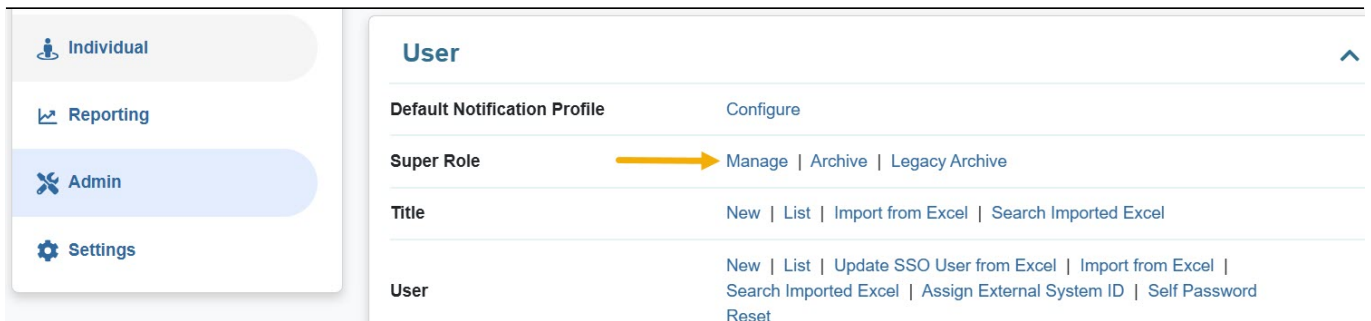


Edit Super Role

To edit a super role follow the steps below:

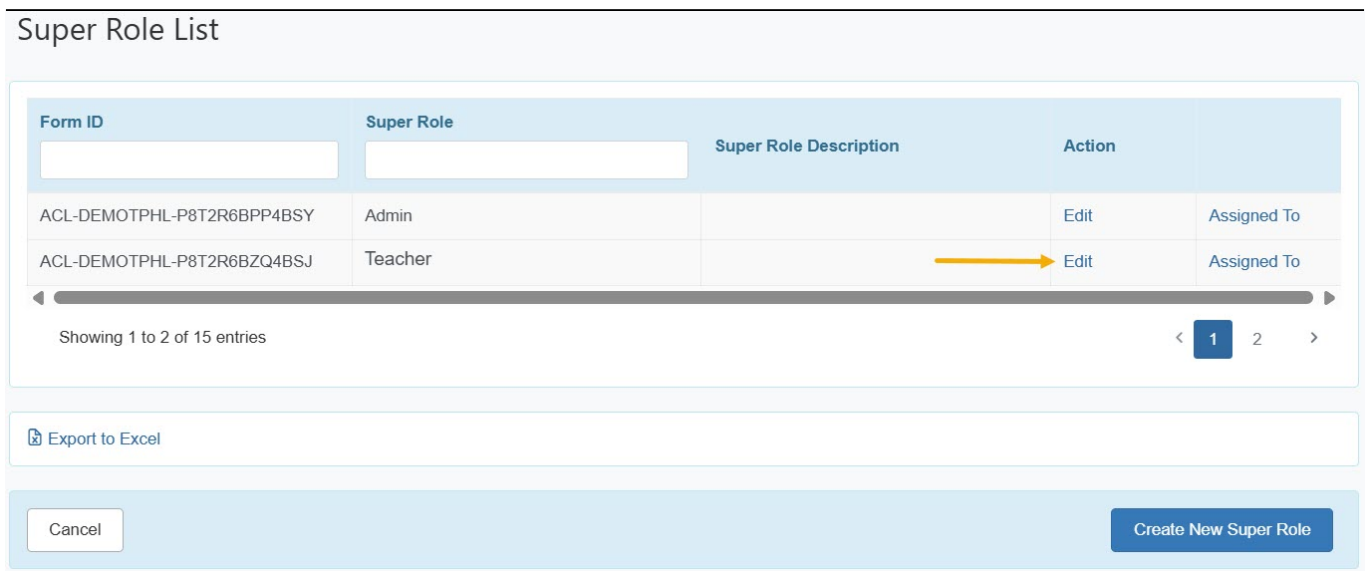
1. Starting on the **Admin** tab Click on **Manage** beside **Super Role**.



