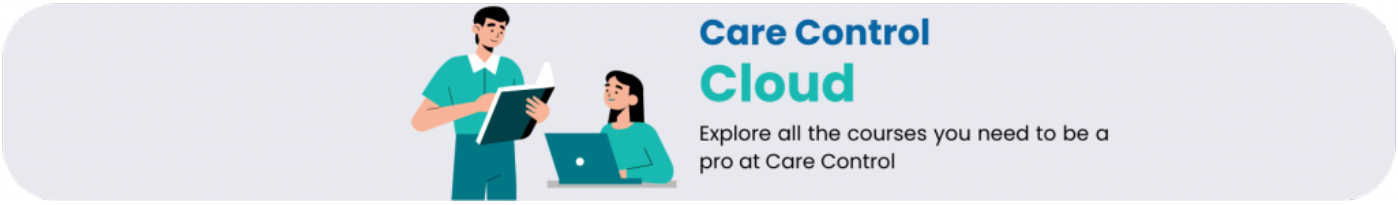
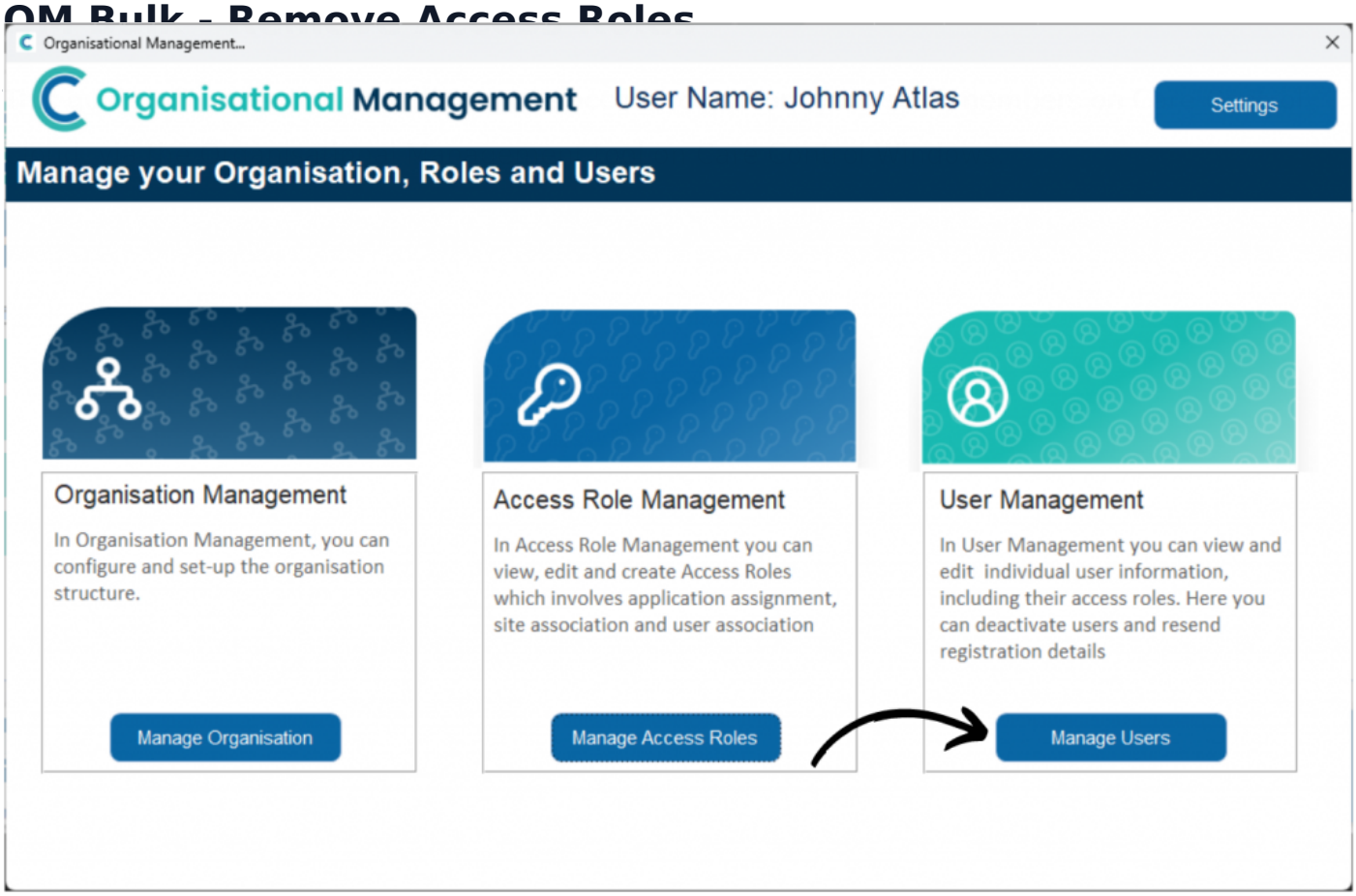
# OM Bulk – Remove Access Roles

