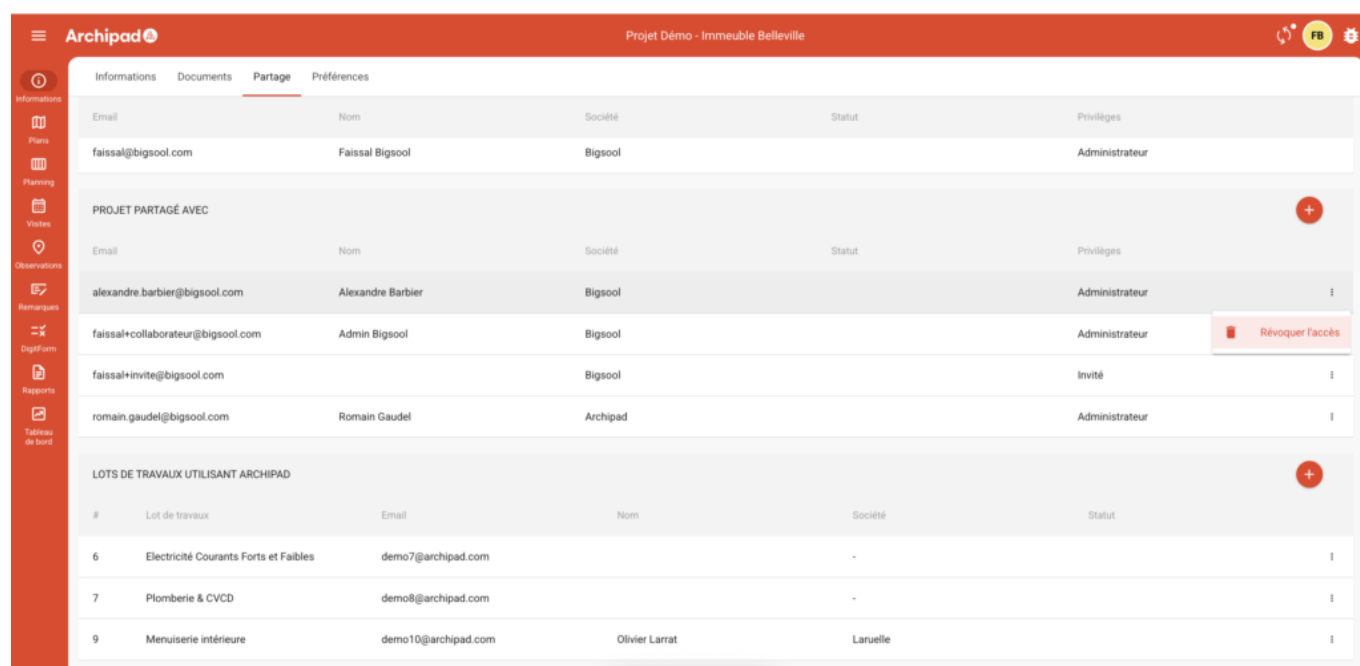


Modify a team member's access level

Posted on July 27, 2026 by Smaheine

If a team member's responsibilities change, you can assign them a new access level. To do this, you must first revoke their access to the project, then invite them again with the desired access level.

Available on Archipad Web only.



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7	Plomberie & CVCD	demo8@archipad.com		-	
9	Menuiserie intérieure	demo10@archipad.com	Olivier Larrat	Laruelle	

Steps

1. Open the project, then go to **Information > Sharing**.
2. In the **Project shared with** section, select the team member in question, then click **Revoke access**.
3. Click the **+** button and enter their email address again.
4. Select the new **access level**, then click **Invite**.

The team member will receive a new invitation with the access level assigned to

them.

Note

It is not possible to modify a team member's access level directly. You must revoke their access before inviting them again.