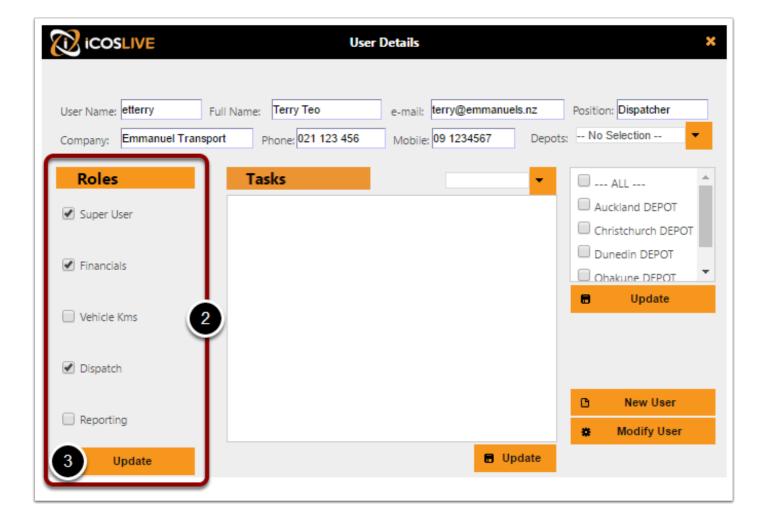# Assigning roles, tasks and depots to an internal user

Modified on: Wed, 28 Nov, 2018 at 11:43 AM

> ❶ Only internal users can assign roles, tasks and depots, and require the **Super User** task **Modify User**
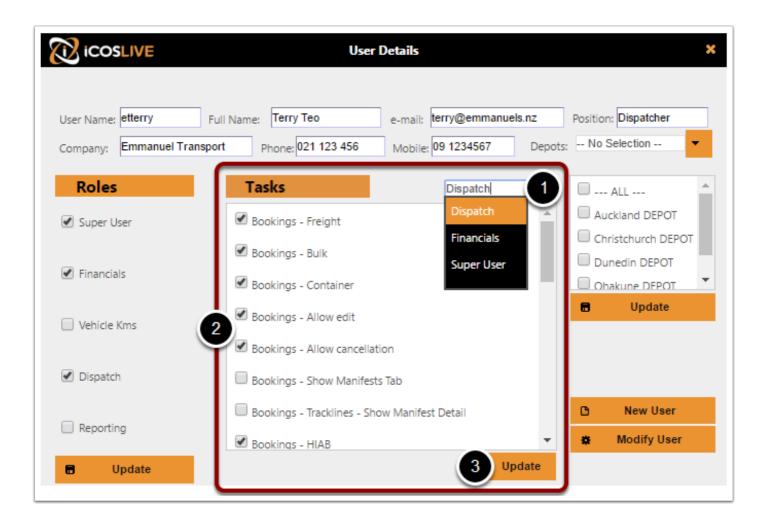
Assigning roles

1. Create a new user from the **Create User** screen, or select an existing user from the **Modify User** screen and click the **Details** button
2. Check the roles you want to assign to a user
3. Click the role's **Update** button to apply these changes

Assigning Tasks

1. Select a role from the **Tasks** dropdown
2. Check the **tasks** you want to assign or deassign to a user
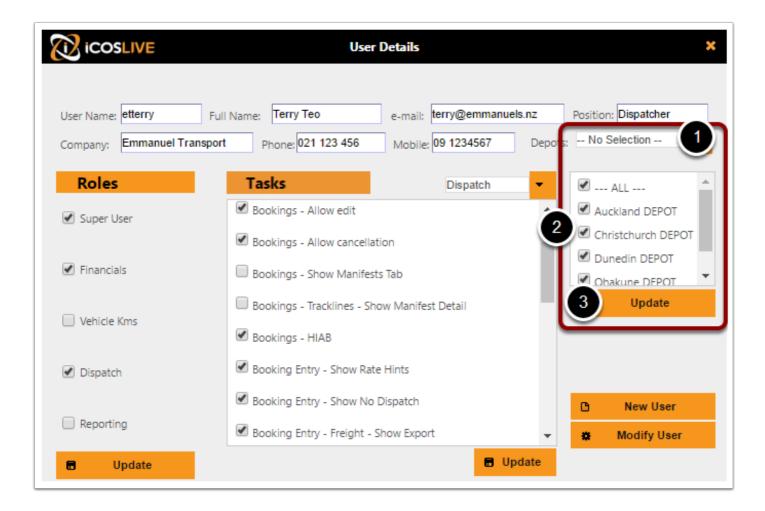3. Click the task's **Update** button to apply these changes

Information about each task available to internal users can be found in the **Assigning roles, tasks and depots to an internal user** article

Assigning Depots (Optional)

Assigning depots to a user allows you to restrict what bookings they can see on their dispatch workbench and/or sets their default depot. If you are creating a user for the first time or have not yet read the depot chapter, this step can be skipped for now.

1. Optionally select a **default** the users default depot

2. Select the depots that the user has access to
3. Click the depot's **Update** button to apply these changes

Preview