



## Edit or Delete a Role





If a user is in multiple roles and the permissions are in conflict, the role with the higher level of permissions will take precedence.

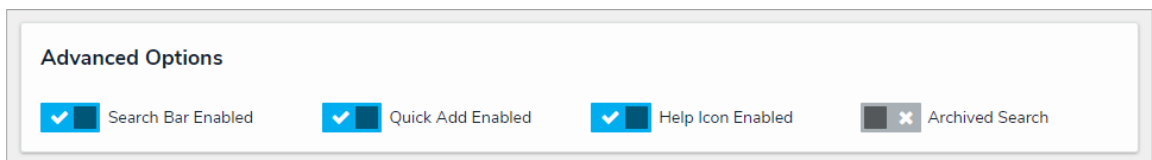
### To edit or delete a role:

1. Click the  icon in the top bar > **Roles** in the **People** section.
2. Enter the name of the role in the text field to search for it or click the role you want to edit.
3. To add more object types to the role, select the object types from the dropdown menu in the **Object Types** section, then edit the permissions.
4. To edit an existing object type's [permissions](#), click the object type under **Object Types**, make your changes as needed, then click **Done** to return to the **Edit Role** page.
5. To add more users or groups to the role, select them from the dropdown menus under **Users** and **Groups**.
6. To delete an object type, user, or user group from the role, click the  icon next to the object type, user, or user group you want to delete, then click **Yes** to confirm.



Roles determine a user's eligibility to access objects only. Removing a user from a role with explicit permissions after they've been granted direct access to an object does **not** automatically revoke their access to that object. Another user with the appropriate permissions must revoke access by removing the user from the role field on the object's form.

7. **Optional:** In the [Advanced Options](#) section, click the  or  icons to enable or disable the following options for users within the role:
  - **Search Bar Enabled:** Shows or hides the [Search](#) field from the top bar.
  - **Quick Add Enabled:** Shows or hides the [Quick Add](#) feature from the top bar.
  - **Help Icon Enabled:** Shows or hides the link to the Resolver Knowledge Base from the top bar.
  - **Archived Search:** Shows or hides the option to include [archived data](#) in the search results when using the **Search** function.



*The Advanced Options section.*

8. To delete the role, click the  icon, then click **Yes** to confirm.