

# Manage Roles

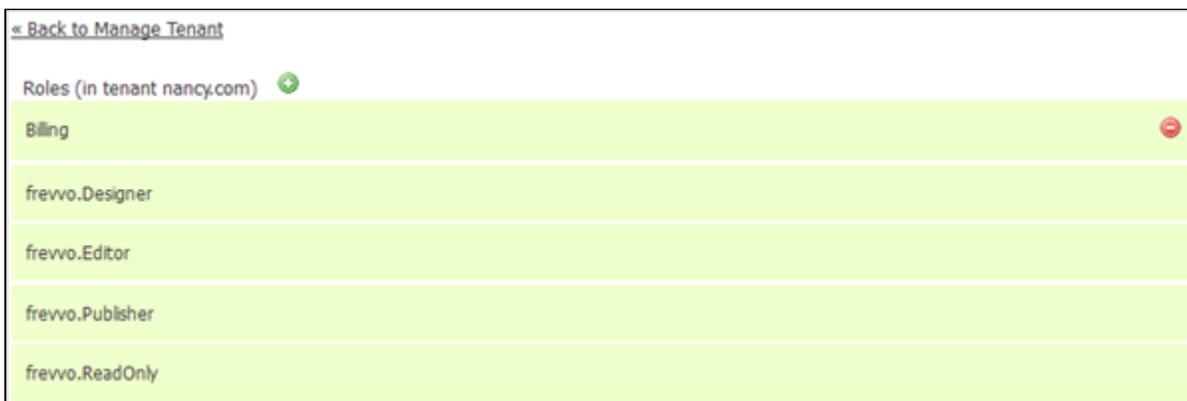
Use the Manage Roles page to create roles for form users; roles are commonly used in work flows and for digital signatures. An admin user can create and delete roles for a tenant. Click the **Manage Roles** link to display the list of roles.

The following roles are special and cannot be deleted:

- `frevvo.Designer` - This role gives a user the permission to design forms
- `frevvo.Editor` - This role gives a user the permission to edit other user's forms (currently only supported from the `frevvo-Confluence` add-on).
- `frevvo.Publisher` - This role gives a user the permission to go to the home page of every `frevvo.Designer` user and upload (publish) applications. A user with this role can also change [visibility / ACL](#) permissions.
- `frevvo.ReadOnly` - This role disables login permission for the user. The forms in their account remain usable. This role should be used when a designer user leaves your organization. In that case, you want to disable the login, but not the forms/flows that are owned by this user because they are still being used.

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## Creating a New Role

- Users can be assigned more than one role. Be aware that if a user is assigned the `frevvo.Designer` and `frevvo.Publisher` roles, the `frevvo.Publisher` role takes precedence.
- If you use LDAP or a delegating security manager (Confluence) to define your Live Forms users and their roles or groups, you do not see the New Role icon



on the Manage Roles page.

- Click



to create a new role. Type the role name and click Submit.

- Role names can contain characters, numbers, hyphens  or an underscore (`_`) and cannot start with a number. Periods and spaces are not allowed. The maximum length for a role name is 16 characters. For example, a role named `frevvo_reviewers` meets the criteria but a role named `frevvo.reviewers` does not.
- If your tenant is configured to use the [SAML Security Manager](#), manual updates to keep Live Forms in sync with your IDP are also required. Live Forms provides the ability to perform a bulk import of user data. Refer to [CSV Upload of Users and Roles](#). Role names can be up to 100 characters when using the CSV Upload

- Click



to remove the role from the tenant.

# Publisher Role and Live Forms Best Practice

The frevvo.Publisher role plays an important part when following [Best Practice](#) to move forms/flows from your development system to your production system. It is recommended that you create a generic user account that has the frevvo.designer role on your production tenant to which you publish all forms/flows. Users with the frevvo.Publisher role, have permission to upload new versions of your applications to your production generic account.

When a user assigned the frevvo.publisher role logs in, a list of all designer users in your tenant (frevvo.designer role) displays.



- Click **ALL** to list all the users that have the role of frevvo.designer.
- Click the



icon to navigate to the Home Page of the designer user. The publisher user can then upload applications to this account by clicking **Upload**.



- Click the



Edit icon, then click the Forms or Flow Tab. The publisher user can specify [Access Control](#) for the form or flow by clicking the



icon.

Applications 

Forms

**Flows**

HR Application :: Flows Access Control 

1.	Expense Report	
2.	Leave Approval	
3.	Time Sheet	
4.	Employee On Boarding	

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If the frevo.Publisher user also has the role of frevo.designer, they will see the list of designer users and not the designer's Home Page when they log in.