Windows Org Man Archive · https://cclearninghub.co.uk/docs/om-bulk-remove-access-roles/

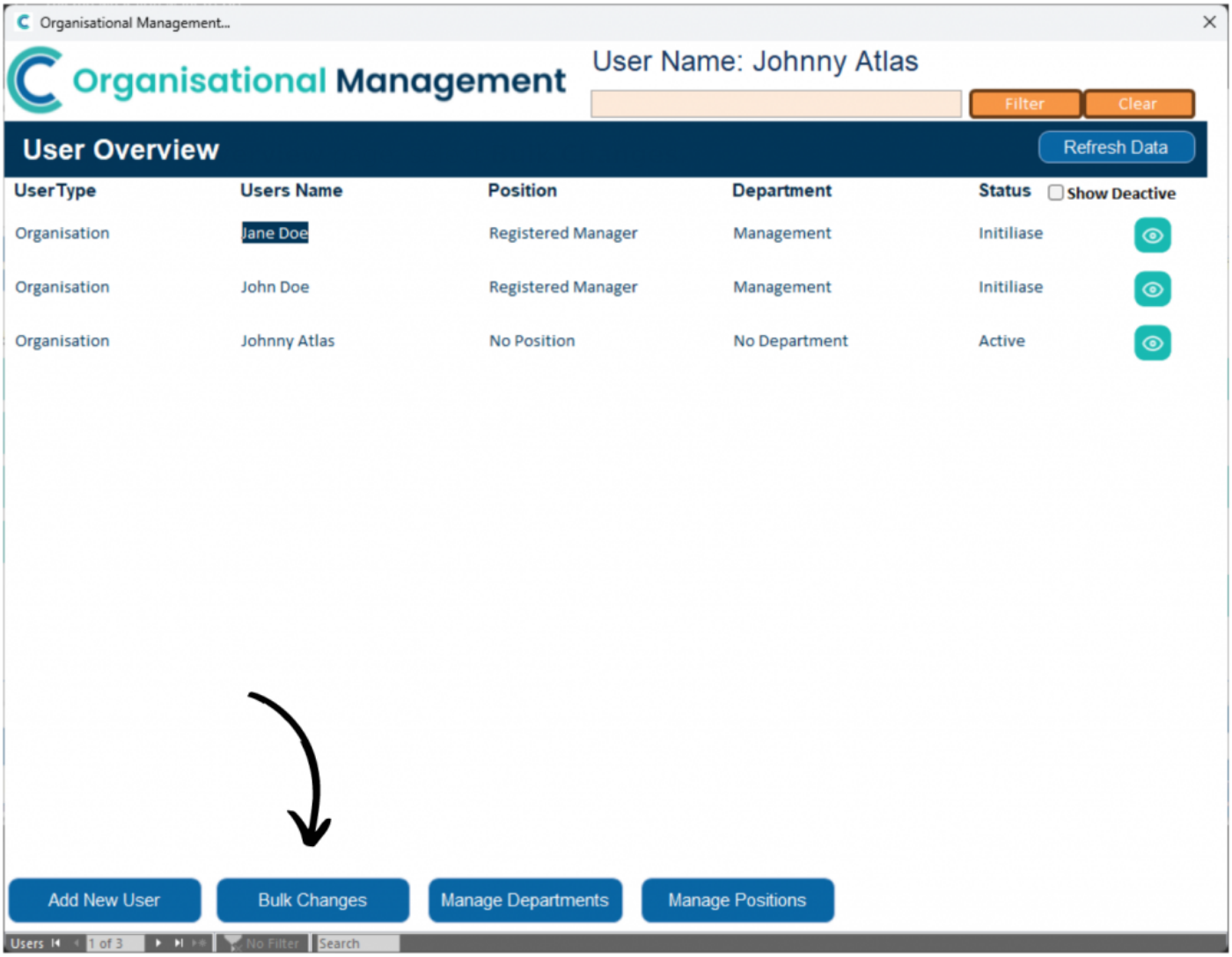


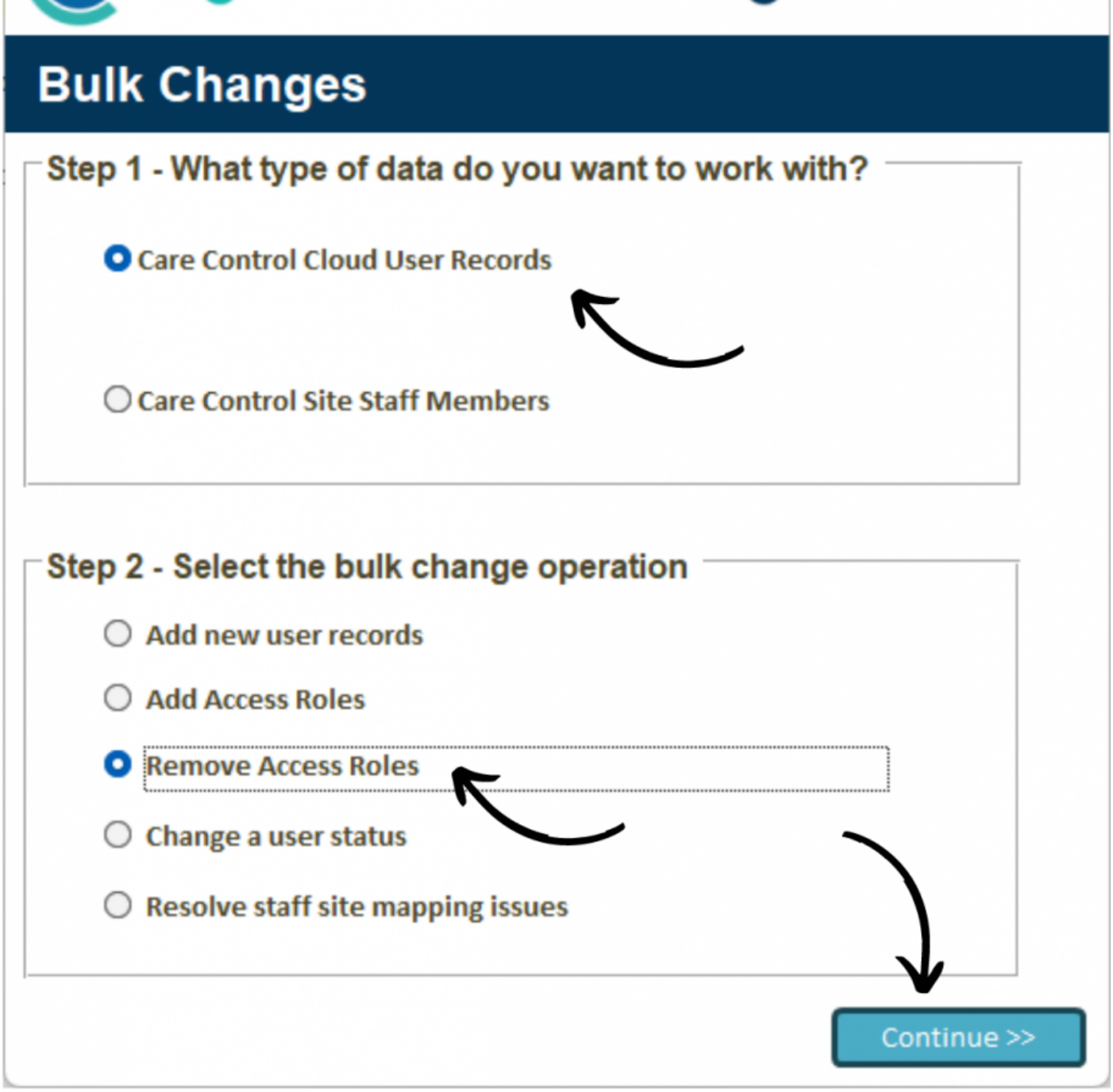

## OM Bulk - Remove Access Roles




## 1

Within the **Organisational Management** tool on Care Control Windows, open the **Manage Users** module.


