

How can I Remove a Role From a User?

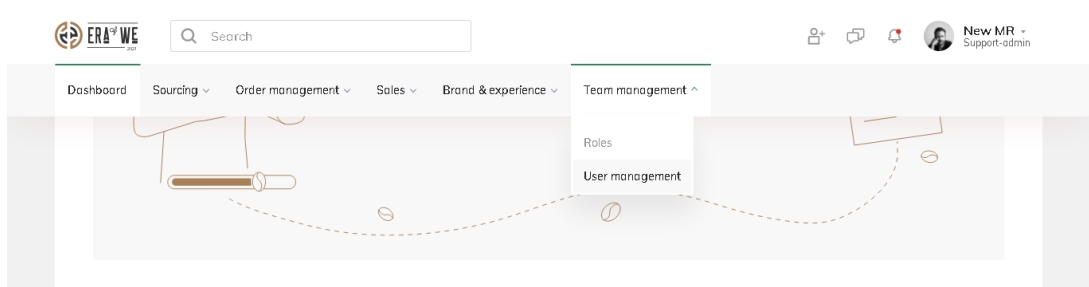
Shafin Ahammed - 2021-09-14 - Team management

BRIEF DESCRIPTION

The Era of We application allows you to manage your team members with ease by letting you create roles for the members while keeping a track of them. In this documentation, you will understand how to remove a role from a user.

STEP BY STEP GUIDE

Step 1: Log in to your admin account, navigate to the **'Team management'** tab on the menu and select **'User management'** from the drop-down menu.



Step 2: On the user management page, you'll see a list of existing users with their details including activity status, roles and last login. Click on the **'Vertical ellipsis'** button for the user you want to manage/edit.

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Home > Team management > User management

Search by name, role

User management

Status Role Add new member(s)

Name	Last login	Email	Status	Actions
New MR	09/07/2021 10:12 AM	new_mruser@gmail.com	Active	<ul style="list-style-type: none"> Edit Send recovery email Make Admin
Dinesh Sastha		dinesh.sastha@mr.com	Active	<ul style="list-style-type: none"> role, +2
dhsghsd		dansy@gmail.com	Active	<ul style="list-style-type: none"> support-admin, Test assign role
sdss		sdf@gmail.com	Active	<ul style="list-style-type: none"> support-admin, Test assign role
gdsfhgk		hsdghf@gmail.com	Active	<ul style="list-style-type: none"> support-admin, Test Group Role, +2

Step 3: Click on the **'Edit'** button to view the user's role.

