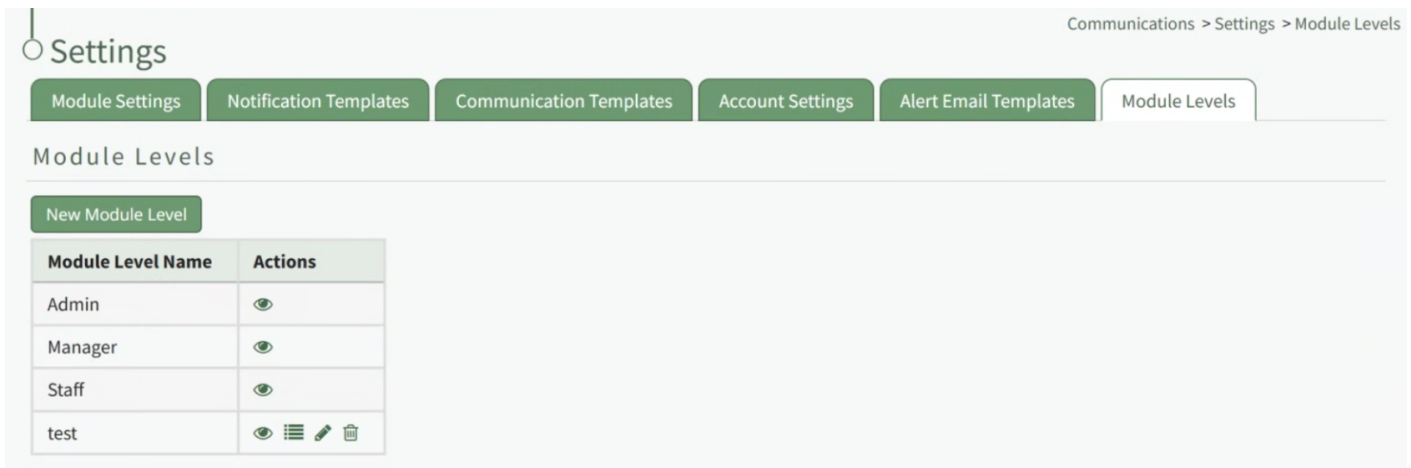


# Create a New Module Level (Communications Module)

To create a new module level, go to the Module Levels Tab on the Settings Page of the Communications Module.



Select the “New Module Level” button opening the New Module Level Modal.

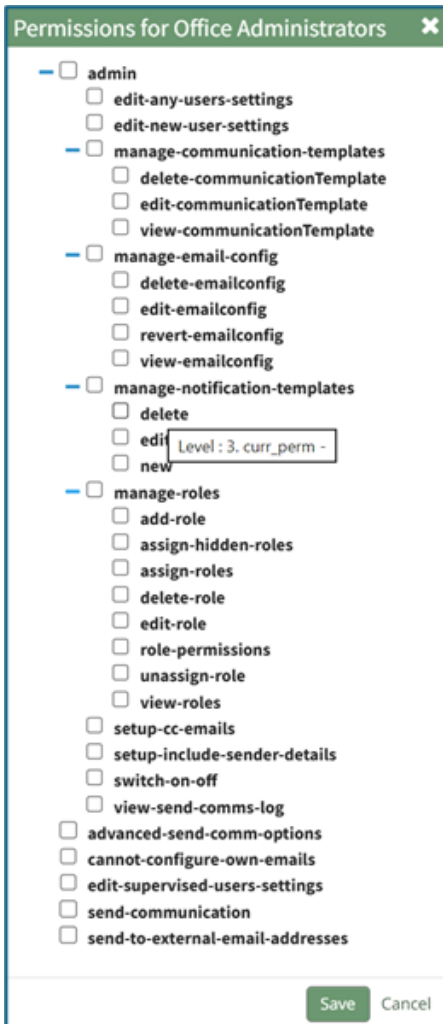
The screenshot shows the 'New Module Level' modal. It has a title bar with a close button (X). The form contains a text input field labeled 'Module Level Name', a checkbox labeled 'Assignable', and two buttons at the bottom: 'Save' and 'Cancel'.

Input the new Module Level Name.

Select the “Assignable” checkbox, so that the module level can be assigned to users.

Click “Cancel” to return to the Module Levels Tab on the Communications Page without creating a new module level. Select “Save” and the new module level will show on the Module Level Table.

Users can select which permissions are allowed for a customized module level. Select the Permissions icon (the bullet point list to the right of the eye) to assign the permissions the new Module Level would have within the Communications Module.



Select "Save" and the permissions are now assigned to the Module Level.

Access levels for all modules can be managed in the Site Settings Module on the Access Levels Tab.

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