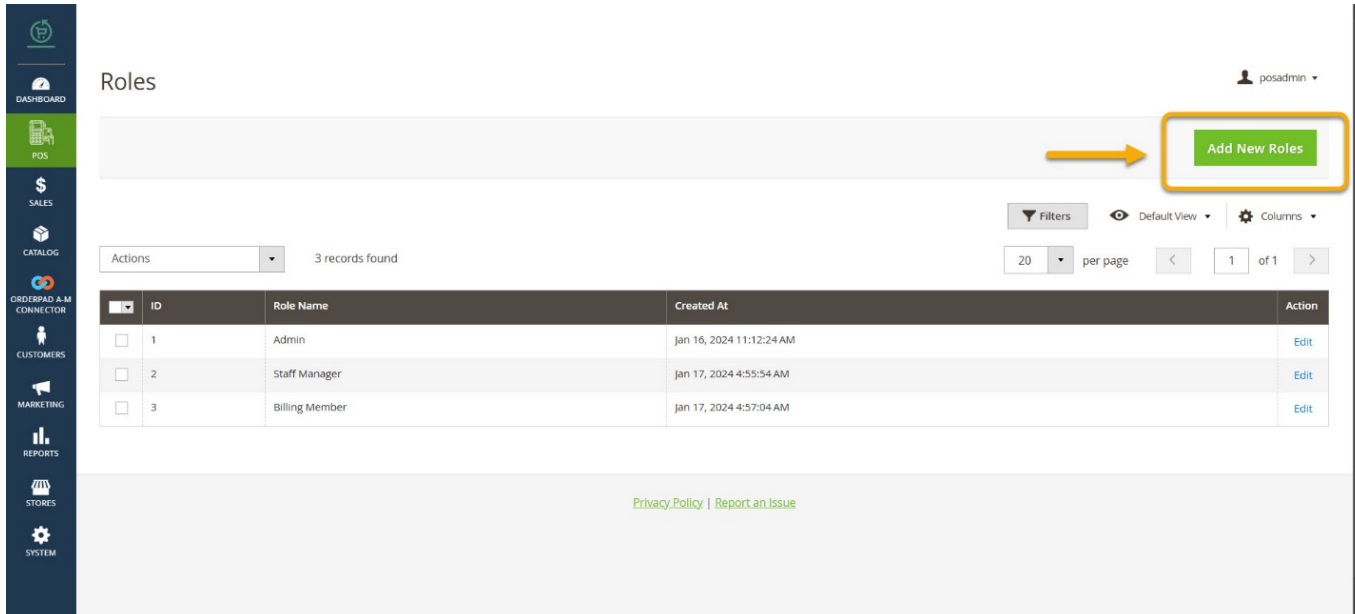


## Adding New Roles

From this Roles page, you can create new roles by clicking on the **Add New Role** button for the staff. Upon clicking on the button, you will be redirected to the following screen.



The screenshot shows the OrderPad Roles page. The 'Add New Roles' button is highlighted with a yellow box and an arrow. The page displays a table with 3 records found. The table has columns for ID, Role Name, Created At, and Action. The records are:

ID	Role Name	Created At	Action
1	Admin	Jan 16, 2024 11:12:24 AM	Edit
2	Staff Manager	Jan 17, 2024 4:55:54 AM	Edit
3	Billing Member	Jan 17, 2024 4:57:04 AM	Edit

### Creating a new role

- Role Name: You need to enter the Role Name in the first row. It could be Staff Manager or any other role except the Admin.
- Resources: Within the **Resources** section, you will find primary categories like Staff Management, Customer Management, Sales, Check Out, and Settings. Each category contains subcategories. While the admin sets permissions for the staff, they must review the categories and their corresponding subcategories.



New Role posadmin

← Back Delete Save

Role Information

Role Name

Resources

- All
- Staff Management
  - View
  - Manage
- Customer Management
  - View
  - Manage
- Sales
  - View Orders
    - View Orders of subordinate users
    - View Orders across all Locations
- Checkout
  - Allow Saved Carts
  - Ship to Customer
  - Place Order
  - Add Custom Sales

**Check the box against categories and sub-categories that needs to be enabled**

Creating New Roles and giving permissions