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.

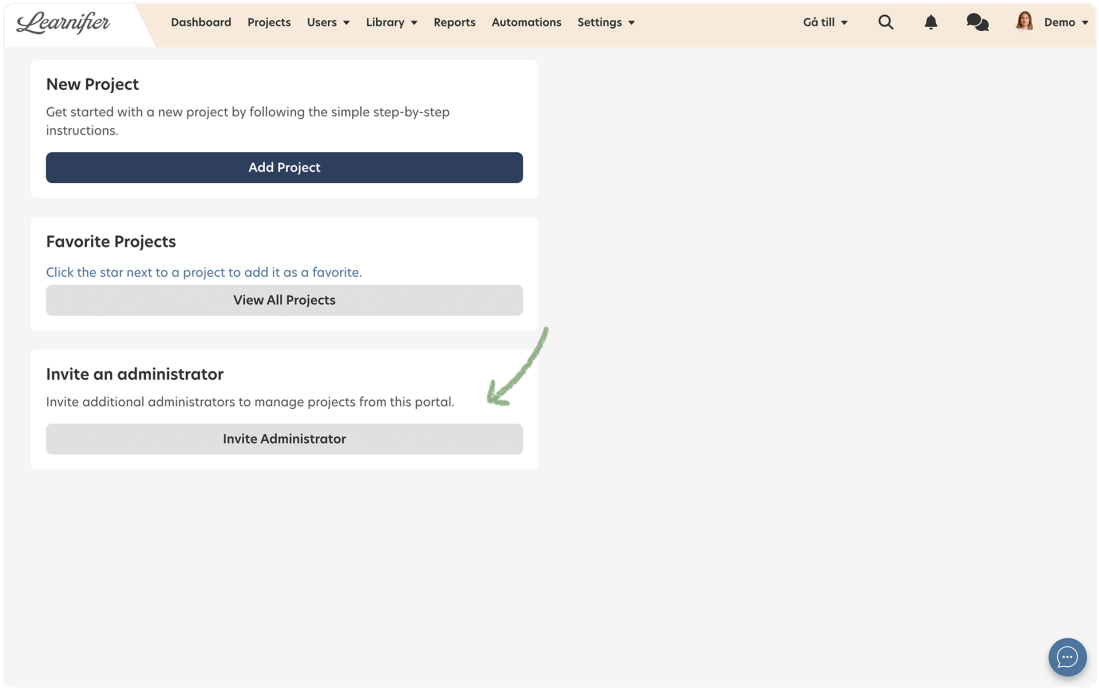
Note

- Adding administrators
- Removing administrators

Adding administrators

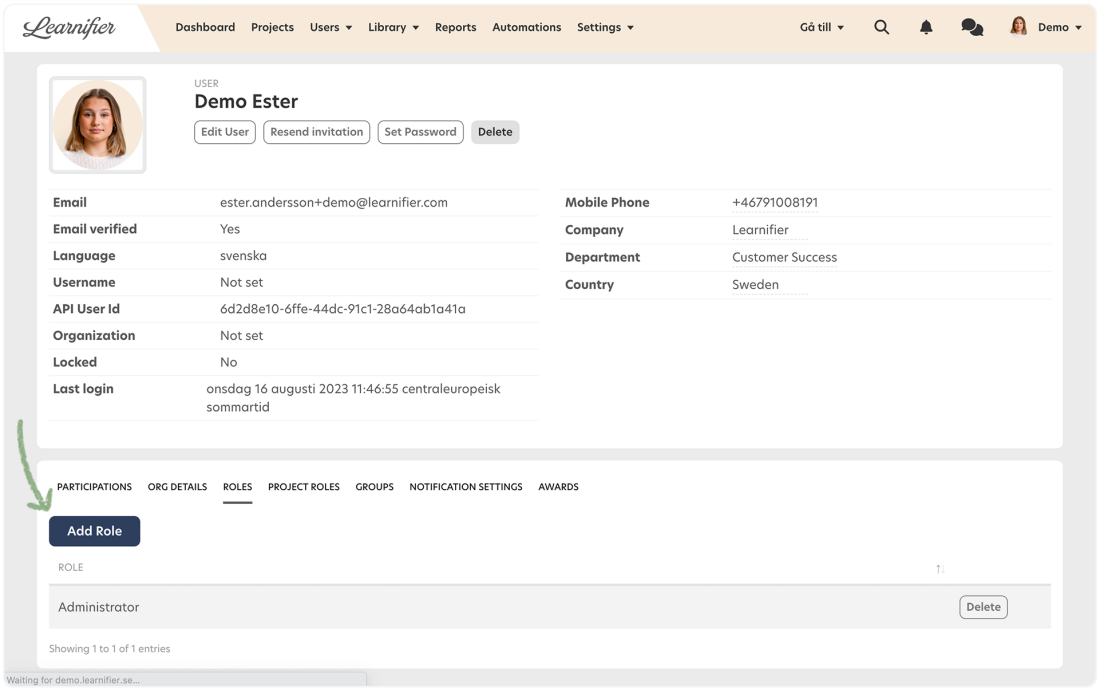
Alternative 1 (if the administrator is not already a user):

