
How to Add and Delete Roles

<https://campus.barracuda.com/doc/43222798/>

You can use the ArchiveOne predefined roles, or define your own roles. To review the available roles, click the [Roles and Users Node](#), and then click **Roles**.

Add a Role

A new role can be used on any node.

1. On the Archive server, open the ArchiveOne Admin console.
2. Expand the **Roles and Users** node.
3. Click **Create a New Role** in the toolbar; the **Create New Role** dialog displays.
4. Select an existing role on which to base the new role; note that all the rights assignments are copied to the new role.
5. Click **OK**; the **Role Definitions** dialog displays where you can set permissions for the new role.

Delete a Role

To delete a custom role,

1. Select the role, and then click **Delete role** in the toolbar.
2. If there are any references to that role assigned to users, a warning displays.
3. Verify you want to delete the role; those users assigned to the deleted role are reassigned to the default role.

Set Default Role

To change the default role, right-click the desired role, and then click **Set as default**.

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