

7. How to Delete a Role

When a role is no longer needed—perhaps because you’ve reorganized teams or replaced it with a more accurate permission set—you can permanently remove it from your system. **Deleting a role** is irreversible, so it’s important to ensure that no active employees rely on it before you proceed.

Warning: You cannot restore deleted roles.

Step-by-Step Guide

1. Verify Role Assignment

Before attempting deletion, confirm that the role isn’t currently assigned to any users. If it is, you’ll need to reassign those employees to another appropriate role first—otherwise, the system will prevent deletion.

2. Locate the Role

In the **Roles** list, scroll (or use the search bar) to find the role you want to delete.

3. Click the Delete Icon

In that role’s **Actions** column, click the **trash-can** icon. This immediately triggers a confirmation prompt.

4. Confirm Deletion

A small pop-up asks, “Are you sure?”

Click **Delete** to permanently remove the role, or **Cancel** to abort the operation.

Note: You cannot delete a role if it is assigned to anyone.

Deleting unused or outdated roles helps keep your permission structure clean and reduces administrative overhead. By following the steps above—and ensuring no employees remain tied to the role—you can safely remove roles you no longer need, keeping your security model lean and accurate.

Revision #9

Created 4 September 2024 10:15:01

Updated 13 September 2025 13:37:51