Organisational Management...
Organisational Management
User Name: Johnny Atlas
Filter
Clear
User Overview
Refresh Data
UserType
Users Name
Position
Department
Status
Show Deactive
Organisation
Jane Doe
Registered Manager
Management
Initiliase
Organisation
John Doe
Registered Manager
Management
Initiliase
Organisation
Johnny Atlas
No Position
No Department
Active
Add New User
Bulk Changes
Manage Departments
Manage Positions
Users
1 of 3
No Filter
Search




## 3

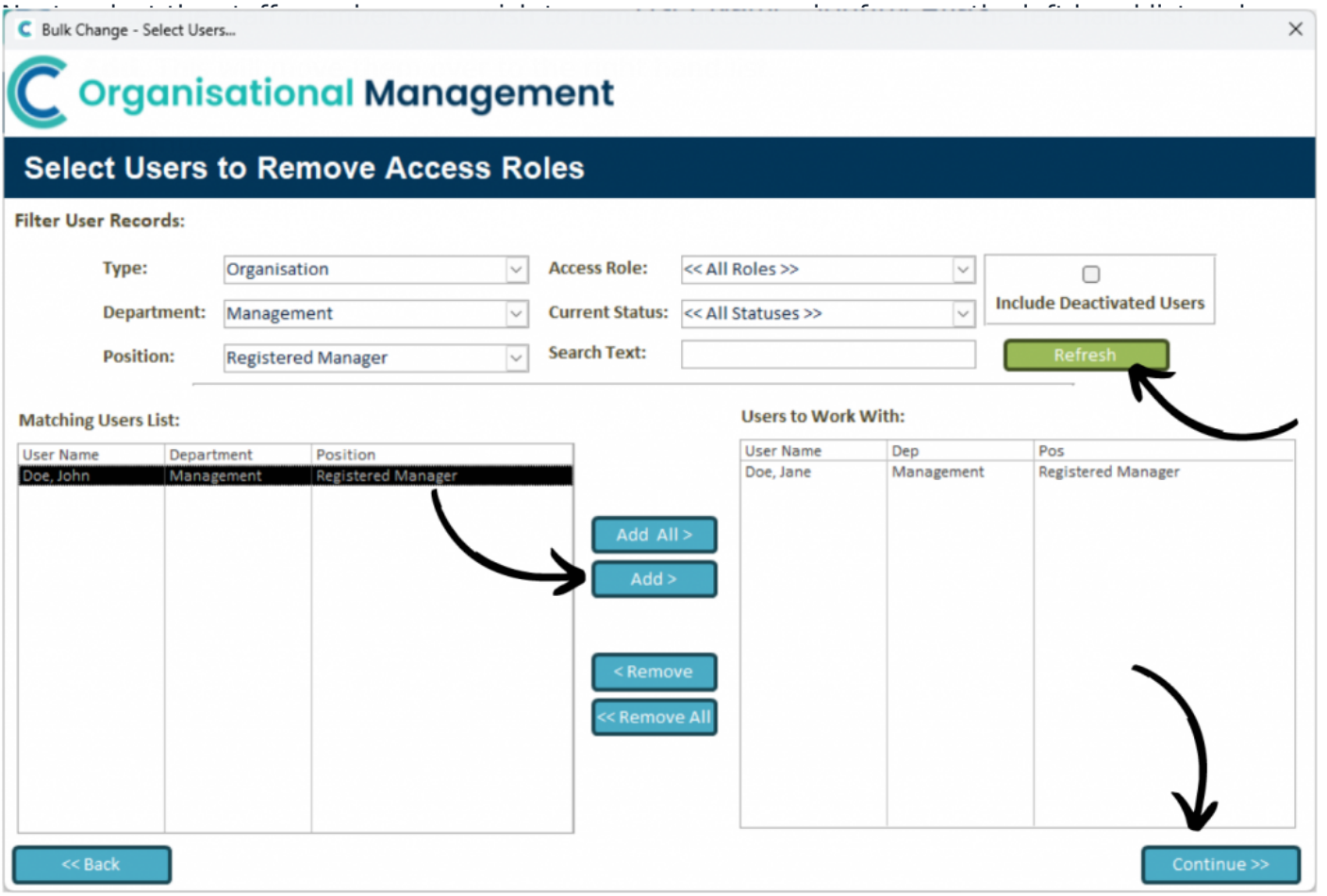
The bulk changes configuration window will open. Select **Care Control Cloud User Records**, then, **Remove Access Roles**.