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".



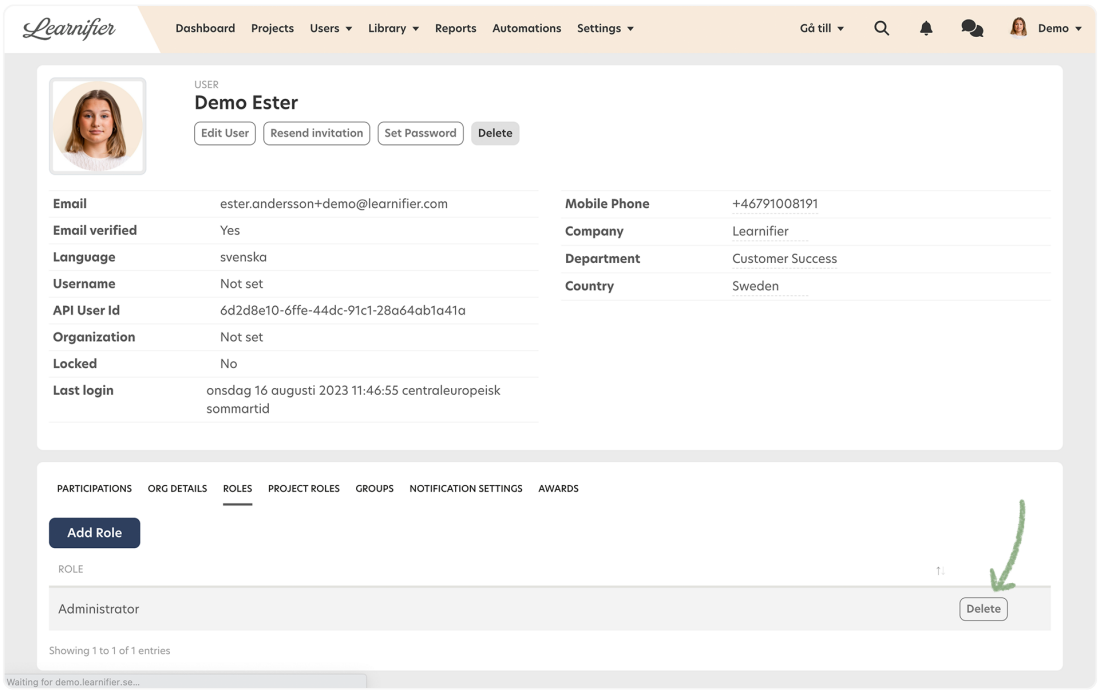
Alternative 2 (if the administrator is already a user):

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



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.


Learnifier
Dashboard
Projects
Users
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Reports
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Settings
Gå till
Demo
USER
Demo Ester
Edit User
Resend invitation
Set Password
Delete
Email
ester.andersson+demo@learnifier.com
Email verified
Yes
Language
svenska
Username
Not set
API User Id
6d2d8e10-6ffe-44dc-91c1-28a64ab1a41a
Organization
Not set
Locked
No
Last login
onsdag 16 augusti 2023 11:46:55 centraleuropeisk sommartid
Mobile Phone
+46791008191
Company
Learnifier
Department
Customer Success
Country
Sweden
PARTICIPATIONS
ORG DETAILS
ROLES
PROJECT ROLES
GROUPS
NOTIFICATION SETTINGS
AWARDS
Add Role
ROLE
Administrator
Delete
Showing 1 to 1 of 1 entries
Waiting for demo.learnifier.se...