**Removing Role from an entire Dealership**

When a role needs to be removed from a dealership it needs to be removed from the AutoRoles section of the dealership AND each individual user.

1. AutoRoles – remove (uncheck) the role from the AutoRoles section (note to do this in each instance of the dealership. Idnc, idncservice etc..)
   1. This stops any new user who logs in from being assigned the role.
   2. But it **does not remove the role from users that already had it assigned**.
2. For the users:
   1. If there are only a few users in the dealership, then go into each user’s profile and manually remove the role in question.
   2. For more that a few users: go to the Dealership Role Removal Report: <https://start.sharpamericas.com/Default.aspx?tabid=205>
   3. Choose role and enter dealerNumber
   4. This will generate a script that can be run on db to remove the role from all users in dealership.
   5. Fwd results to MsgTech to be run.

Graphical user interface, text, application, email

Description automatically generated

Graphical user interface, application, table

Description automatically generated