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

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

EDIT MEMBER Bdemo ✕

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.

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