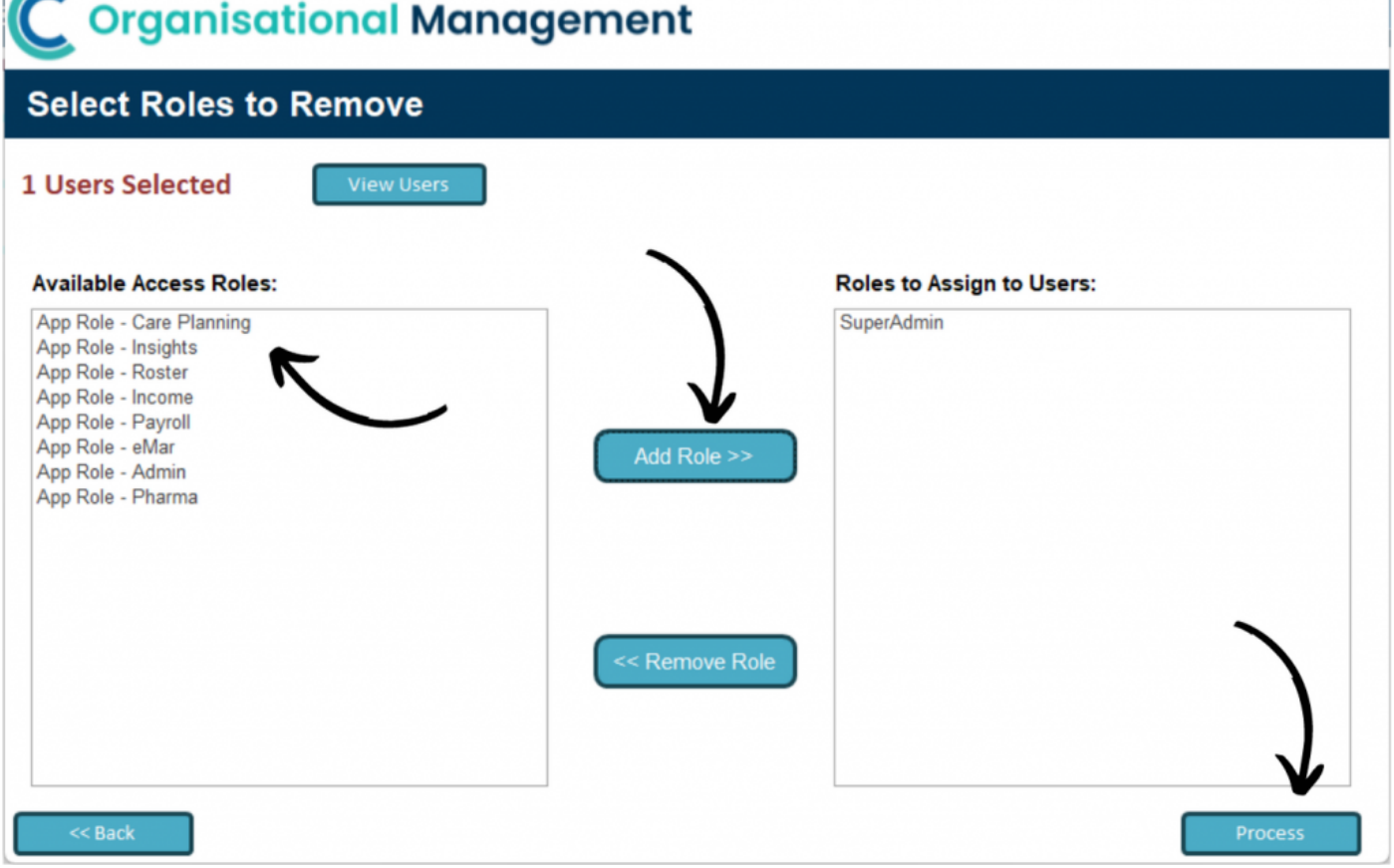
Press **Continue**.