The screenshot shows the Admin tab selected in the left sidebar. The main content area is titled 'User' and contains several sections:

- Default Notification Profile**: Configure
- Super Role**: Manage | Archive | Legacy Archive (A yellow arrow points to 'Manage')
- Title**: New | List | Import from Excel | Search Imported Excel
- User**: New | List | Update SSO User from Excel | Import from Excel | Search Imported Excel | Assign External System ID | Self Password Reset

2. This will open the **Super Role List** page. Click on the **Edit** link beside a super role to edit.



The screenshot shows the 'Super Role List' page. It features a table with the following data:

Form ID	Super Role	Super Role Description	Action	Assigned To
ACL-DEMOTPHL-P8T2R6BPP4BSY	Admin		Edit	Assigned To
ACL-DEMOTPHL-P8T2R6BZQ4BSJ	Teacher		Edit (A yellow arrow points to this link)	Assigned To

Below the table, it says 'Showing 1 to 2 of 15 entries' and has a pagination control showing page 1 of 2. At the bottom, there is an 'Export to Excel' button, a 'Cancel' button, and a 'Create New Super Role' button.

3. This will open the **Super Role** page where you can edit the name of the Super Role and also can make changes of other information as required.

Super Role

Update History

Form ID: ACL-DEMOTPHL-P8T2R8CR64BSU

Name:

Description:
 512 characters remaining

Assessment & Screening <input type="checkbox"/> Assessment Document Submit <input type="checkbox"/> Assessment Document View <input type="checkbox"/> Assessment Document Approve <input type="checkbox"/> Assessment Document Update	Attendance <input type="checkbox"/> Attendance Data Submit <input type="checkbox"/> Attendance Data Approve <input type="checkbox"/> Attendance Data Update <input type="checkbox"/> Attendance Data View <input type="checkbox"/> Attendance Data Delete	Behavior Data <input checked="" type="checkbox"/> Behavior Data Submit <input checked="" type="checkbox"/> Behavior Data View <input type="checkbox"/> Behavior Data Delete <input checked="" type="checkbox"/> Behavior Data Update
Behavior Plan <input checked="" type="checkbox"/> Behavior Plan Submit <input checked="" type="checkbox"/> Behavior Plan View <input checked="" type="checkbox"/> Behavior Plan Approve <input type="checkbox"/> Behavior Plan Delete	Behavior Report <input checked="" type="checkbox"/> Behavior Report View <input checked="" type="checkbox"/> Behavior Report Edit	Billing <input type="checkbox"/> Service Authorization Submit <input type="checkbox"/> Service Authorization Update <input type="checkbox"/> Service Authorization View <input type="checkbox"/> Service Authorization Approve <input type="checkbox"/> Billing Summary Report <input type="checkbox"/> Billing Data Submit <input type="checkbox"/> Billing Data Update <input type="checkbox"/> Billing Data View
Case Note <input checked="" type="checkbox"/> Case Note View <input checked="" type="checkbox"/> Case Note Edit <input type="checkbox"/> Case Note Delete <input type="checkbox"/> Case Note Dashboard	CILC <input type="checkbox"/> CILC View <input type="checkbox"/> CILC Edit <input type="checkbox"/> CILC Delete	Employment <input type="checkbox"/> Employment Submit <input type="checkbox"/> Employment Update <input type="checkbox"/> Employment Delete <input type="checkbox"/> Employment View
Health Tracking <input type="checkbox"/> HT Submit <input type="checkbox"/> HT Update <input type="checkbox"/> HT View <input type="checkbox"/> HT Delete <input type="checkbox"/> Health Care Report <input type="checkbox"/> HT Review <input type="checkbox"/> HT Confidential Note	Individual <input checked="" type="checkbox"/> IDF View <input checked="" type="checkbox"/> IDF Edit <input checked="" type="checkbox"/> Individual Admit/Discharge <input checked="" type="checkbox"/> Individual Dashboard	Individual Home Page <input checked="" type="checkbox"/> Individual Home Page
ISP Data <input checked="" type="checkbox"/> ISP Data View <input checked="" type="checkbox"/> ISP Data Submit <input checked="" type="checkbox"/> ISP Data Update <input type="checkbox"/> ISP Data Delete	ISP Plan <input type="checkbox"/> ISP Plan Submit <input type="checkbox"/> ISP Plan Approve <input type="checkbox"/> ISP Plan View <input type="checkbox"/> ISP Plan Update <input type="checkbox"/> ISP Plan Delete	ISP Program <input checked="" type="checkbox"/> ISP Program Submit <input checked="" type="checkbox"/> ISP Program Approve <input checked="" type="checkbox"/> ISP Program Update <input type="checkbox"/> ISP Program Delete <input checked="" type="checkbox"/> ISP Program View
ISP Report <input checked="" type="checkbox"/> ISP Report <input checked="" type="checkbox"/> ISP Report View	Management Summary <input type="checkbox"/> Staff Management Summary	MAR Configuration <input type="checkbox"/> MAR Configuration Approve
MAR Data <input type="checkbox"/> MAR Data Submit <input type="checkbox"/> MAR Data Update <input type="checkbox"/> MAR Data View <input type="checkbox"/> Treatment Data Submit <input type="checkbox"/> Treatment Data Update	Medical Information <input checked="" type="checkbox"/> Medical Information Edit <input checked="" type="checkbox"/> Medical Information View	Medication History <input type="checkbox"/> Medication History Submit <input type="checkbox"/> Medication History Approve <input type="checkbox"/> Medication History View <input type="checkbox"/> Medication History Review List <input type="checkbox"/> Medication History Report <input type="checkbox"/> Medication History Count
QA Assistant <input type="checkbox"/> QA Assistant <input type="checkbox"/> QA Assistant Dashboard	Questionnaire Form <input checked="" type="checkbox"/> Individual Questionnaire Form Submit Self Created <input checked="" type="checkbox"/> Individual Questionnaire Form Submit <input checked="" type="checkbox"/> Individual Questionnaire Form Update <input checked="" type="checkbox"/> Individual Questionnaire Form View	T-Log <input checked="" type="checkbox"/> T-Log Entry <input checked="" type="checkbox"/> T-Log View <input checked="" type="checkbox"/> T-Log Update <input type="checkbox"/> T-Log Delete
Time Tracking <input type="checkbox"/> Time Tracking Data View <input type="checkbox"/> Time Tracking Data Edit <input type="checkbox"/> Time Tracking Template Assign/Unassign	Video Library <input checked="" type="checkbox"/> Video Upload <input checked="" type="checkbox"/> Video Play <input checked="" type="checkbox"/> Video Download <input type="checkbox"/> Video Delete <input checked="" type="checkbox"/> Video Approve	

