Adding and removing users

Ester Andersson - 2024-02-16 - Roles

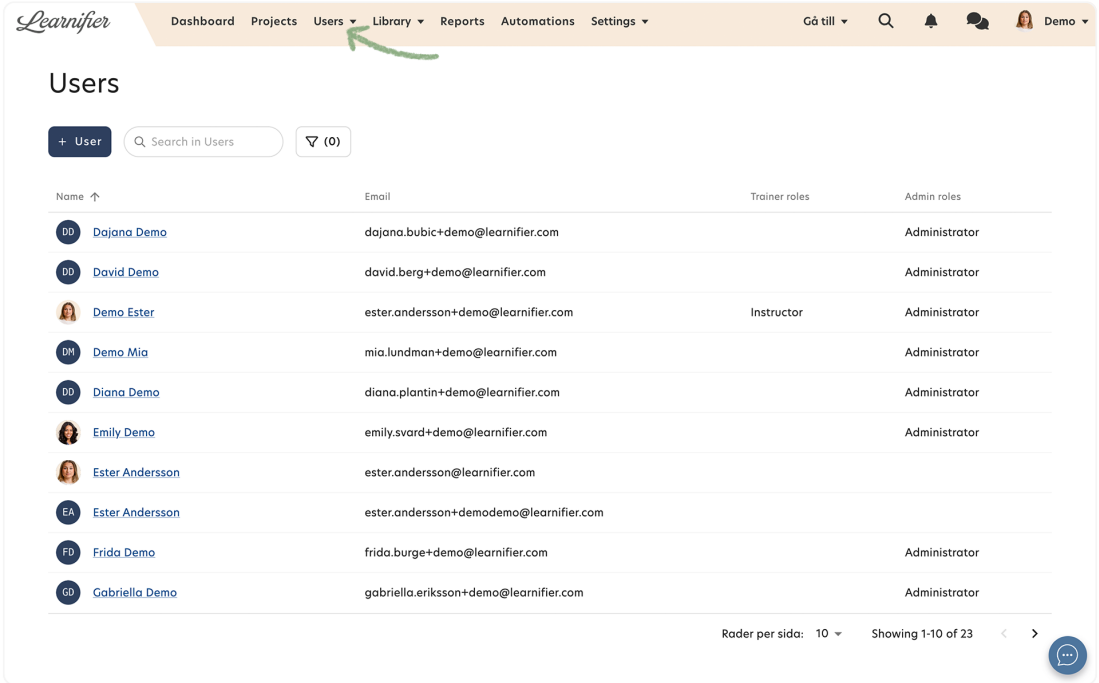
Users in Learnifier are all users regardless of what role they have. With that said, both learners, administrators, and instructors are users. However, when we talk about users, we most likely refer to learners.

