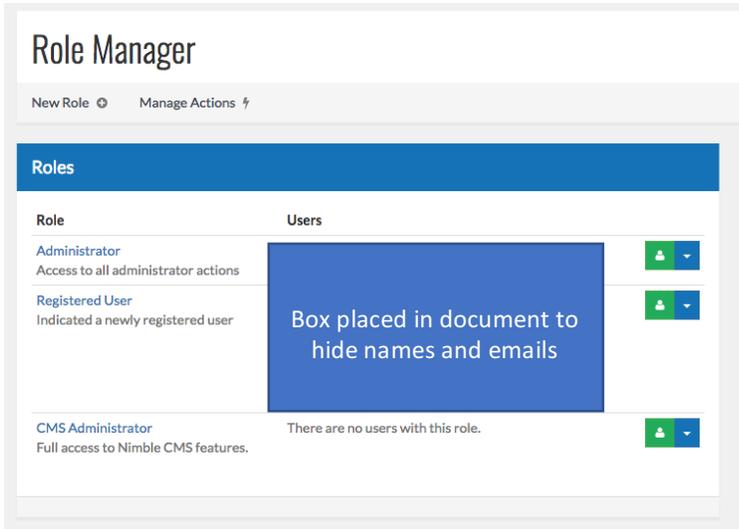
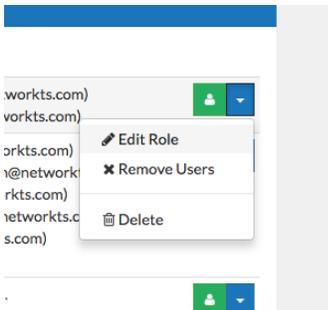


**Nimble Roles control which areas of the back-end of the website users have access to, if any.**

You can access the “Roles” section by clicking on **Roles** under “User Manager” on the left in Admin.

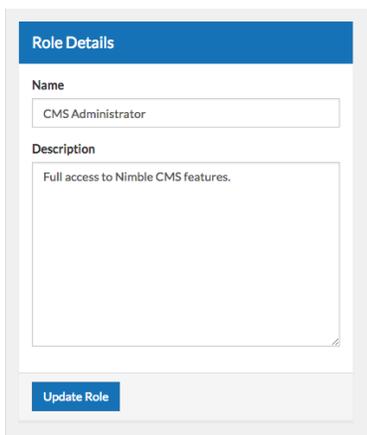


In Role Manager, you have the option to create a new role, manage actions, edit existing roles, view users assigned to each role, remove users from roles, and add users to roles.

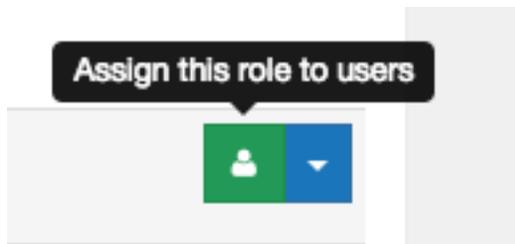


Clicking on the dropdown button to the right of a role will show options to Edit the role, remove users from the role, or to delete the role entirely.

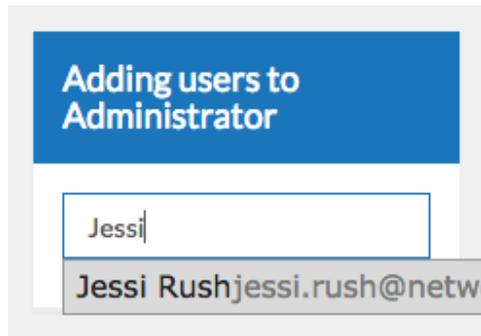
Upon clicking “Edit Role” you will have the option to change the name, description, or actions of the role. To finalize any changes made to the role, click “Update Role” on the left.



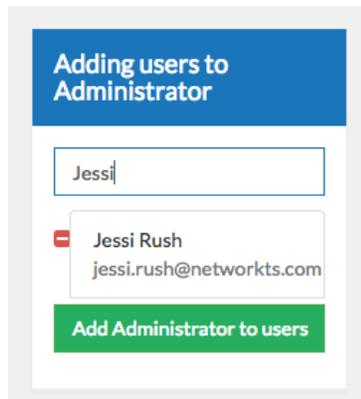
| Role Actions                        |                      |               |        |           |
|-------------------------------------|----------------------|---------------|--------|-----------|
|                                     | Name                 | Path          | Method | Recursive |
| <input type="checkbox"/>            | Home                 | /             | GET    | ✗         |
| <input type="checkbox"/>            | Super User           | /             |        | ✓         |
| <input type="checkbox"/>            | Administrator        | /admin        |        | ✓         |
| <input checked="" type="checkbox"/> | Dashboard            | /admin        | GET    | ✗         |
| <input checked="" type="checkbox"/> | Banner Administrator | /admin/banner |        | ✓         |
| <input type="checkbox"/>            | Banner Creator       | /admin/banner | POST   | ✓         |
| <input type="checkbox"/>            | Banner Editor        | /admin/banner | PUT    | ✓         |
| <input type="checkbox"/>            | Banner Deleter       | /admin/banner | DELETE | ✓         |



The most common action is adding a user to the Administrator role. To do this, click on the green “Assign this role to users” button to the right of the role to which you want to add one or more users.



After clicking the green button, a box will appear on the right. Begin typing the name or email of the user that you want to add and when their name appears in the dropdown below the text box, click to select it. Continue to do this until you have selected all users you wish to add to this role.



