

Knowledge base > Administration > Roles > Adding or removing administrator

Adding or removing administrator Ester Andersson - 2024-02-16 - Roles

Administrators are users who have access to setting up projects, inviting/removing participants, building courses and managing communications, etc. Administrators have full access to all project data and details within the client portal in Learnifier.

Note

- Adding administrators
- <u>Removing administrators</u>

Adding administrators

Alternative 1 (if the administrator is not already a user):

- 1. Go to "Dashboard" in the main menu.
- 2. Go to "Invite an administrator" and click "Invite administrator".
- 3. Enter the user's information and click "Save user details".
- 4. Click "Send email".

Learnifier Dashboard Projects Users • Library • Reports Automations Settings •	Gâ till 👻 🔍 🌲 🎭 🕼 Demo 👻
New Project Get started with a new project by following the simple step-by-step instructions.	
Add Project	
Favorite Projects Click the star next to a project to add it as a favorite.	
View All Projects	
Invite an administrator Invite additional administrators to manage projects from this portal.	
Invite Administrator	
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Alternative 2 (if the administrator is already a user):

- 1. Go to the user profile.
- 2. Under "Roles", click "Add role".
- 3. Choose" Administrator" and click "Assign".

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	USER Demo Ester Edit User Resend invitation Set Password Delete			
Email	ester.andersson+demo@learnifier.com	Mobile Phone	+46791008191	
Email verified	Yes	Company	Learnifier	
Language	svenska	Department	Customer Success	
Username	Not set	Country	Sweden	
API User Id	6d2d8e10-6ffe-44dc-91c1-28a64ab1a41a			
Organization	Not set			
Locked	No			
Last login	onsdag 16 augusti 2023 11:46:55 centraleuropeisk sommartid			
PARTICIPATIONS OR	G DETAILS ROLES PROJECT ROLES GROUPS NOTIFICATION SETTINGS	WARDS		
Add Role	—			
ROLE				†↓
Administrator				Delete
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Removing administrators:

- 1. Go to the "Users" tab.
- 2. Search for the person you want to remove as an administrator and click on their name.
- 3. Go into the tab "Roles" and click on "Delete" to the right of "Administrator".
- 4. Click on "OK" when a new window appears.

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	USER Demo Ester (Edit User) (Resend invitation) (Set Passwor	d Delete		
Email	ester.andersson+demo@learnifier.com	Mobile Phone	+46791008191	
Email verified	Yes	Company	Learnifier	
Language	svenska	Department	Customer Success	
Username	Not set	Country	Sweden	
API User Id	6d2d8e10-6ffe-44dc-91c1-28a64ab1a4	41a		
Organization	Not set			
Locked	No			
Last login	onsdag 16 augusti 2023 11:46:55 centrale sommartid	europeisk		
PARTICIPATIONS ORG I	DETAILS ROLES PROJECT ROLES GROUPS NOTIFIC	ATION SETTINGS AWARDS		
Administrator				Delete
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