

FAQ > Micro-Roaster > Team management > How can I Remove a Role From a User?

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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Dash	aboard Sourcing - Orde	r management - Sal	es ~ Brand & experience ~	Team management ~		
	Home > Team management	> User management			Q Search by	name, role
	User management					
	Status V Role X				Add r	ew member(s)
	Name	Last login	Email	Status	Edit	Actions
	New MR	09/07/2021 10:12 AM	new_mruser@gmail.com	Active	Send recovery email	:
	Dinesh Sastha		dinesh.sastha@mr.com	Active	Make Admin role, +2	:
	dhsgfhsd		dans ty@gmail.co m	Active	support-admin, Test assign role	:
	sdss		sdf@gmail.com	Active	support-admin, Test assign role	:
\bigcirc	gdsfhgk		hsdghf@gmail.com	Active	support-admin, Test Group Role, +2	:

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

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	Home > Team management	> User management			Q Search by	name, role
	User management					
	Status 🗸 Role 🗙				Add	new member(s)
	Name	Last login	Email	Status	Edit	Actions
	New MR	09/07/2021 10:12 AM	new_mruser@gmail.com	Active	Send recovery email	:
	Dinesh Sastha		dinesh.sastha@mr.com	 Active 	Make Admin role, +2	-
	dhsgfhsd		dansty@gmail.com	Active	support-admin, Test assign role	•
	sdss		sdf@gmail.com	Active	support-admin, Test assign role	•
\bigcirc	gdsfhgk		hsdghf@gmail.com	Active	support-admin, Test Group Role, +2	*

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

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Dashb	ooard Sourcing - Order management -	Sales v Brand & experience v Team management v		
ŀ	lome > Team management > User Managemen	nt	Cancel	
	Edit Account activated on 2 Nov , 2020, 10:29 AM	Active Disable	Recovery Email An email would be sent to the users email with a recovery link of their account. They can update the password using this link.	
	Name*	Enter work e-mail address*		
	New MR	new_mruser@gmail.com	Send	
	Role{s)*			
	support-admin	Remove role		
	test	Remove role		
	Another Test Role	Remove role		
\bigcirc	+ Assign another role			

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

Dashboord Sourcing ~ Order management	ent -> Sales -> Brand & experience -> Team management			
Home > Team management > User M	anagement	Cancel Save		
Edit Account activated on 2 Nov , 2020, 10:2	9 AM	Recovery Email An email would be sent to the users email with a recovery link of their account. They can update the password using this link.		
Name*	Enter work e-mail address*	Send		
Role(s) *	new_mruser@gmail.com			
support-admin	Remove role			
test	Remove role			
+ Assign another role				

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."