

## **Remove Company Roles**

- 1. From within Alden ONE, click the **Menu**.
- 2. Click View Admin Page.
- 3. Click the **Role Management** tab.
- 4. Find the role you wish to remove from a Company and click the **Share Role with Companies** icon.
- 5. Find the company listed and click the **Remove** button by their name.
- 6. Click **Apply**.