

Utløpsdato

Ester Andersson - 2024-07-11 - Funksjoner

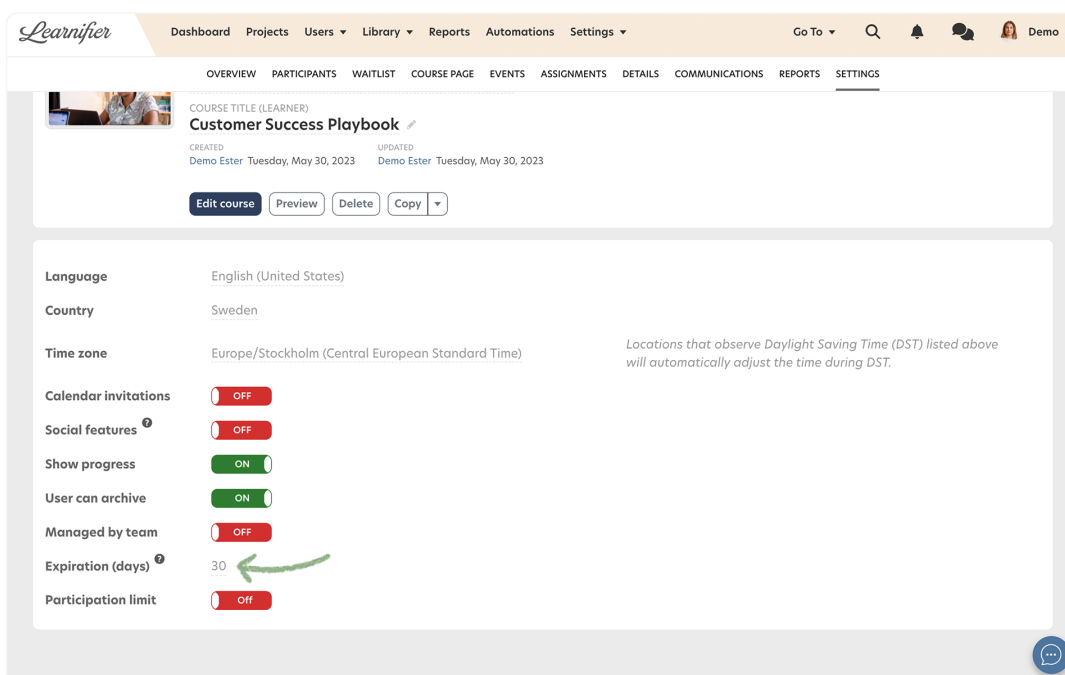
“Expiration” refererer til hvor lenge (antall dager eller en bestemt dato) deltakerne har tilgang til et kurs. Så lenge en deltaker har tilgang til et kurs, regnes de som en aktiv bruker. Derfor kan det være viktig å bruke denne funksjonen for å ikke overstige det maksimale antallet aktive brukere. I denne artikkelen vil du lære to forskjellige måter å sette/endre/fjerne utløp på.

Note

- [I prosjektets "Settings"](#)
- [I prosjektets fane "Participants"](#)

I prosjektets "Settings"

Dette er hvor du setter et standardverdi (antall dager) for deltakere som blir invitert til et kurs. For eksempel, hvis du velger "30", vil deltakere som blir invitert etter denne innstillingsdatoen ha tilgang til kurset i 30 dager.



The screenshot shows the 'Settings' page for a course in Learnifier. The course title is 'Customer Success Playbook'. The page is divided into several sections with various settings:

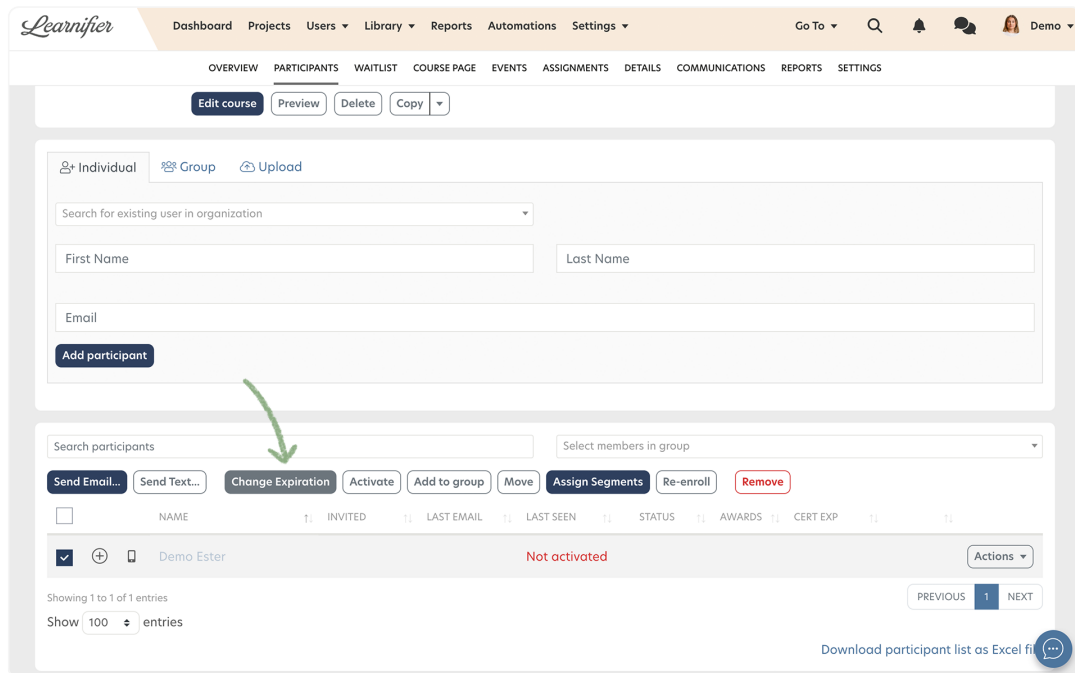
- Language:** English (United States)
- Country:** Sweden
- Time zone:** Europe/Stockholm (Central European Standard Time). A note indicates that locations observing Daylight Saving Time (DST) will automatically adjust the time during DST.
- Calendar invitations:** OFF
- Social features:** OFF
- Show progress:** ON
- User can archive:** ON
- Managed by team:** OFF
- Expiration (days):** 30 (highlighted with a green arrow)
- Participation limit:** OFF

At the top of the page, there is a navigation bar with options like Dashboard, Projects, Users, Library, Reports, Automations, and Settings. Below the navigation bar, there are tabs for OVERVIEW, PARTICIPANTS, WAITLIST, COURSE PAGE, EVENTS, ASSIGNMENTS, DETAILS, COMMUNICATIONS, REPORTS, and SETTINGS. The 'SETTINGS' tab is currently selected.

I prosjektets fane "Participants"

Det er her du enten setter, justerer eller fjerner utløp for en spesifikk deltaker. Velg deltakerne du ønsker å sette, justere eller fjerne utløp for ved å markere boksen til venstre for navnet deres i deltakerlisten. Deretter klikker du på "Change expiration" og velger enten "Set expiration", "Adjust expiration" eller "Clear expiration". Når du har angitt informasjonen, klikker du på "Endre" for å lagre innstillingene.

Tips: Hvis du vil fjerne deltakerens tilgang umiddelbart, velger du "Set expiration" og går tilbake til gårdsdagens dato.



The screenshot shows the 'Participants' page in the Learnifor interface. At the top, there is a navigation bar with 'Dashboard', 'Projects', 'Users', 'Library', 'Reports', 'Automations', and 'Settings'. Below this is a sub-navigation bar with 'OVERVIEW', 'PARTICIPANTS', 'WAITLIST', 'COURSE PAGE', 'EVENTS', 'ASSIGNMENTS', 'DETAILS', 'COMMUNICATIONS', 'REPORTS', and 'SETTINGS'. The 'PARTICIPANTS' tab is active. Below the navigation, there are buttons for 'Edit course', 'Preview', 'Delete', and 'Copy'. The main content area has three tabs: 'Individual', 'Group', and 'Upload'. The 'Individual' tab is selected. Below the tabs, there is a search bar for existing users and input fields for 'First Name', 'Last Name', and 'Email'. An 'Add participant' button is located below these fields. Below the form, there is a 'Search participants' bar and a 'Select members in group' dropdown. A row of action buttons is visible: 'Send Email...', 'Send Text...', 'Change Expiration', 'Activate', 'Add to group', 'Move', 'Assign Segments', 'Re-enroll', and 'Remove'. The 'Change Expiration' button is highlighted with a green arrow. Below the buttons is a table with columns: NAME, INVITED, LAST EMAIL, LAST SEEN, STATUS, AWARDS, and CERT EXP. The first row shows a participant named 'Demo Ester' with a status of 'Not activated'. At the bottom, there is a 'Showing 1 to 1 of 1 entries' message, a 'Show 100 entries' dropdown, and a 'Download participant list as Excel file' button.

Relatert innhold

- [Hva er en aktiv bruker?](#)