

How To Change Role for an Employee

Now for example i have an profile of an employee and i need to change this profile to Site admin

Edit Employee

Test Employee

Employee | Deloitte Mumbai | 8777088098

Settings | History | Edit Profile

PERSONAL INFO

ADDRESS

MORE DETAILS

Employee Name

Test Employee

Email ID

punitkumarreddy000@gmail.com

Mobile Number

8777088098

Job Title

NA

Special Need

NA

Employee ID

TEST111

Gender

FEMALE

Alternate Mobile Number

NA

Office

Deloitte Mumbai

✓ Transport User

✓ E-MAIL

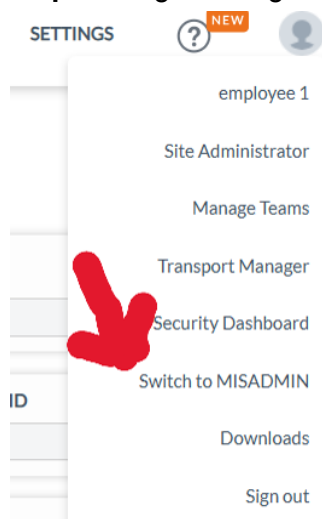
✓ SMS

✓ Mobile App


You can see in the above image role is only employee.

In order to change the role of an employee please follow the below steps.

Step-1 : Login through MIS Admin



Step-2 : Next go to Manage Roles section

Deloitte. Data Upload **Manage Roles** Manage Properties Misc. 


[Edit Office](#)
[Edit Airport](#)



Data Type
Action Type
Input Order:
Locate File No file chosen
[Upload](#)

Upload client's logo

No file chosen
[Upload logo](#)

Step-3 : Select the Required employee profile In Change employee role field and add the new role and click save .

Deloitte. Data Upload Manage Roles Manage Properties Misc. 

Change Employee Role **Change Role Properties** **Change Role Functionalities**

[Save](#)
[History](#)

[History](#)

[History](#)

Change Role Privileges **Change Role Fields**

[History](#)

[History](#)

Change Role Permissions

[History](#)

Step-4 : Please enter the reason field and confirm it to update the role of an employee.

The screenshot shows the Deloitte system interface with a modal dialog titled "Please enter reason". The dialog contains a text area with the text "Reason to change is promotion to employee" and a "Confirm" button. In the background, the "Change Employee Role" section is visible, showing a dropdown menu for "Select Role" and a "Save" button. Other sections like "Change Role Properties", "Change Role Functionalities", "Change Role Privileges", and "Change Role Permissions" are also visible.

Now check here that the role of an employee has been updated to Site admin now.

The screenshot shows the "Edit Employee" page for "Test Employee". The page displays the following details:

PERSONAL INFO	
Employee Name	Test Employee
Email ID	punitkumarreddy000@gmail.com
Mobile Number	8777088098
Job Title	Executive Director
Special Need	NA

ADDRESS	
Employee ID	TEST111
Gender	FEMALE
Alternate Mobile Number	NA
Office	Deloitte Mumbai

Below the tables, there are four status indicators:

- ✓ Transport User
- ✓ E-MAIL
- ✓ SMS
- ✓ Mobile App