How to View and Modify the User Role of Portal Admin
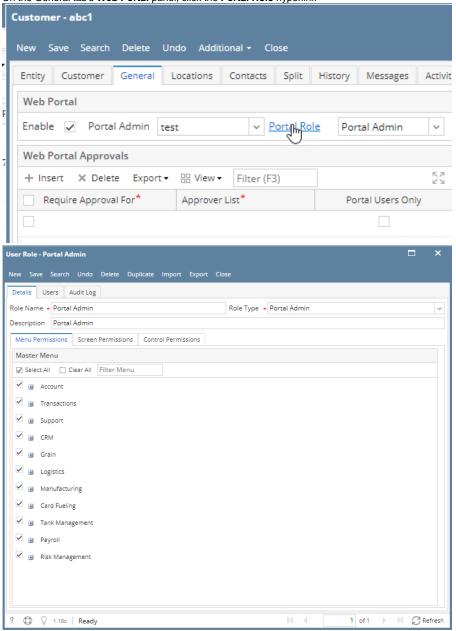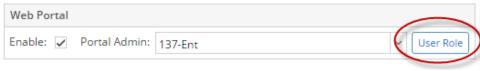
1. Log in as an Admin/internal user
2. Open an entity record, then click the **General** tab
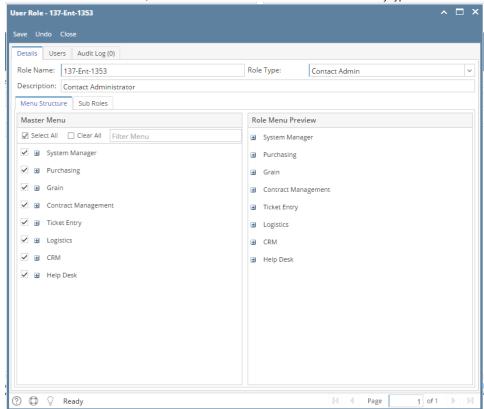3. On the General tab's **Web Portal** panel, click the **Portal Role** hyperlink

4. To modify the role, select/deselect the menus that should be included in the role
   **Note that if there are other portal users assigned to this role, their menus/permissions will also change
5. Click the **Save** button

NOTE: Menus available for the Portal Admin can be configure in the Portal Default in Company Configuration.

1. Log in as an Admin/internal user
2. Open an entity record, then click the **General** tab
3. On the General tab's **Web Portal** panel, click the **User Role** button
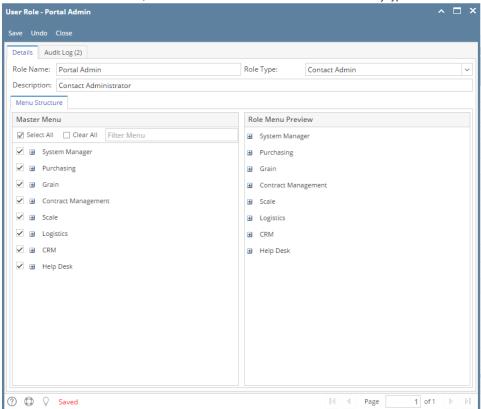
4. When a Portal Admin is created, the User Role will also be created based on the Entity types
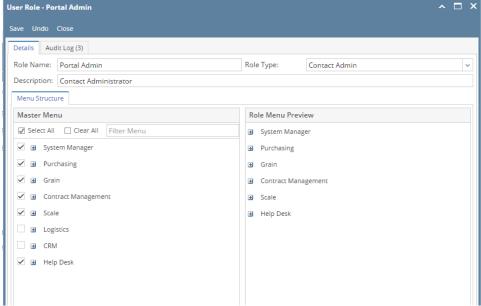

5. To modify the role, select/deselect the menus that should be included in the role
6. Click the **Save** button

1. Log in as an Admin/internal user
2. Open an entity record, then click the **User Role** button on the **User Portal** panel

3. When a Portal Admin is created, the User Role will also be created based on the Entity types

4. To modify the role, select/deselect the menus that should be included in the role:

5. Click the **Save** button