4. How to View Users Assigned to the Role

Before assigning permissions or troubleshooting access issues, it’s crucial to know exactly who holds each role in your system. Viewing assigned users helps you audit permissions, ensure the right team members have access, and quickly spot any misconfigurations.

You can view all created roles in the list under the **Roles** tab. Here, you can also check modules it has rights for.

Step-by-Step Guide

1. Open the Roles Module
From the main navigation menu, click **Roles**.
You’ll see a table of every role you’ve created, along with its name and the modules it governs.

2. Find the Role You Want to Inspect
Use the search box at the top to filter by role name, or scroll through the list until you see the target role.

3. Click the “Assigned Users” Icon
In the Actions column on the far right of that role’s row, click the user-group icon (often depicted as two silhouettes).
This opens a slide-out panel on the right side of the screen.

4. Review the Members Panel
At the top is a search field—type a name or email to quickly locate a specific employee.
Below, you’ll see each employee’s name and login email who has that role.

5. Close the Panel
When you’re done, click the “X” in the panel’s header to return to the full Roles list.

> **Note**: Assigning employees to roles is performed through the **Employees** module. You can find instructions on how to do this [here].

Regularly checking which users hold which roles is a best practice for maintaining security and operational clarity. It ensures that only authorized personnel retain critical permissions, helps you spot and fix assignment errors, and confirms that your team always has the right access to do their jobs.

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