

Edit Member Roles

From the **Member List** in the Shared Vault, click the **More** button beside the Member in question.

A Context Menu displays.

Click the **Member Role** link.

The screenshot shows the 'Members' page in a vault interface. The page has a navigation bar with 'Vaults', 'Send', 'Tools', 'Reports', and 'Shared vaults'. Below the navigation bar, there is a 'MyShared Shared vault' header and tabs for 'Vault', 'Members', 'Reports', and 'Settings'. The 'Members' tab is active. Below the tabs, there is a 'Members' section with a search bar and a '+ Invite member' button. The search bar contains 'Search members'. Below the search bar, there are four tabs: 'All 2', 'Invited', 'Needs confirmation', and 'Revoked'. The 'All 2' tab is selected. Below the tabs, there is a table with columns: 'Name', 'Collections', 'Role', and 'Policies'. The table has two rows of members. The first row is for 'Bdemo' with role 'User'. The second row is for 'DE' with role 'Owner'. A context menu is open for the 'Bdemo' member, with the 'Member role' option highlighted in a red box. The context menu also includes 'Collections', 'Revoke access', and 'Remove'.

<input type="checkbox"/> All	Name	Collections	Role	Policies	
<input type="checkbox"/>	Bdemo		User		
<input type="checkbox"/>	DE	All	Owner		

The **Edit Member** screen displays with the **Role Tab** open.

Change the member role using the **Member Role** radio buttons.

Role

Collections

Member role

- User**
Access and add items to assigned collections
- Manager**
Create, delete, and manage access in assigned collections
- Admin**
Manage shared vault access, all collections, members, reporting, and security settings
- Owner**
Manage all aspects of your shared vault, including billing and subscriptions

Save

Cancel

Revoke access



Click **Save** to save changes.

Alternatively, click **Cancel** to cancel the operation.

Revision #7

Created 23 November 2023 13:43:59 by WALLIX Admin

Updated 23 February 2024 10:07:15 by WALLIX Admin