How to Export a User Role
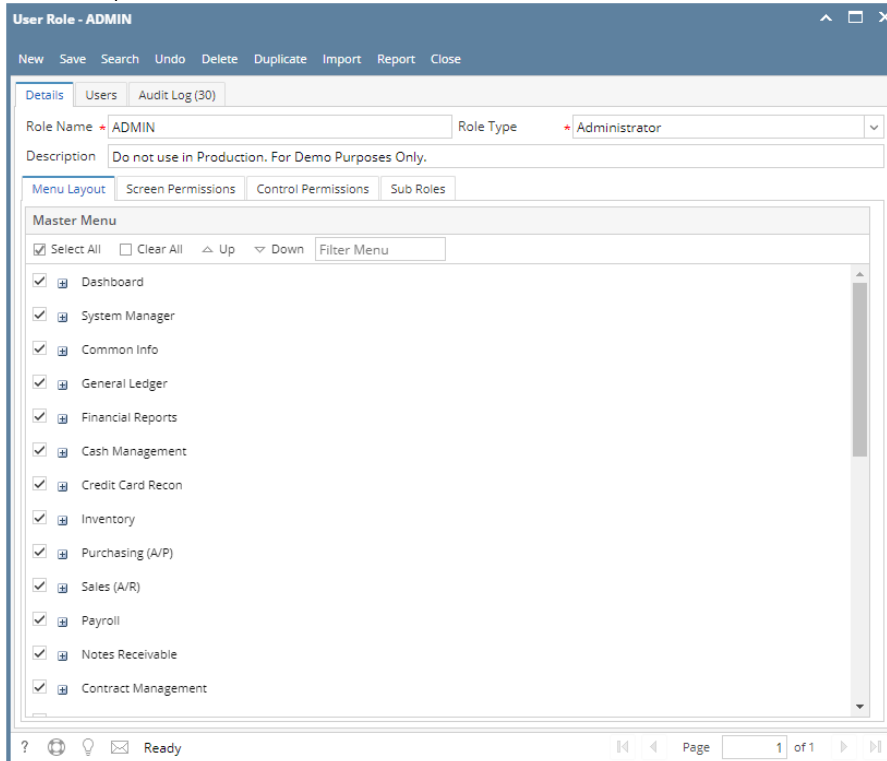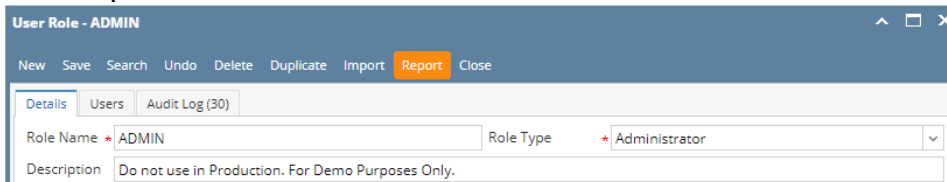
Exporting/Importing a User Role helps the PM to configure sets of roles that can be used in mass deployment for customers.
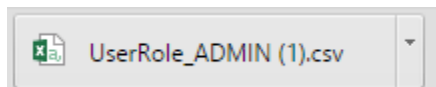
Here are the steps to Export a User Role:

1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **User Roles**
3. Select and open one user role

4. Click the **Report** button

ⓘ A CSV file will be downloaded containing the menu structure of the user role

Here are the steps to Export a User Role:

