How can we edit staff roles?

Last updated: Wed, 08 Sep 2021 17:04:14 GMT

Applies to

- Wise configuration

Answer

Role IDs are generated by the system when a branch and role assignment are linked to an account. Here is how to edit the role ID.

From inside the Wise manager:

1. Navigate through **systemWise > Access codes and authorizations > Access authorizations**
2. Search for and select the staff member account.
3. Click on the **Link** tab on the top.
4. Click **Edit**.
5. Select the branch and role for the user account from inside the dropdown menus.