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# Workforce Management Web for Supervisors Help

Creating Roles

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## 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.