

Revoke Access to Shared Vault

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

A Context Menu displays.

Click the **Revoke Access** link.

The screenshot shows the 'Members' page of a shared vault. The top navigation bar includes 'Vaults', 'Send', 'Tools', 'Reports', and 'Shared vaults'. The vault name is 'MyShared Shared vault'. The 'Members' tab is selected. The page displays a list of members with the following columns: Name, Collections, Role, and Policies. A context menu is open for the member 'Bdemo', with the 'Revoke access' option highlighted in red.

<input type="checkbox"/> All	Name	Collections	Role	Policies	
<input type="checkbox"/>	BD Bdemo		User		<ul style="list-style-type: none">Member roleCollectionsRevoke accessRemove
<input type="checkbox"/>	DE	All	Owner		

A Revoke Access **Confirmation** screen displays.



Revoke access

When a member is revoked, they no longer have access to shared vault data. To quickly restore member access, go to the Revoked tab.

Revoke access

Cancel

Click **Revoke Access** to Revoke Access. The Member will be displayed in the **Revoked Tab** of the **Member List**.

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

Vaults Send Tools Reports Shared vaults

MY MyShared Shared vault

Vault Members Reports Settings

Members

All 1 Invited Needs confirmation Revoked 1 Search members + Invite member

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

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