Add an Access Role to an Employee

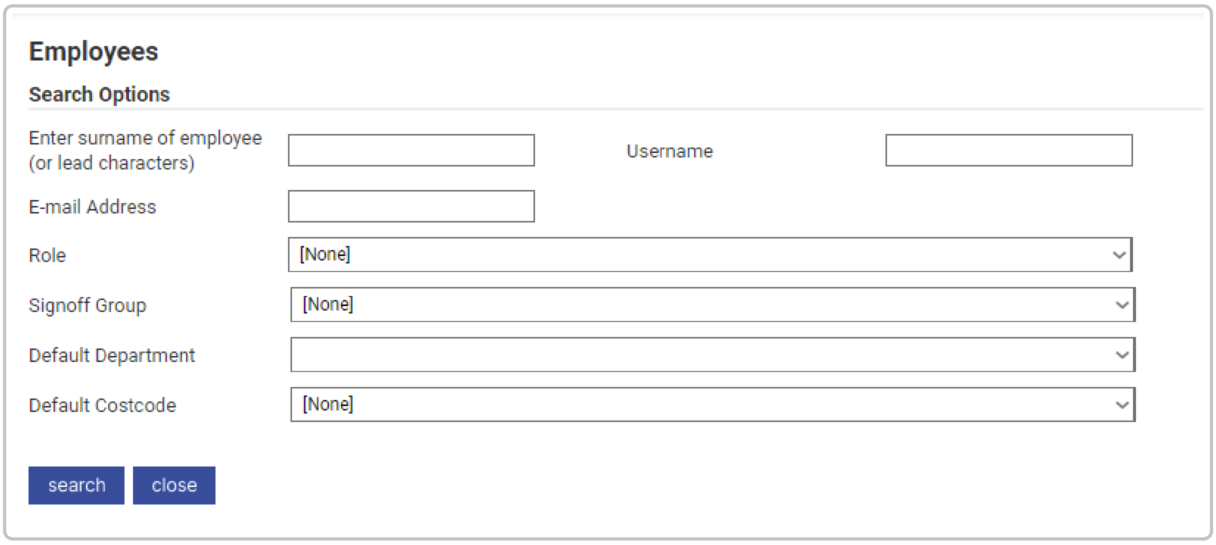
Last Modified on 20/07/2023 11:10 am BST

Permissions

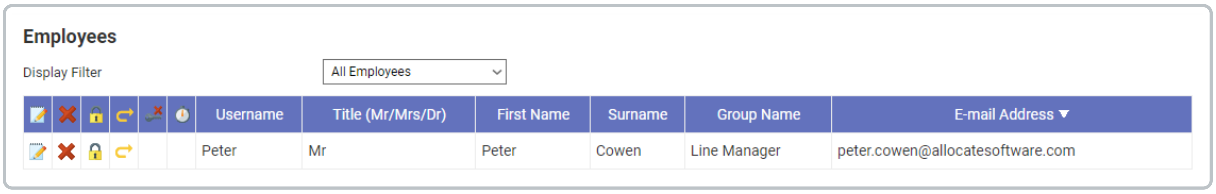
You will require an Access Role with the following permissions:

- (User Management) Employees

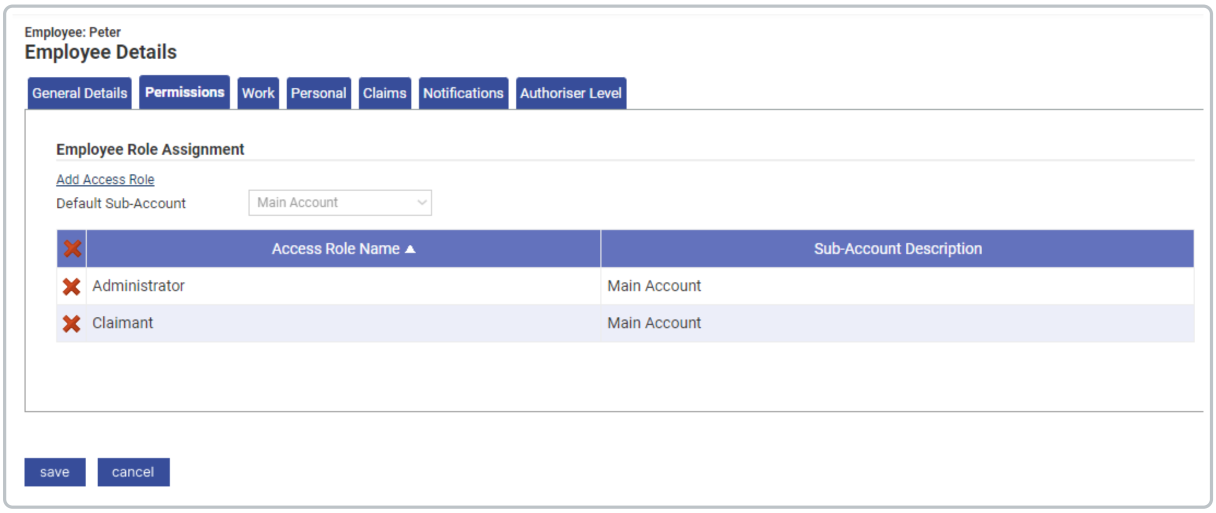
1. Navigate to **Administrative Settings | User Management | Employees**.



2. Search for an existing employee and then click .

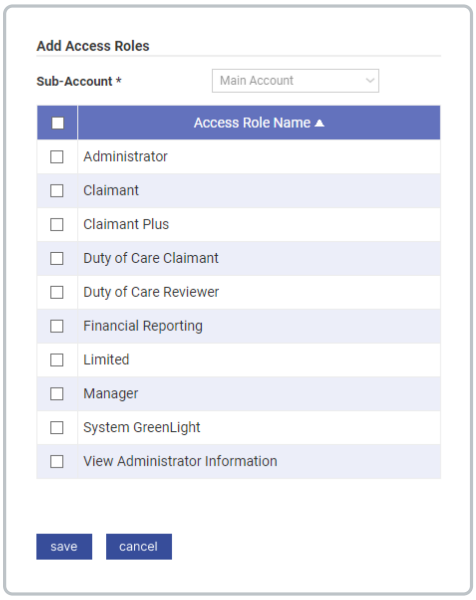


3. Click on the **Permissions** tab to manage the employee's Access Roles. An Access Role will determine the employee's roles and permissions within Assure Expenses.



4. Click **Add Access Role** to display the 'Add Access Roles' window.

5. Select the check box next to each Access Role that you want to assign to the employee.



6. Click **Save** to confirm or Cancel to discard the changes.