If any users were accidentally selected, simply click the red “minus” symbol to the left of their name box.

Once you have selected all users you want to add to this role, click “Add Administrator to users.”

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# Role Manager

[New Role](#) [Manage Actions](#) 

You may have many different administrators helping you on the website, but perhaps you would like to restrict their access to only be able to edit certain parts of the website.

**To do this, you can create a new role.**

## Role Details

### Name

### Description

[Create Role](#)

After clicking “New Role” within Role Manager, give your new role a name and description that will help indicate what access this role gives.

In this example we’ll create a role which only gives access to edit Banners on the website.

We have indicated in the description that this gives the ability to create, edit and delete banners (full administrative banner access).

## Role Actions

|                                     | Name                 | Path          | Method | Recursive |
|-------------------------------------|----------------------|---------------|--------|-----------|
| <input type="checkbox"/>            | Home                 | /             | GET    | ✗         |
| <input type="checkbox"/>            | Super User           | /             |        | ✓         |
| <input type="checkbox"/>            | Administrator        | /admin        |        | ✓         |
| <input type="checkbox"/>            | Dashboard            | /admin        | GET    | ✗         |
| <input checked="" type="checkbox"/> | Banner Administrator | /admin/banner |        | ✓         |
| <input type="checkbox"/>            | Banner Creator       | /admin/banner | POST   | ✓         |
| <input type="checkbox"/>            | Banner Editor        | /admin/banner | PUT    | ✓         |
| <input type="checkbox"/>            | Banner Deleter       | /admin/banner | DELETE | ✓         |
| <input type="checkbox"/>            | Banner Viewer        | /admin/banner | GET    | ✓         |

Then on the right, select the appropriate role actions.

To give full administrative access within only banners, we select **Banner Administrator**.

Other options include Banner Creator (can only create banners), Banner Editor (can only edit banners), Banner Deleter (can only delete banners), and Banner Viewer (can only view banners).

Another example would be if you have a user to whom you only wanted to give access to Add/Edit/Delete Calendar events, you would give them **Calendar Administrator**.

**You can also create roles with multiple actions, so if you want to create a role which included both Banner Administrator, Forms Administrator and Calendar Administrator, this is also a great way to control access easily. Make sure to list these roles within the description to help Administrators know what access this role gives.**



Once you have finished entering information for the new role, click "Create Role."

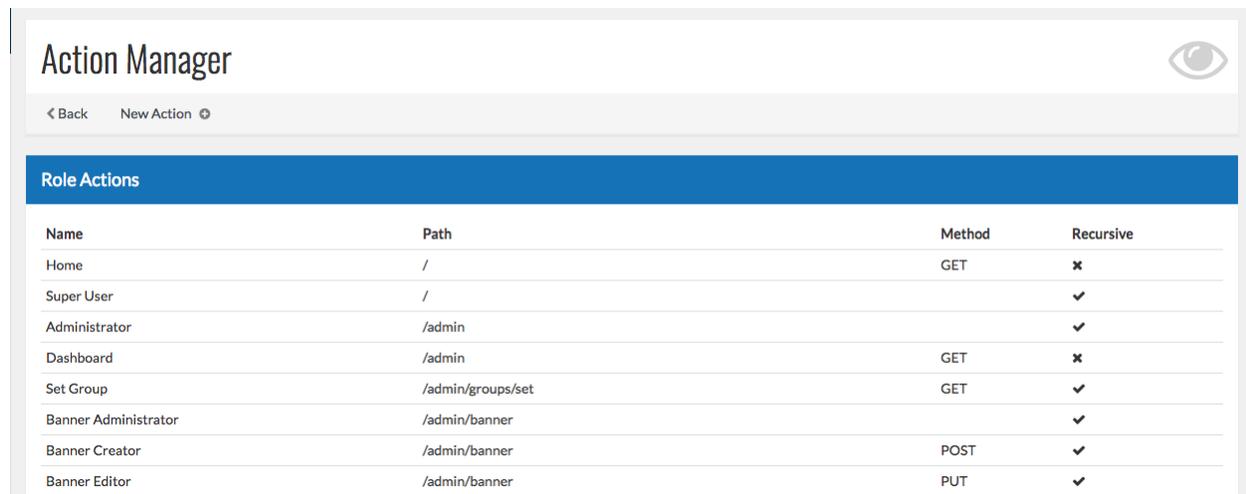
**Banner Administrator**

Has the ability to update (create, edit, delete) banners.

There are no users with this role.



Your new role will appear in the list of Roles within Roles Manager. To add users to this role, simply follow the same steps mentioned before (Page 2).



**Action Manager** 

[← Back](#) [New Action](#)

### Role Actions

| Name                 | Path              | Method | Recursive |
|----------------------|-------------------|--------|-----------|
| Home                 | /                 | GET    | ✘         |
| Super User           | /                 |        | ✔         |
| Administrator        | /admin            |        | ✔         |
| Dashboard            | /admin            | GET    | ✘         |
| Set Group            | /admin/groups/set | GET    | ✔         |
| Banner Administrator | /admin/banner     |        | ✔         |
| Banner Creator       | /admin/banner     | POST   | ✔         |
| Banner Editor        | /admin/banner     | PUT    | ✔         |

Actions Manager will show each role action along with its Path (which part of admin it gives access to), the Method of the action, and whether or not the action is recursive.

Most all actions are self-explanatory but if you ever have a question about what a specific action gives access to, you can check within Action Manager.