

User Role Hierarchy

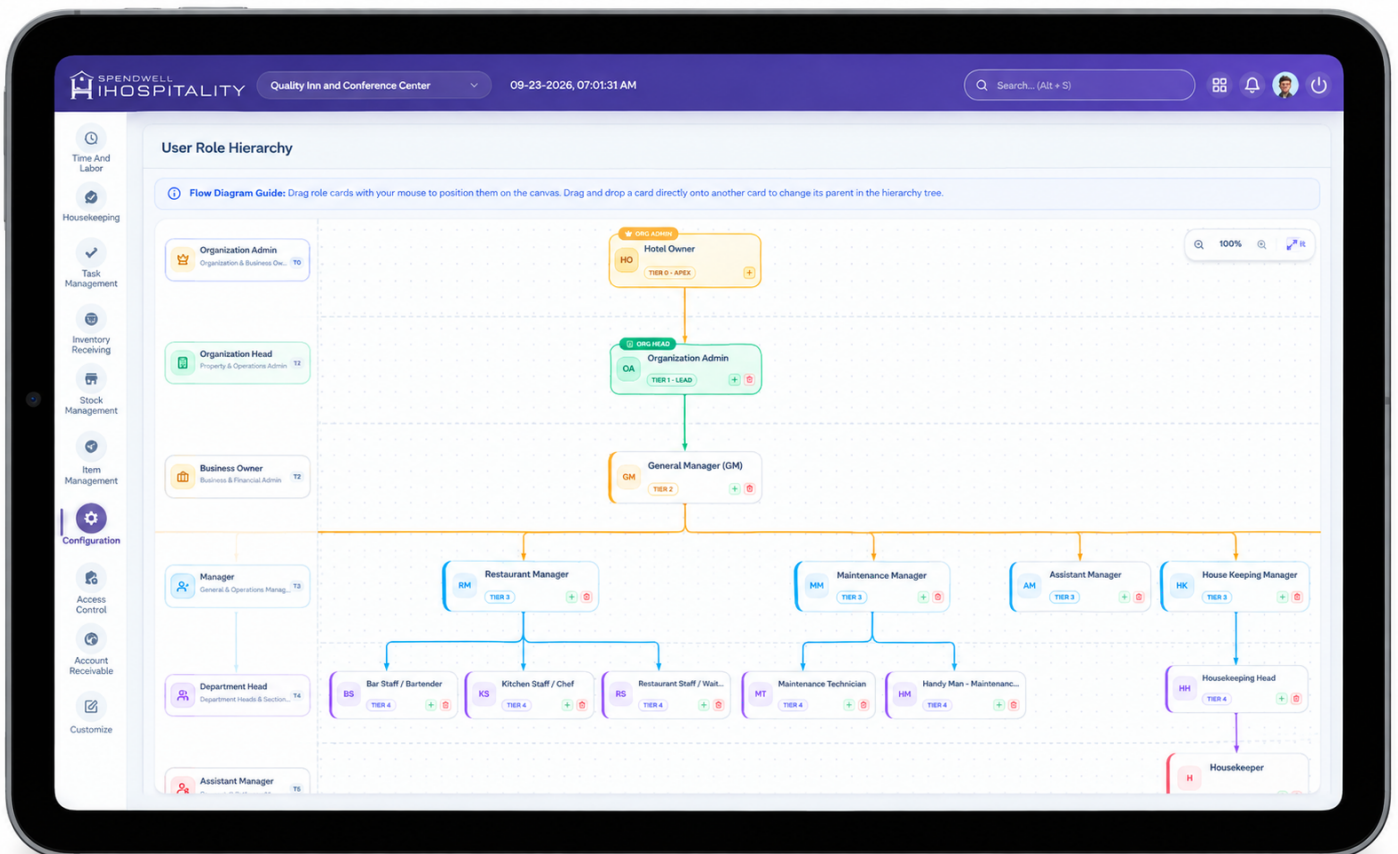
Overview

The **User Role Hierarchy** defines how user roles are organized and how one role is connected to another. It helps administrators build a clear reporting and access structure by adding or removing roles under a selected parent role.

A typical hierarchy can look like:

Open User Role Hierarchy

1. Open the **Configuration** menu.
2. Select **User Role Hierarchy**.
3. The existing role structure is displayed as connected role cards.
4. Select a role card to manage the roles below it.



The hierarchy is managed visually from the **User Role Hierarchy** screen.

Understand the Hierarchy

Each role is displayed as a card connected to its parent role.

For example:

- **Super Admin** is at the top level.
- **Organization Admin** is connected below the Super Admin.
- **Property Admin** is connected below the Organization Admin.
- **Hotel Manager** is connected below the Property Admin.
- Lower-level roles can be connected beneath the appropriate parent role.

The connecting lines show the relationship between parent and child roles.

Add or Remove a Role to the Hierarchy

Use **Add** when you want to assign one or more available roles below a selected parent role.

Select the Parent Role

Select the role card under which you want to add another role.

For example, select **Organization Admin**.

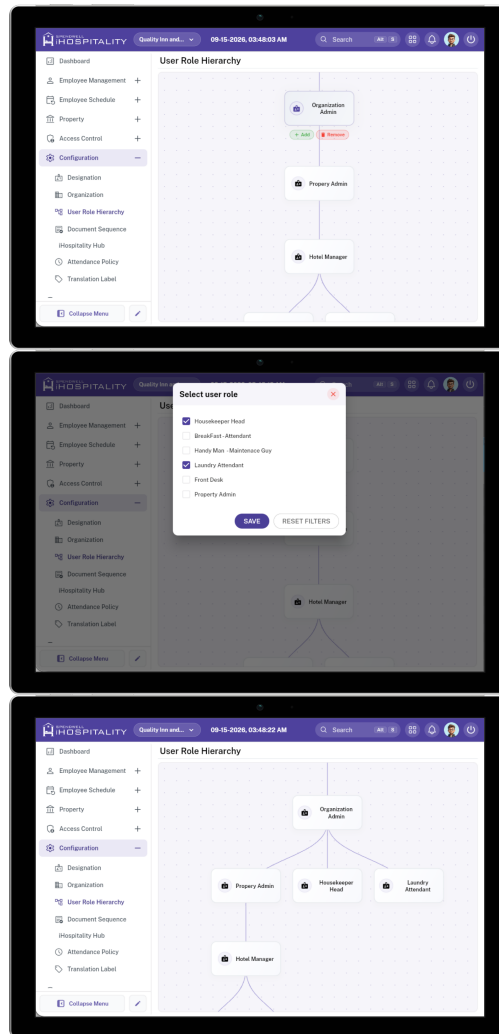
The **Add** and **Remove** actions appear for the selected role.

Add User Role

A **Select user role** window opens.

- **The window displays the available roles with checkboxes.**
 - Select the checkbox next to each role you want to add.
 - You can select more than one role.
 - Selected roles are shown with a checked checkbox.
- Select **SAVE**.

- The selected roles are added under the parent role in the hierarchy.



Remove a Role from the Hierarchy

Use **Remove** when a role or role relationship is no longer required under the selected parent.

1. Select the role that you want to remove.
2. The **Remove** action appears next to the **Add** action.
3. Select **Remove**.
4. The selected role is removed from that hierarchy position.

“ **Important:** Removing a role from the hierarchy changes its relationship with the selected parent.

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