Note

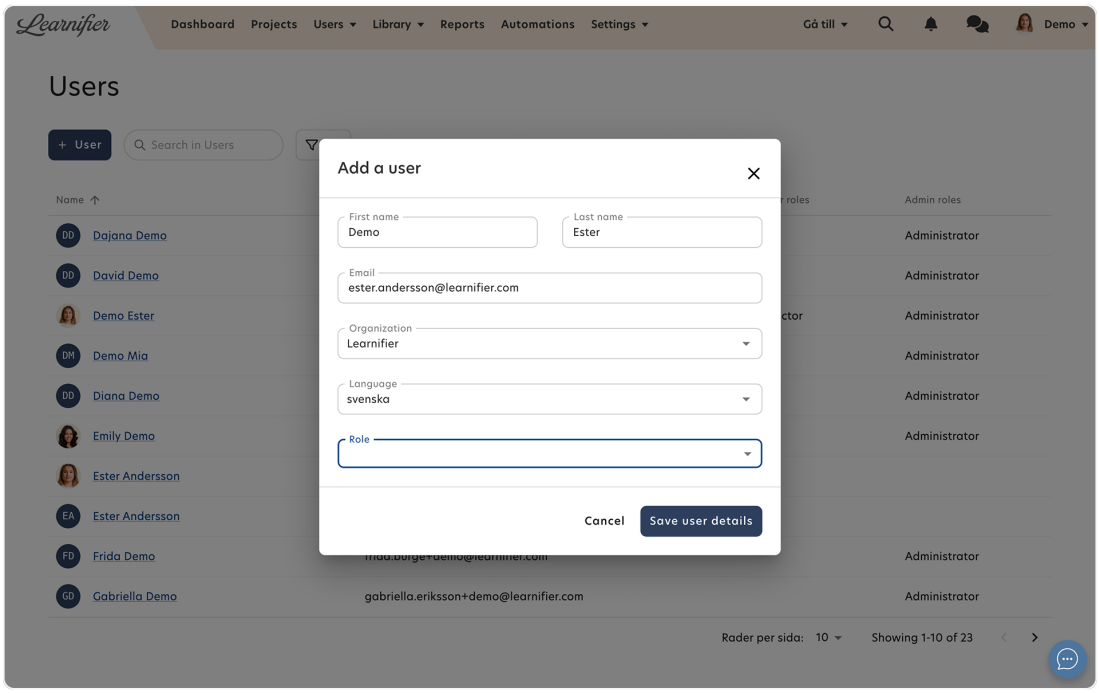
- Adding users
- Removing users

Adding users

1. Go to the “User” tab and click “Add users”



1. Enter the user’s details and choose whether or not they should have any sort of administrative role.



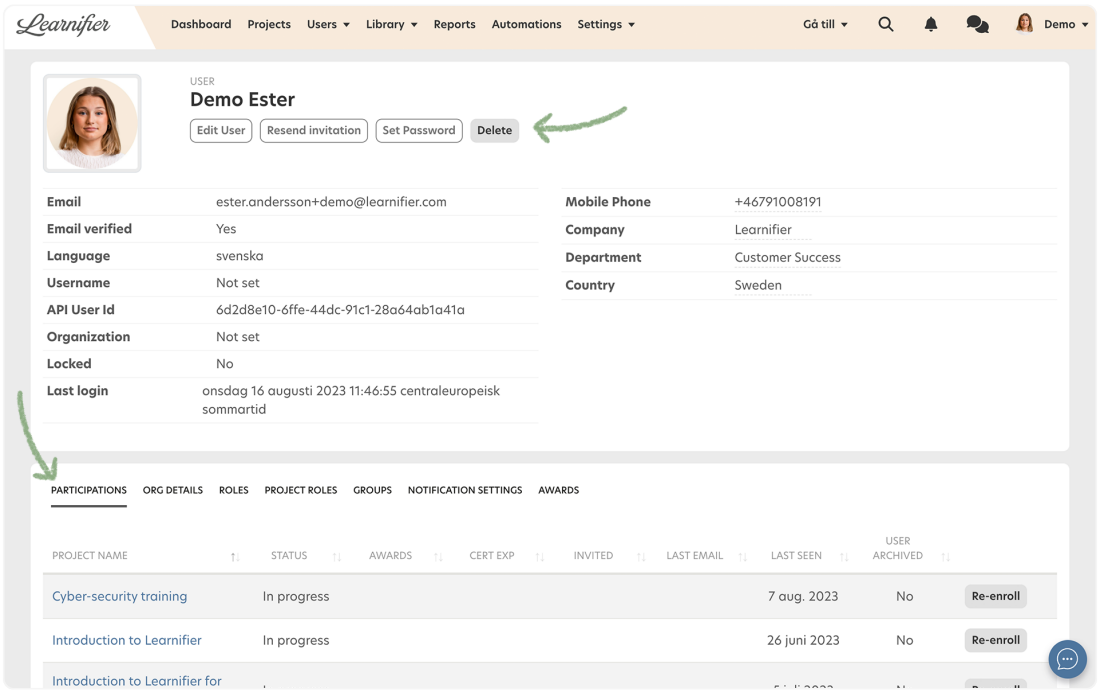
1. All done!

Removing users

1. Click on the users in the user list.

2. Under “Participations”, you can see which course the participant is invited to. In order to remove them, you must first remove them as participants from these courses first.

3. Click “Delete”


Learnifier
Dashboard
Projects
Users
Library
Reports
Automations
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
PROJECT NAME
STATUS
AWARDS
CERT EXP
INVITED
LAST EMAIL
LAST SEEN
USER ARCHIVED
Cyber-security training
In progress
7 aug. 2023
No
Re-enroll
Introduction to Learnifier
In progress
26 juni 2023
No
Re-enroll
Introduction to Learnifier for