How to Modify a Default Contact Role for a Contact List

Note: All the menus assigned to the Portal Admin will be cascaded to the contact list user role, except for the System Manager menu.

- 1. Login as a Portal Admin
- 2. On user's menu panel, expand the System Manager folder and click User Roles
- 3. Select the menus that should be included in the role:

User Role - Contact's Help Desk			~ 🗆 ×
New Save Search Undo Delete Duplicate Close			
Details Audit Log (3)			
Role Name: Contact's Help Desk	Role Type:	Contact	~
Description: Default contact role.			
Menu Structure			
Master Menu	Role Menu Pr	Role Menu Preview	
Select All Clear All Filter Menu	 Purchasing 		
✓ ➡ Purchasing	🕀 Grain		
🗹 🗄 Grain	🗉 Help Desk		
□ Gontract Management			
🛛 🗷 Scale			
✓ 🖼 Help Desk			

4. Click the Save button