1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **User Roles**

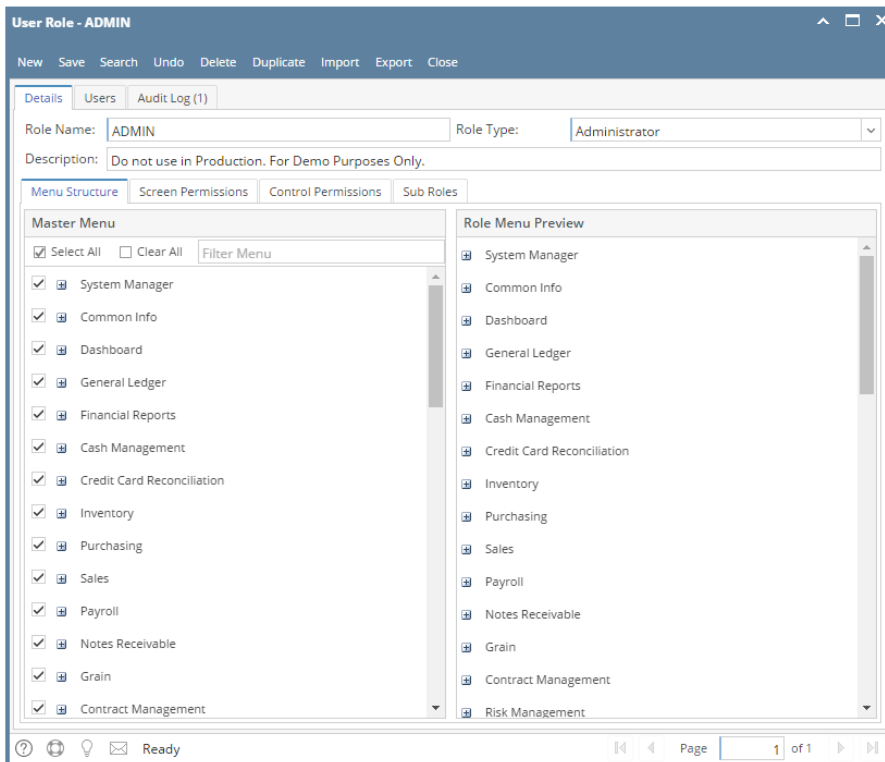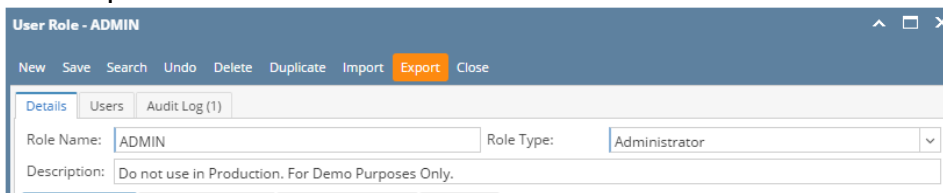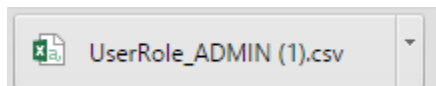3. Select and open one user role
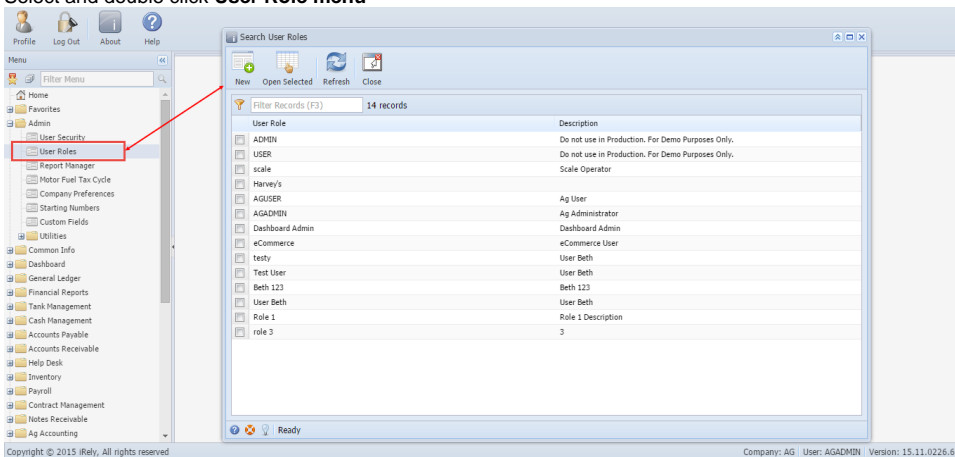

4. Click the **Export** button

ℹ A CSV file will be downloaded containing the menu structure of the user role
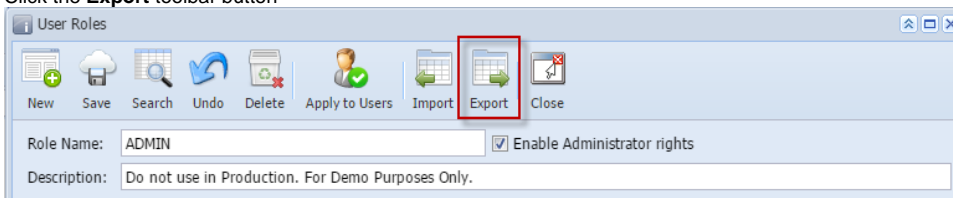

Here are the steps to Export a User Role:

1. Log in as Admin user
2. On the user's menu panel, Select **Admin folder**
3. Select and double click **User Role menu**

4. Select one user role or Create New User Role type

5. Click the **Export** toolbar button

ℹ A CSV file will be downloaded containing the menu structure of the user role