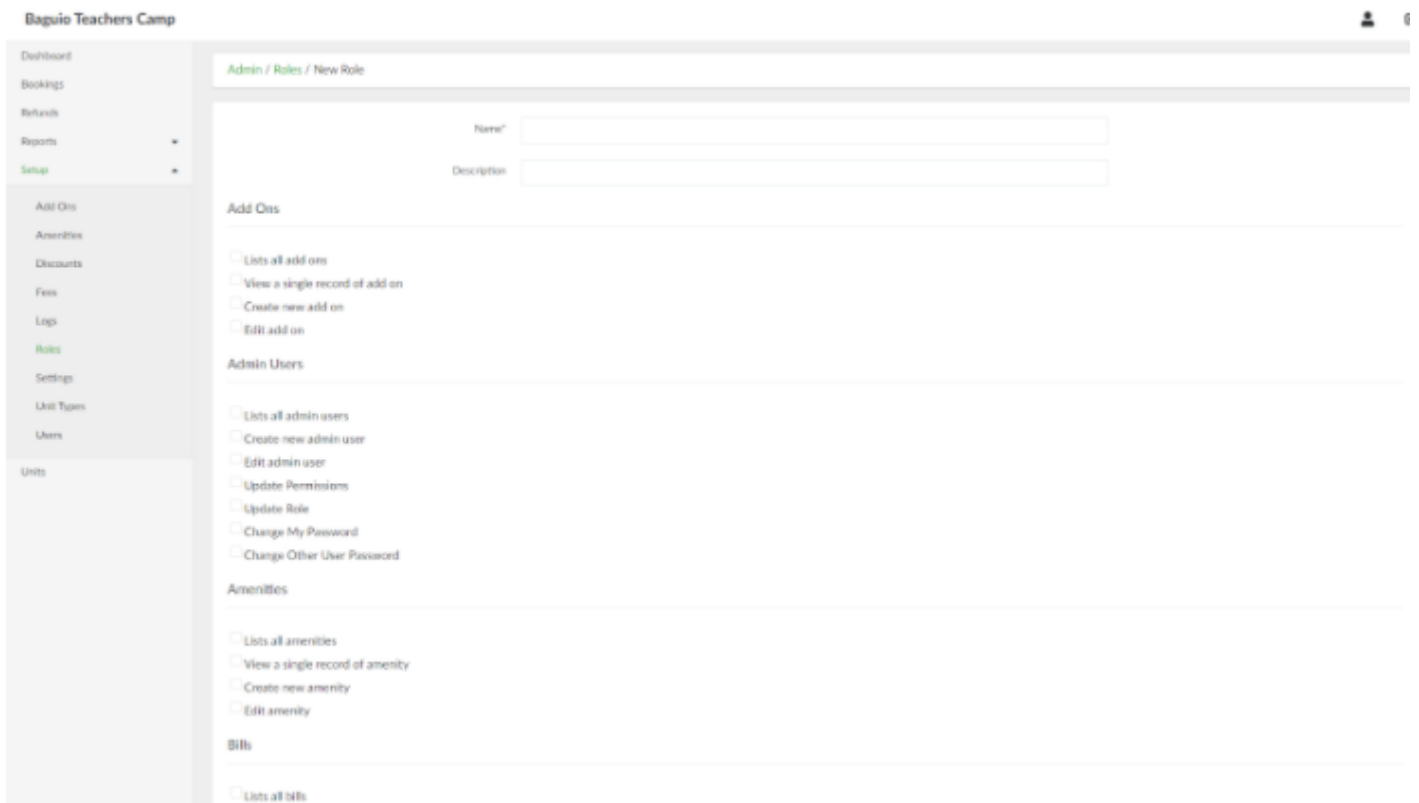


# Adding a New Role

To add a new role, in the list of roles page, click the **New Role** button. Provide the name and description for the role. For each feature of the system, tick the checkboxes that correspond to actions allowed to the role.



The screenshot displays the 'Baguio Teachers Camp' admin dashboard. On the left is a sidebar menu with options: Dashboard, Bookings, Refunds, Reports, Setup, Add Ons, Amenities, Discounts, Fees, Logs, Roles, Settings, Unit Types, Users, and Units. The main content area is titled 'Admin / Roles / New Role'. It features two input fields: 'Name' and 'Description'. Below these are three sections of permissions, each with a list of actions and checkboxes:

- Add Ons:**
  - Lists all add ons
  - View a single record of add on
  - Create new add on
  - Edit add on
- Admin Users:**
  - Lists all admin users
  - Create new admin user
  - Edit admin user
  - Update Permissions
  - Update Role
  - Change My Password
  - Change Other User Password
- Amenities:**
  - Lists all amenities
  - View a single record of amenity
  - Create new amenity
  - Edit amenity
- Bills:**
  - Lists all bills

When done, click the **Create Role** button.

Revision #2

Created 11 April 2022 08:43:41 by Ralph Angelo

Updated 18 April 2022 12:22:42 by Ralph Angelo