

FAQ > Micro-Roaster > Team management > How do I Delete an Existing Role?

How do I Delete an Existing Role? 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 and keep track of them. In this documentation, you will understand how to delete an existing role.

## **STEP BY STEP GUIDE**

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



Step 2: Click on the 'Vertical ellipsis' option for the role that you want to delete.

Home > Team management > Ma	nage roles	Create new role
Manage roles		
Number of Members	Roles	Actions
6	support-admin	:
3	test	:
0	hell	:
3	Test Group Role	:
3	Test assign role	:
4	Another Test Role	:
0	Sales & marketing	:

Step 3: Click on the 'Delete role' option.

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Dashboard	Sourcing - Order management -	Sales ${\scriptstyle \lor}$ $\qquad$ Brand & experience ${\scriptstyle \lor}$	Team management $\sim$		
Home	> Team management > Manage roles				
					Create new role
Mana	age roles				
N	umber of Members	Roles		Add Members	Actions
6		support-admin		View Members Edit Rename Duplicate Role Manage permissions for the role Delete Role	
		support dumin			:
3		test			:
0		heil			:
3		Test Group Role			•
					:
3		Test assign role			:
4		Another Test Role			:

**Step 4:** Once you click on the delete role button, a confirmation dialog[Ka1] will appear on the screen. Click on the **'Delete'** button to delete the role.

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Do	ashboard Sourcing - Order management -	SalesBrand & experienceTeam management	
	Home > Team management > Manage roles		
	Manage roles		
	Number of Members	Ē	Actions
		Oh noh :(	
		You sure you really want to delete this?	
		Cancel Delete	
		Test ussign fuic	
	4		
		Sales & marketing	

Thus, you can delete a role as a micro-roaster. **Related articles:** 1. <u>How do I Create a New Role?</u>

2. How can I Remove a Role From a User?

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