

Find or edit a Permission Role

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Follow the steps below to find or edit an existing permission role.

1. Select **Account Administration** > **Security...** > **Permission Roles**.
2. Use the **Search** field to find a role by name or id. Or use the **Show All** button to view all roles.

 Place a check in the ***Include inactive roles*** box to include inactive roles in your search results.

3. Select the **Role** to open the details.
4. **Optional:** Modify the role.

 Click  **View Users** to see which users are assigned to this permission role.

5. Click **Save**. Otherwise, click **Close** if no changes were made.
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