

Customizing multi-user roles

Modify default multi-user roles with new 'custom roles' feature.

Multi-user functionality introduces true membership in your One-Key account to all your employees, and lets you choose what each team member has access to.

With the custom roles feature of multi-user, you can take this functionality to the next level by modifying any 4 of the multi-user roles that are available to you to better fit the needs of your organization.

Get Started on One-Key Web App

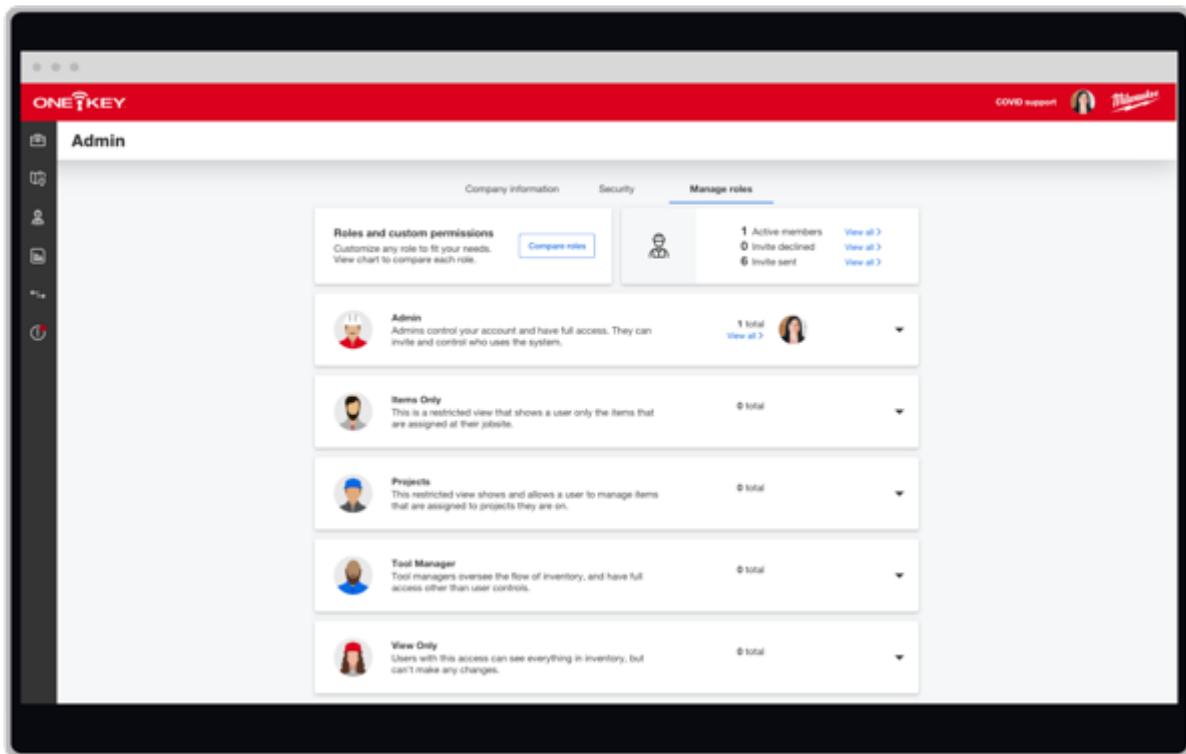
- Launch the [One-Key app](#) on your web browser
- Navigate to your Admin panel on the One-Key site

Custom Roles

Making a 'custom role' starts with modifying one of the 4 following editable default roles:

1. Items Only,
2. Projects,
3. Tool Manager,
4. View Only.

- Select “**Manage Roles**”



- To customize a role, **click** on a role you want to modify and it will expand. The role's stock settings will display. Check marks indicate all the permissions associated with this role, while the grayed-out permissions indicate the items that this role does not come with by default.
- Click the overflow icon in the top righthand corner of this role to **"Edit"** the role's name/description.
- Click **Save** to make sure your new role is updated.
- To change the permissions associated with this role, click **"edit permissions."**

Edit role

View permissions

☐ Items/Places assigned to me
 ☐ Items/People assigned to my places
 ☐ All items in inventory

Items	Places	People	Reports
<input type="checkbox"/> Add new items	<input checked="" type="checkbox"/> Add new places	<input type="checkbox"/> Add new people	<input checked="" type="checkbox"/> Create reports
<input type="checkbox"/> Edit/Manage items	<input checked="" type="checkbox"/> Edit/Manage places	<input checked="" type="checkbox"/> Edit/Manage people	
<input type="checkbox"/> Delete items	<input checked="" type="checkbox"/> Delete places	<input type="checkbox"/> Delete people	
<input type="checkbox"/> Transfer/Assign items			

One-Key tool permissions

☒ Lock/Unlock a tool
 ☒ Edit/Configure tool data
 ☒ Read tool data
 ☒ View nearby tools

Cancel

Save

- Change the role's view permissions.
- Change the role's **"items," "places," "people,"** and **"reports"** permissions.
- Change the One-Key tool permissions
- Click **Save** once you've modified your role to your liking.

Now that you've customized your role, you'll be able to invite new team members to join your account with a more tailored set of permissions that match your organization's needs.

Was this article helpful?

Yes No