

5. How to Search for a Role

When your organization has many custom roles, finding the exact one you need can be cumbersome. The search functionality in the Roles module lets you instantly locate any role by name or partial keyword—saving time and reducing errors when assigning permissions or auditing access.

Step-by-Step Instructions

1. Navigate to the Roles Module

In the left-hand navigation pane, click **Roles**.
The main panel will display the modules it controls.

2. Activate the Search Field

At the top of the Roles list, locate the **Search...** input box.
Click inside the box to place your cursor there.

3. Enter Your Search Term

Type all or part of the role name you're looking for (e.g.,).
The table updates in real time, filtering to show only roles that contain your keyword.

4. Review Matched Results

Confirm the role appears in the filtered list along with its rank and associated modules.
If too many results appear, refine your search by typing a longer or more specific term.

5. Clear or Modify Your Search

To reset the list and view all roles again, clear the text from the Search field (e.g., click the “x” inside the field or press Backspace until it's empty).
Enter a new keyword to perform another lookup.

Using the search box in the Roles module is the fastest way to pinpoint any role by name—whether you're verifying permissions, preparing to edit a template, or simply auditing who has what access. Efficient searching helps maintain security hygiene and keeps your permission structure well-organized.

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