

Configure and assign roles


June 29, 2022 • Jan Cerman • 2 min read

Roles define a set of permissions that you can assign to users within a project. If you're not sure what permissions your users need, see how to [establish roles for your users](#) first.

You can create roles for different groups of users, such as content contributors, reviewers, developers, and more. Roles apply to everyone so to configure roles in your project, you'll need the [Manage custom roles permission](#).

Add new roles

By default, there's only the *Project manager* role in Kontent.ai, allowed to do anything. Add a new role when you want to customize permissions.

1. In  **Project settings**, select **Roles**.
2. Click **Create new**.
3. Name the new role, for example, *Copywriter*.
4. Select the permissions for the role, such as *View, edit, create, and delete all content items*.
— Check out what each permission does in the [permission reference](#).
5. Click **Save changes**.


After creating the custom role for content contributors, you can [assign it to your existing users](#) or [invite new users with this role pre-assigned](#).

Delete roles

You can delete a custom role if:

- The role is not assigned to any active user ([assign them a different role](#) instead or [deactivate the user](#)).
- The role is not used as a limitation in any [workflow step](#).

To delete a role:


1. In  **Project settings**, select **Roles**.
2. Click on a custom role to open it.
3. Click **Delete**.

The role has been deleted from your project. If you're within your plan limits, you can undo the deletion.

 You cannot delete the *Project manager* role from your project.

Assign roles to users

Users can have different roles in each [collection](#) and [language](#). This influences what content they can see and work on.


1. In  **Project settings**, select **Roles**.
2. Click a user to open their details.
3. Set the desired role.
4. Click **Save**.

User detail
×

First name

Last name

Email

Roles in collections 


Collection

Global
×
▼

Role

External contributor
▼

Language

English (Default)
×
▼


ASSIGN ANOTHER ROLE

ASSIGN ROLE IN ANOTHER COLLECTION

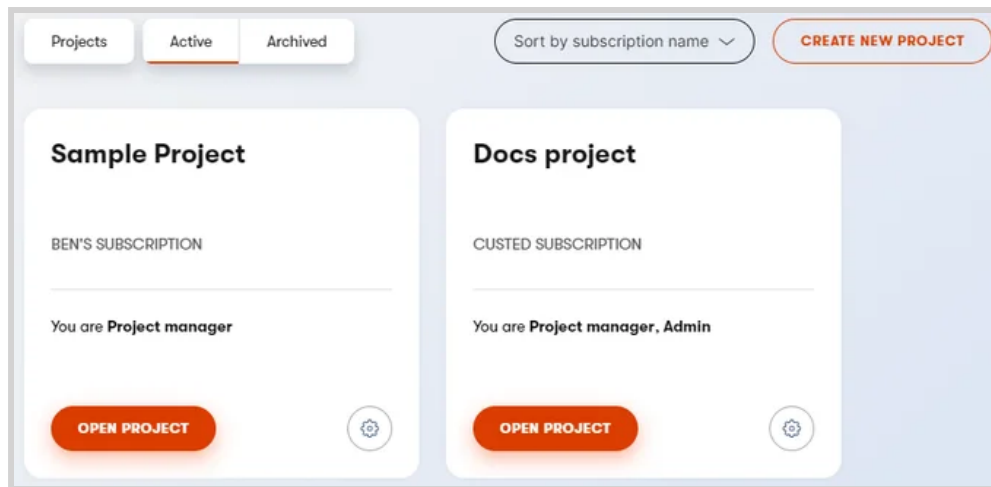
ACTIVATE

CANCEL
SAVE

Check your role in projects

To check your role, click your initials in the bottom left corner and choose **Projects**.

The **Projects** screen shows which role you were assigned in each project.



What's next?

- [Set up a workflow](#) for your project and see how roles and content workflow can work together to your team's benefit.
- [Invite users](#) to your project and give them specific permissions that other users don't have.
- Find out what different [role permissions](#) allow your users to do within a project.