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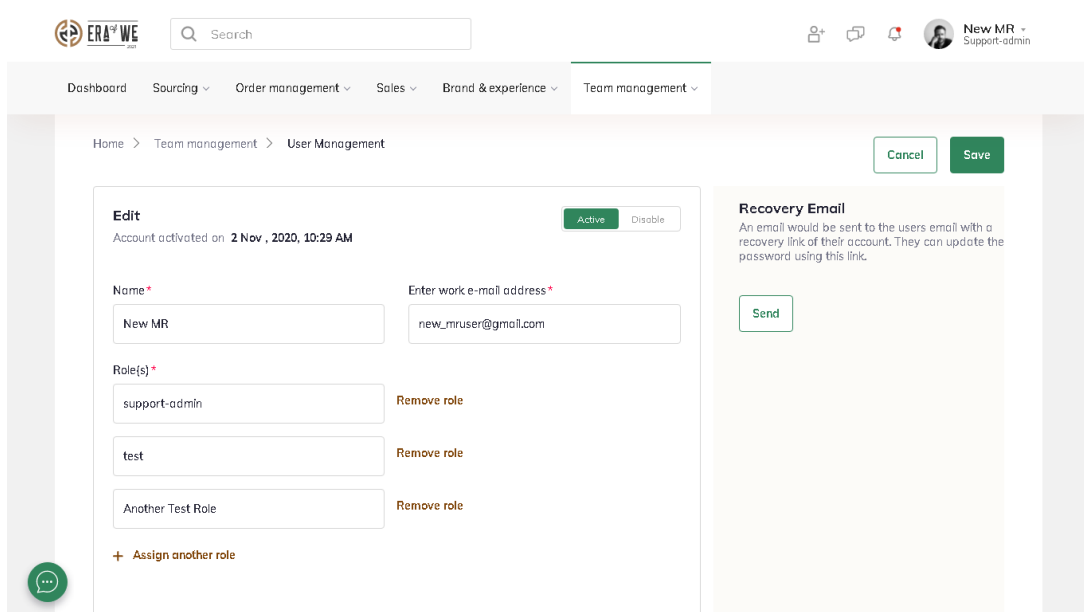
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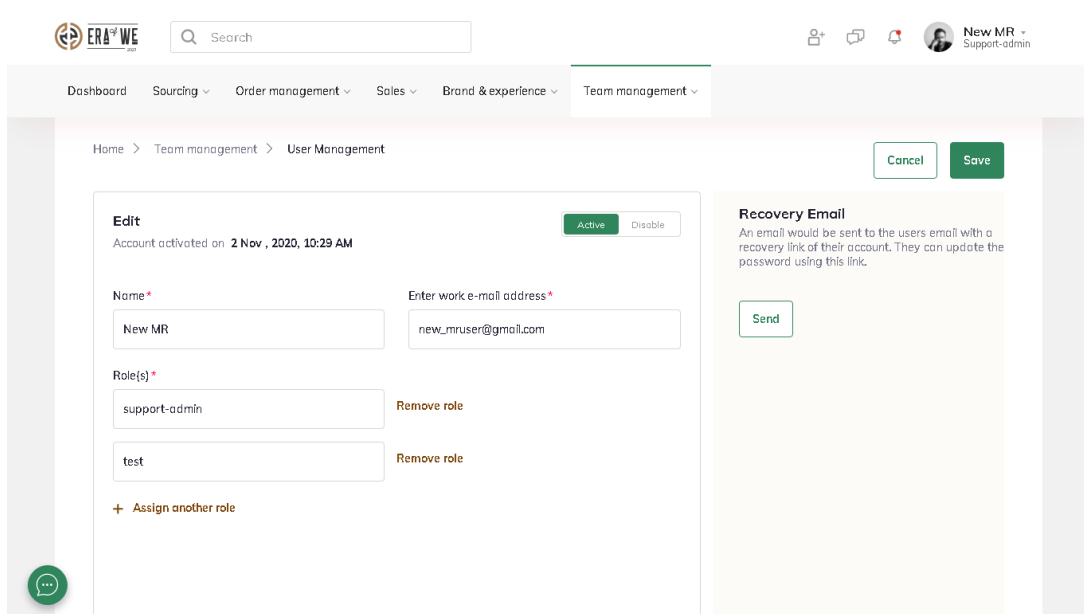
Status Role Add new member(s)

Name	Last login	Email	Status	Actions
New MR	09/07/2021 10:12 AM	new_mruser@gmail.com	Active	<ul style="list-style-type: none"> Edit Send recovery email Make Admin
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dhsghsd		dansy@gmail.com	Active	<ul style="list-style-type: none"> support-admin, Test assign role
sdss		sdf@gmail.com	Active	<ul style="list-style-type: none"> support-admin, Test assign role
gdsfhgk		hsdghf@gmail.com	Active	<ul style="list-style-type: none"> support-admin, Test Group Role, +2

Step 4: Click on the **'Remove role'** for whichever role you want to delete from a user account.



Step 5: Click on the **'Save'** button to save your changes.



Thus, you can remove a role from a user as a micro-roaster.

Related articles: 1. [How do I Create a New Role?](#)

2. [How do I Delete an Existing Role?](#)

"If you still have any queries, then please feel free to connect with our support team."