Currently Assigned To

4. After making necessary changes, click on the **Save** button at the bottom of the page.

Super Role

Update History

Form ID ACL-DEMOTPHL-P8T2R8CR64BSU

Name *

Description
 512 characters remaining

Assessment & Screening

- Assessment Document Submit
- Assessment Document View
- Assessment Document Approve
- Assessment Document Update

Attendance

- Attendance Data Submit
- Attendance Data Approve
- Attendance Data Update
- Attendance Data View
- Attendance Data Delete

Behavior Data

- Behavior Data Submit
- Behavior Data View
- Behavior Data Delete
- Behavior Data Update

Behavior Plan

- Behavior Plan Submit
- Behavior Plan View
- Behavior Plan Approve
- Behavior Plan Delete

Behavior Report

- Behavior Report View
- Behavior Report Edit

Billing

- Service Authorization Submit
- Service Authorization Update
- Service Authorization View
- Service Authorization Approve
- Billing Summary Report
- Billing Data Submit
- Billing Data Update
- Billing Data View

Case Note

- Case Note View
- Case Note Edit
- Case Note Delete
- Case Note Dashboard

CILC

- CILC View
- CILC Edit
- CILC Delete

Employment

- Employment Submit
- Employment Update
- Employment Delete
- Employment View

Health Tracking

- HT Submit
- HT Update
- HT View
- HT Delete
- Health Care Report
- HT Review
- HT Confidential Note

Individual

- IDF View
- IDF Edit
- Individual Admit/Discharge
- Individual Dashboard

Individual Home Page

- Individual Home Page

ISP Data

- ISP Data View
- ISP Data Submit
- ISP Data Update
- ISP Data Delete

ISP Plan

- ISP Plan Submit
- ISP Plan Approve
- ISP Plan View
- ISP Plan Update
- ISP Plan Delete

ISP Program

- ISP Program Submit
- ISP Program Approve
- ISP Program Update
- ISP Program Delete
- ISP Program View

ISP Report

- ISP Report
- ISP Report View

Management Summary

- Staff Management Summary

MAR Configuration

- MAR Configuration Approve

MAR Data

- MAR Data Submit
- MAR Data Update
- MAR Data View
- Treatment Data Submit
- Treatment Data Update

Medical Information

- Medical Information Edit
- Medical Information View

Medication History

- Medication History Submit
- Medication History Approve
- Medication History View
- Medication History Review List
- Medication History Report
- Medication History Count

QA Assistant

- QA Assistant
- QA Assistant Dashboard

Questionnaire Form

- Individual Questionnaire Form Submit Self Created
- Individual Questionnaire Form Submit
- Individual Questionnaire Form Update
- Individual Questionnaire Form View

T-Log

- T-Log Entry
- T-Log View
- T-Log Update
- T-Log Delete

Time Tracking

- Time Tracking Data View
- Time Tracking Data Edit
- Time Tracking Template Assign/Unassign

Video Library

- Video Upload
- Video Play
- Video Download
- Video Delete
- Video Approve

Currently Assigned To

Cancel


Delete

Save



In the following page you will see a success message for saving the super role.

Super Role List

 Super Role 'Teacher' successfully saved.