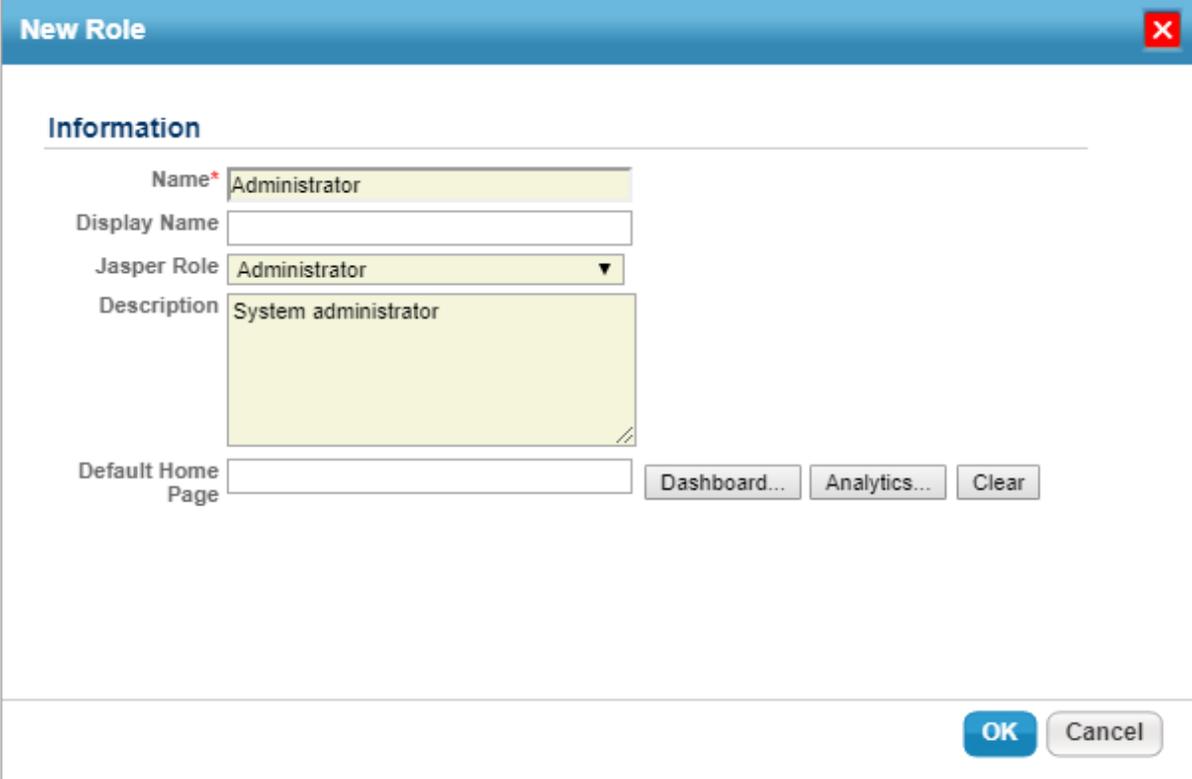


## Create a New Role

A role defines what level of permissions the user has for each RiskVision application and which entities the user can access.

### To create a new role:

1. In the Administration application, go to **Users > Roles**, and click **New**.
2. Enter a name for the role in the **Name** field.
3. **Optional:** If needed, enter an alternate display name for the role in the **Display Name** field. If this field is left blank, the display name will automatically be assigned the role name.
4. **Optional:** If this user needs to access the JasperReports Server, select the applicable role from the **Jasper Role** dropdown menu.
5. **Optional:** Enter a summary of the role in the **Description** field.



