LEARNIFIER

Adding and removing users
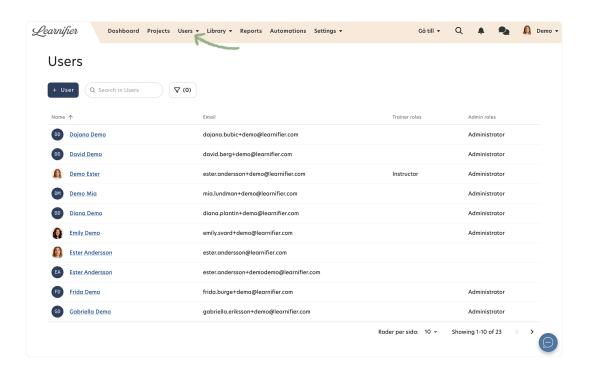
Ester Andersson - 2024-02-16 - Roles

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.
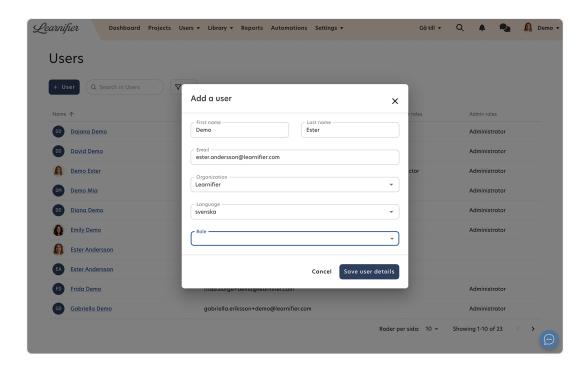
Note

- 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"

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   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						5 juli 2023	No	Re-enroll