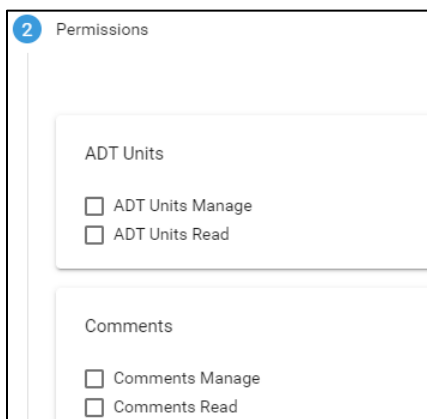
To Create a New Operator Role:

1. From the **Roles** page, click ⊕**Add**, in the top, right corner of the screen**.**
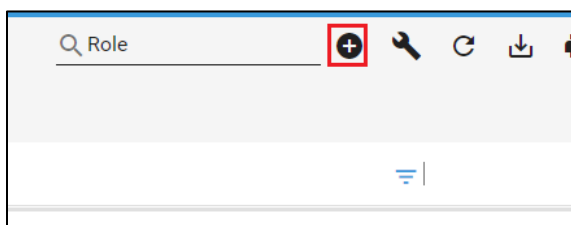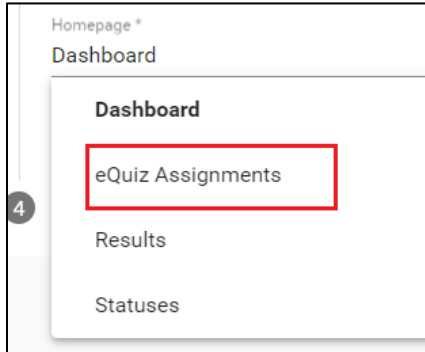

2. Give the new role a title and click **NEXT**.

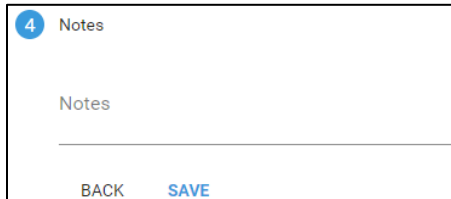3. Add applicable checkmarks to give the new role desired permissions and click **NEXT**.

4. Select a **Homepage** from the permitted views and click **NEXT.**

5. Enter **Notes**, if desired, and click **SAVE**.

To modify an Operator Role in RALS

1. Click on the 🔧 **Configuration Wrench** on the black **Navigation Panel** and select **Roles.**

    Note: *For multi-institution servers, any changes made to a role will affect all users at all institutions with the selected Role. For this reason, creating a NEW role would be a more suitable option, rather than modify an existing one.*
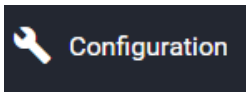
2. Double click on the Role to modify. Add/Remove check marks where necessary to modify and click **SAVE.**

    Note: *Operator Roles can also be* 🗔 *cloned to create a new Role.*