The screenshot shows a 'New Role' dialog box with the following fields and values:

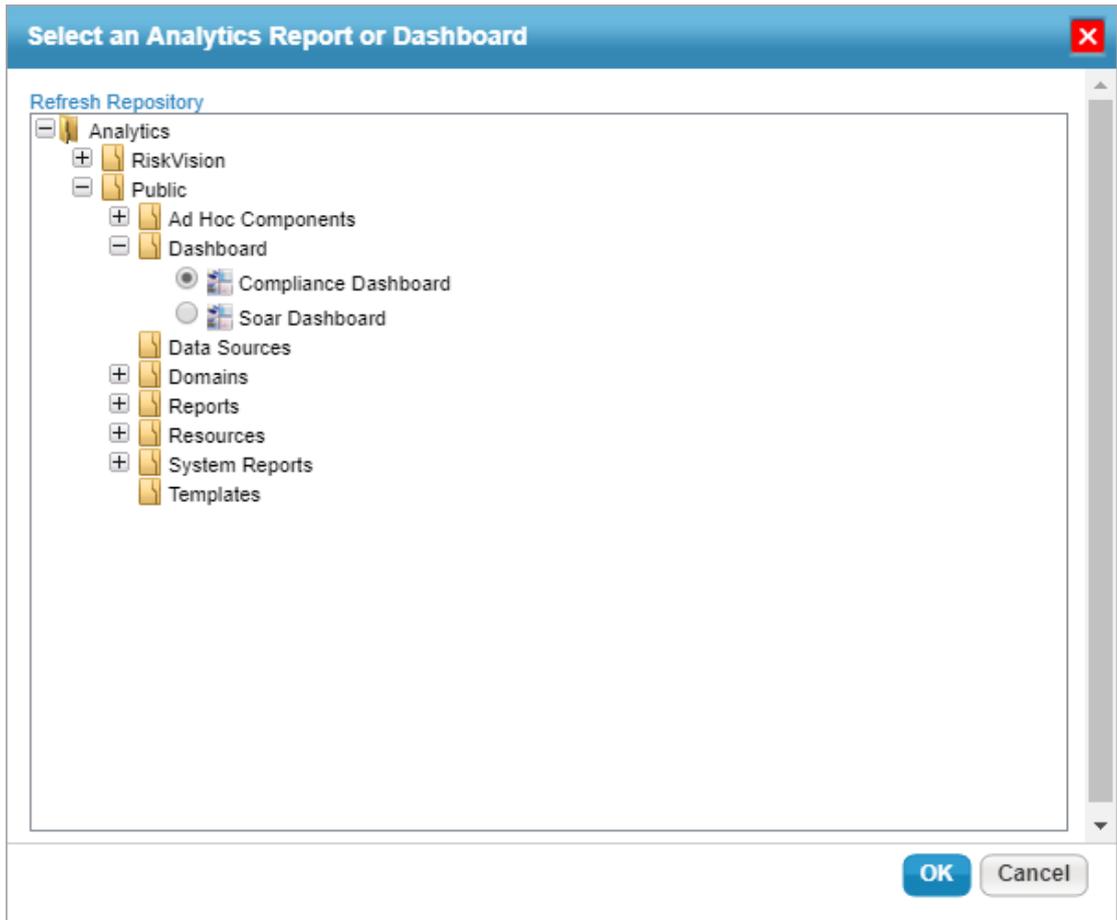
- Name\***: Administrator
- Display Name**: (empty)
- Jasper Role**: Administrator
- Description**: System administrator
- Default Home Page**: (empty)

Buttons for 'Default Home Page': Dashboard..., Analytics..., Clear

Buttons at the bottom: OK, Cancel

*The New Role window.*

6. **Optional:** To select a dashboard or report to display on the **Welcome** page for users in this role:
  - a. Click the **Analytics...** button beside the **Default Home Page** field.
  - b. Click the + icon beside a folder in the tree to display sub-folders as needed.
  - c. Navigate to the location of the report or dashboard you wish to select, then click the radio button to select it. If the report was recently added and is not appearing in the tree, click **Refresh Repository** to load it.



- d. Click **OK** to close the window.

Any selections made by end-users in the [Dashboards](#) settings will override any default home page selections made by an administrator.

7. Click **OK** to save the role.

Once the role has been saved, you can modify its permissions. See the [Configuring a Role](#) article for more information.