## 4

The top of the window contains options to filter the list of staff members on the left hand side.

Press **Refresh** after adding any filters.





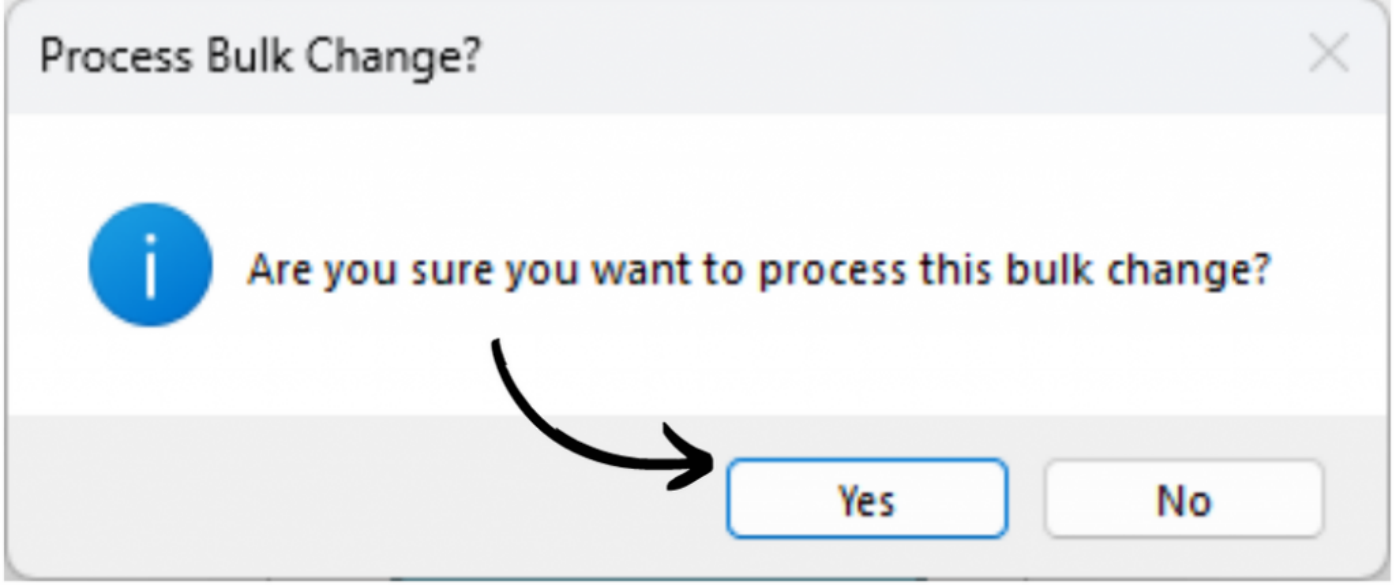

## 5

Next, select the access roles you wish to remove and press **Add Role** to move them into the removal list on the right hand side.

After doing so, press **Process**.

## 6

Press **Yes** to confirm the changes.


Process Bulk Change?
Are you sure you want to process this bulk change?
Yes
No