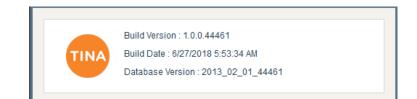
# **Section 102** Tina5s Admin Guide - Roles

<u>Create a New Role</u> <u>Inactivate a Role</u> <u>Reactivate an Inactive Role</u>



## Create a New Role

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Properties Roles

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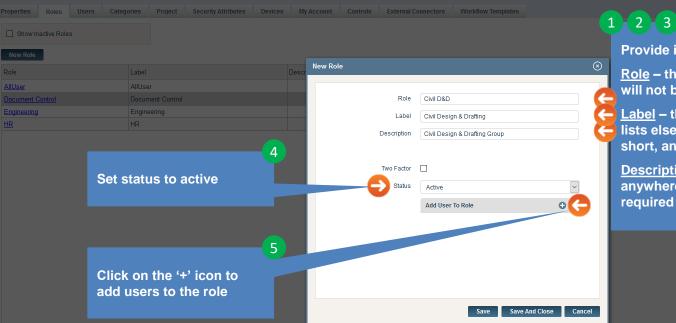
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								Searc	n here	<b>→</b> Q 3	<b>.</b>	4	BUGLEENGINEERING	👰 Jonah Jameson	- 🔅	
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es User	s Categories	Project	Security Attributes	Devices	My Account	Controls	External Connectors	Workflow Templates								

Show Inactive Ro	Click on the 'New Role' Button				
Role		escription	Status	System	Functional
AllUser	AllUser		Active	$\checkmark$	$\checkmark$
Document Control	Document Control		Active	$\checkmark$	$\checkmark$
Engineering	Engineering		Active	$\checkmark$	$\checkmark$
HR	HR		Active	$\checkmark$	$\checkmark$

## Create a New Role (Cont'd)

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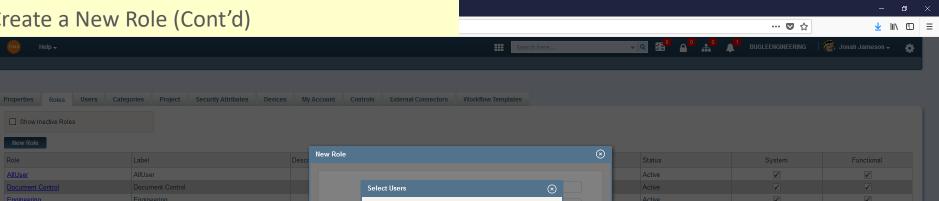
Provide information in the following fields:

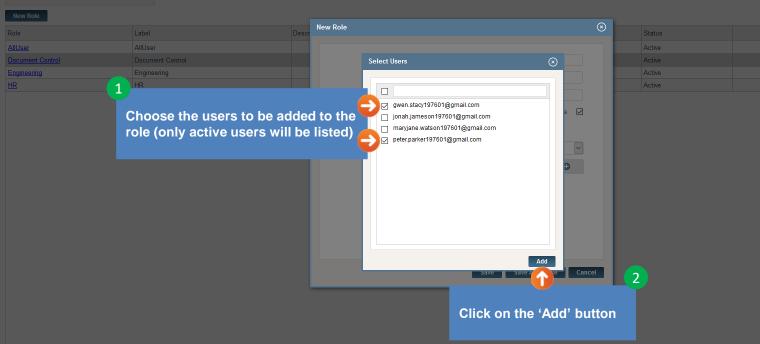
Role – this term is used internally by Tina and will not be shown anywhere else but here.

Label – this term will be used to populate pick lists elsewhere in Tina. Labels should be short, and familiar to your users.

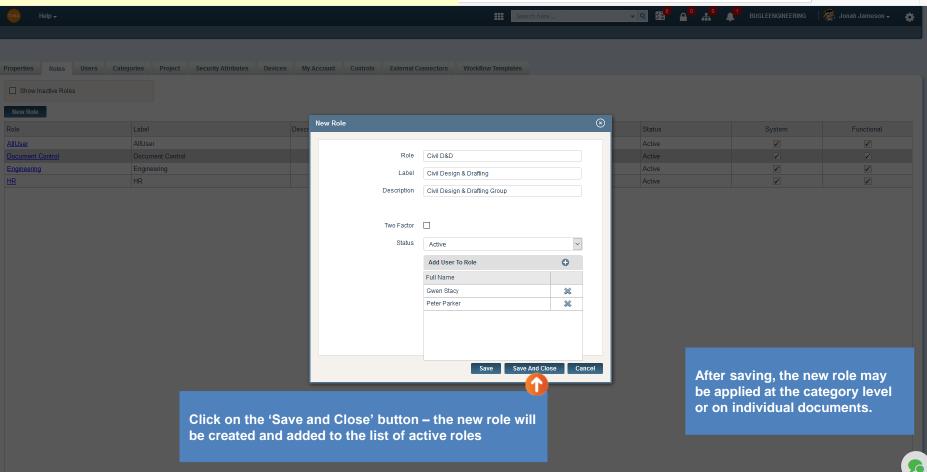
Description - this term will not be shown anywhere but here. Use a description as required to clarify what the role is.

## Create a New Role (Cont'd)





## Create a New Role (Cont'd)



#### Go back to Table of Contents or continue.

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#### Inactivate a Role … 🖸 ☆ ↓ II\ □ Ξ a 15° a' Search here.. Edit Role AllUser $\checkmark$ $\checkmark$ Role Civil D&D ↑ Label Civil Design & Drafting Description Civil Design & Drafting Group Click on the role to be inactivated Two Factor 2 Status Active Select Role Status Choose 'Inactive' from the picklist Active Inactive Gwen Stacv $\approx$ \* Peter Parker After inactivation, Tina will do the following: The role will become inactive and will 1. no longer show in the active roles grid Cancel Save Save And Close in the Admin/Roles tab

Save and close

2. The security settings for all categories and all documents will be automatically updated to reflect the inactivation (i.e. the role will be removed)

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### Re-activate an Inactive Role

Search here.. Edit Role Check the 'Show Inactive Roles' box Role Civil D&D  $\checkmark$ Label **Civil Design & Drafting** HR Description Civil Design & Drafting Group  $\checkmark$ Two Factor Status ~ ( ↑ Inactive Select Role Status Choose 'Active' from the picklist Active Click on the role to be activated Inactive Gwen Stacy \* \* Peter Parker Save And Close Cancel Save After activating, the role may be 4 applied at the category level or on individual documents. Save and close 5

#### Go back to Table of Contents.

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