

Your roles

Seeing all your Roles or Positions in all groups

Click on **My Roles** in the grey menu at the top of the **GROUPS** tab to see a list of all the roles you hold. There is a History option to show you all the changes to your role holding.

Viewing your individual roles or positions

Select your role from the list.

The screenshot shows a web application interface with a green header bar. On the left, there's a logo for 'THE HUB' and a navigation menu with 'SERVICES' and 'GROUPS' (which is active). On the right, the user's name 'NIKKI LOCKE' is displayed with a dropdown arrow. Below the header, there's a grey navigation bar with tabs: 'MY GROUPS', 'MY CONTACTS', 'MY ROLES' (active), 'MY FORMS', and 'INVITE REBELS'. A circular menu icon is on the far right. The main content area has a title 'ROLE - SHREWSBURY - FORM VIEWER' and three links: 'Back', 'Step back from this role', and 'History'. The role details are listed below: 'Name' (Form Viewer), 'Based On' (Core Role with a help icon), 'Private' (with a help icon), 'Requires Group Permission' (None, with a help icon), 'Role Holder represents this group in Group' (Linked Role), 'Destination' (with a help icon), 'Purpose' (with a help icon), 'Accountabilities' (with a help icon), 'Domains' (with a help icon), and 'Approved' (with a help icon). At the bottom, there's a table with columns 'Login', 'Private' (with a help icon), 'Took On', and 'Until'. The first row shows 'Nikki Locke' and '26 June 2023'. At the very bottom, there's a dark grey bar with two buttons: 'Back' and 'Step back from this role'.

THE HUB SERVICES **GROUPS** NIKKI LOCKE ▾

MY GROUPS MY CONTACTS **MY ROLES** MY FORMS INVITE REBELS ⋮

[Back](#) [Step back from this role](#) [History](#)

ROLE - SHREWSBURY - FORM VIEWER

Name
Form Viewer

Based On
Core Role ?

Private ?

Requires Group Permission ?
None

Role Holder represents this group in Group
Linked Role

Destination ?

Purpose ?

Accountabilities ?

Domains ? **Approved** ?

Login	Private ?	Took On	Until
Nikki Locke		26 June 2023	

[Back](#) [Step back from this role](#)

If you want to step back from the role, press "Step back from this role". If you want to step back from lots of roles in one go, see below.

You cannot add yourself to roles or positions – only your Group Admins can add people.

Your group can ask your Group Admin to create new roles/positions, or edit the mandates of existing ones.

Leaving a group

If you want to leave a group, click **Leave Hub Group** when looking at a group in the **GROUPS** tab.

SERVICES

GROUPS

NIKKI LOCKE ▾

MY GROUPS
MY CONTACTS
MY ROLES
MY FORMS
INVITE REBELS
⋮

Back

Midlands

SHREWSBURY

Local Group

Admin

Edit My RolesLeave Hub Group

More Info/Contact ▾

Mandate ▾

Roles ▾

Services ▾

Members ▾

History ▾

Forms ▾

XR Organism

Shrewsbury

Group AdForm Vie

Click a circle to open it, or here to go up

SearchFilterTree View



Back

This will remove you from the Hub Group and from all the private areas belonging to that Hub Group. It will not remove you from public Mattermost channels and forums, but you can do this yourself in Mattermost and Forums respectively, if you wish.

Seeing your roles in a particular group

If you have one or more roles in a group, you can see them by clicking on **Edit My Roles** when looking at a group in the **GROUPS** tab. (See screenshot above).

This shows all your roles in the group:

 SERVICES GROUPS  NIKKI LOCKE ▾

[Back](#) [Save](#) [Contact Info](#) [All Roles](#)

NIKKILOCKE:NIKKI LOCKE - SHREWSBURY

Hub Group
Shrewsbury

Login
nikkilocke


User Name
Nikki Locke

Email
nikkilocke@protonmail.com

Access Level
Group Admin

Mattermost Login
[nikkilocke](#)

Group Permission ?
None

Role	Only show role to members of Shrewsbury ?	Took On	Until
Form Viewer <input type="checkbox"/>		26 June 2023	

[Back](#) [Save](#)

Private against a role means that only members of that group can see that you hold that role. This is useful if it is a spicy role you don't want everyone to know about. You can change this (remember to click Save to save the change).

If you click the little red x  against a role, then click Save, you will be removed from the role.

Stepping back from roles

Click on **My Roles** in the grey menu at the top of the **GROUPS** tab to see a list of all the roles you hold. Then click on **Step Back From Roles**.

[Back](#)
[Save](#)

STEP BACK - ELIJAH.CLARK:ELIJAH CLARK

Login

elijah.clark

Email

elijah.clark@example.com

Name

Elijah Clark

Replacement User

▼

Remove From Role

☐

Remove Group Permissions

☐

Remove From Hub Group

☐

Hub Group	Role	Group Permission	Took On	Until	Step Back	Comment
Digital Discussions Applications Team	Group Admin	Group Admin			<input checked="" type="checkbox"/>	
Digital Discussions Applications Team	Hub Coder	Group Admin			<input checked="" type="checkbox"/>	
Digital Discussions Applications Team	UK Working Group Support	Group Admin	20 October 2021		<input checked="" type="checkbox"/>	

[Back](#)
[Save](#)

This shows all your roles, all with **Step Back** ticked, and gives you the following options:

- Assign another user to the ticked roles
- Remove yourself from the ticked roles
- Leave the groups the ticked roles are in.

Bear in mind the following:

1. Make sure only those roles you are stepping back from are ticked – untick the ones you want to remain in.
2. If someone else has agreed to take on these roles, select that person from the drop-down list in **Replacement User**.
3. If you want to remain in the role for a while (e.g. to train your replacement), leave **Remove from Role** unticked. But if you want to step back straight away, tick it.
4. If you have Inviter or Group Admin permission in any of these groups, tick **Remove Group Permissions** to remove those permissions.
5. If you are stepping back from the groups altogether, tick **Remove From Hub Group**.

Then click **Save**.