How can I Remove a Role From a User?

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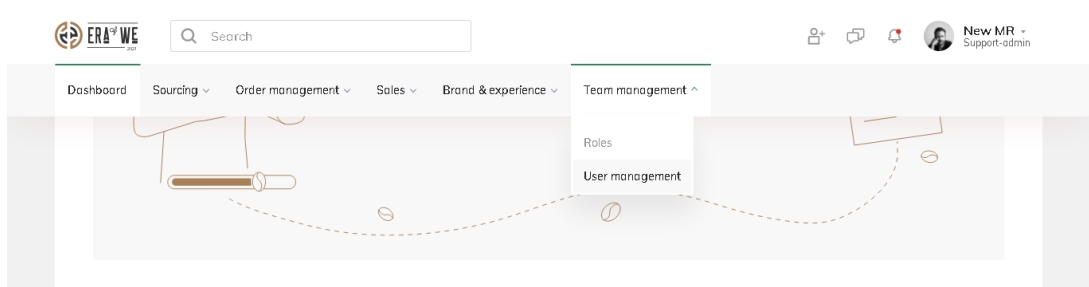
Step 2: On the user management page, you'll see a list of existing users with their details including activity status, roles and last login. Click on the **'Vertical ellipsis'** button for the user you want to manage/edit.

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

Step 4: Click on the **'Remove role'** for whichever role you want to delete from a user account.
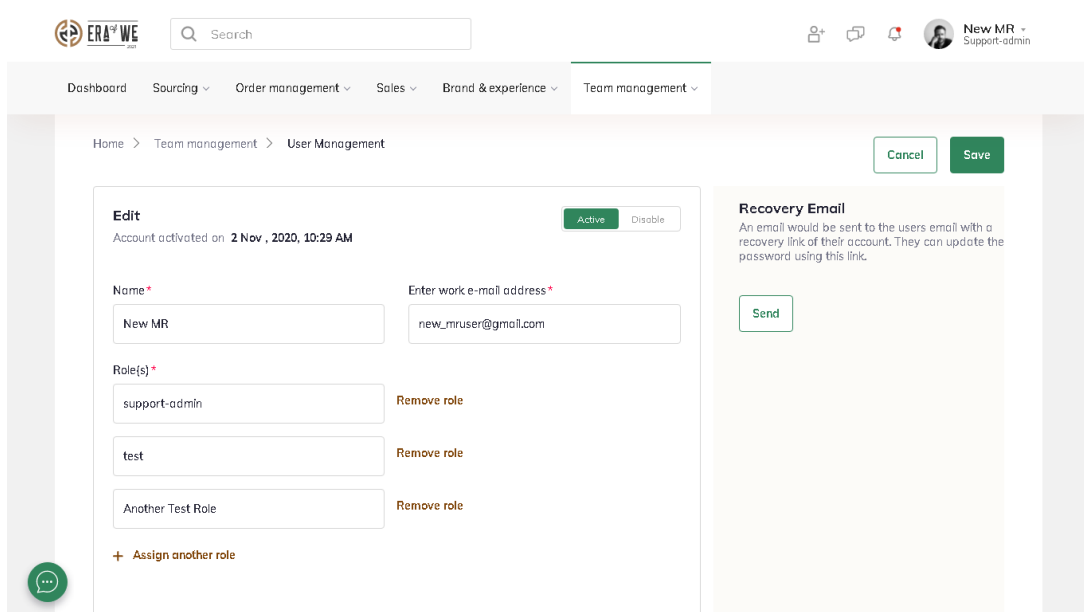
Step 5: Click on the **'Save'** button to save your changes.
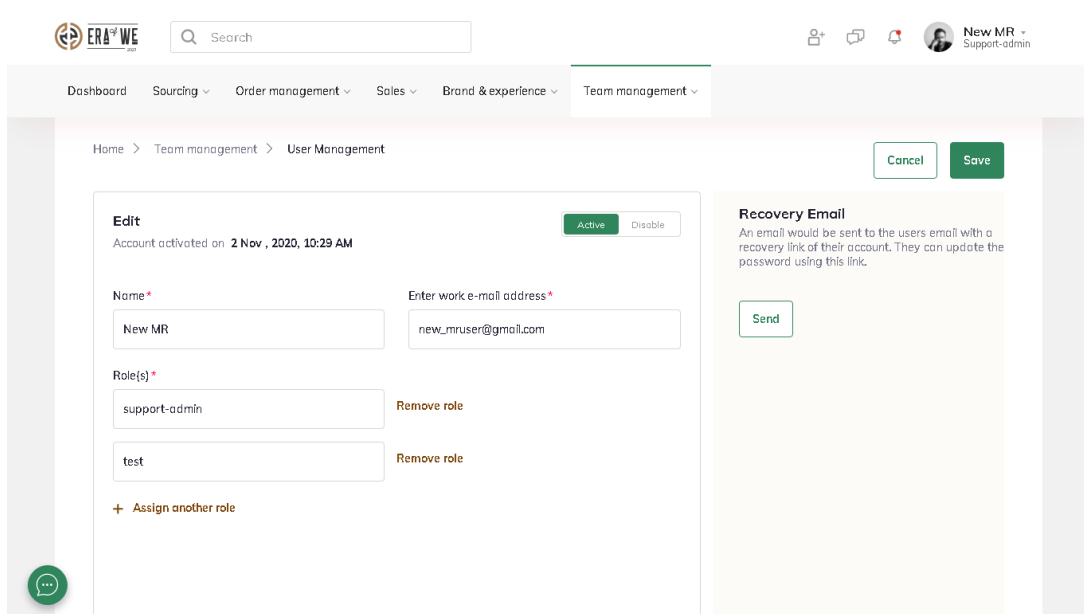
Thus, you can remove a role from a user as a micro-roaster.

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."