

Change what someone can do

Updated 14 October 2026 · unforged.ai/help/organisation/change-what-someone-can-do

What someone can do in Unforged comes from their role. When their job changes, you can give them a different role in a few clicks.

Before you start

You need to be an Owner or an Admin to change roles.

1 Open your team

From **All products**, open **Organisation** and then **Team**.

2 Pick the new role

Find the person in the list and choose a new role from the list in their row. A window opens showing their current role and what the new one lets them do.

3 Confirm the change

Select **Change role**. If they are already working in Unforged, the change reaches them within a minute.

The roles

An Owner can do everything, including billing. An Admin can do everything except billing, which covers inviting and removing people, keys and settings. A Member can run signature checks and add reference signatures. A Viewer can see checks and results but can't change anything. An Auditor can read the audit log as well. The Billing role looks after the plan and invoices, and a Desk user works only in Desk.

The full list of permissions for each role is at the bottom of the **Team** page, under **Roles and permissions**. Select someone's name to see their profile and exactly what their role lets them do.

If something goes wrong

A role is greyed out.

You can only give a role whose permissions you have yourself, and only an Owner can make someone else an Owner. Ask an Owner to make the change.

You can't change someone's role because they are the only Owner.

An organisation always needs at least one Owner. Make someone else an Owner first, then change the original role.

You can't change your own role.

Nobody can change their own role. Ask another Owner or Admin to do it for you.