

## 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.**

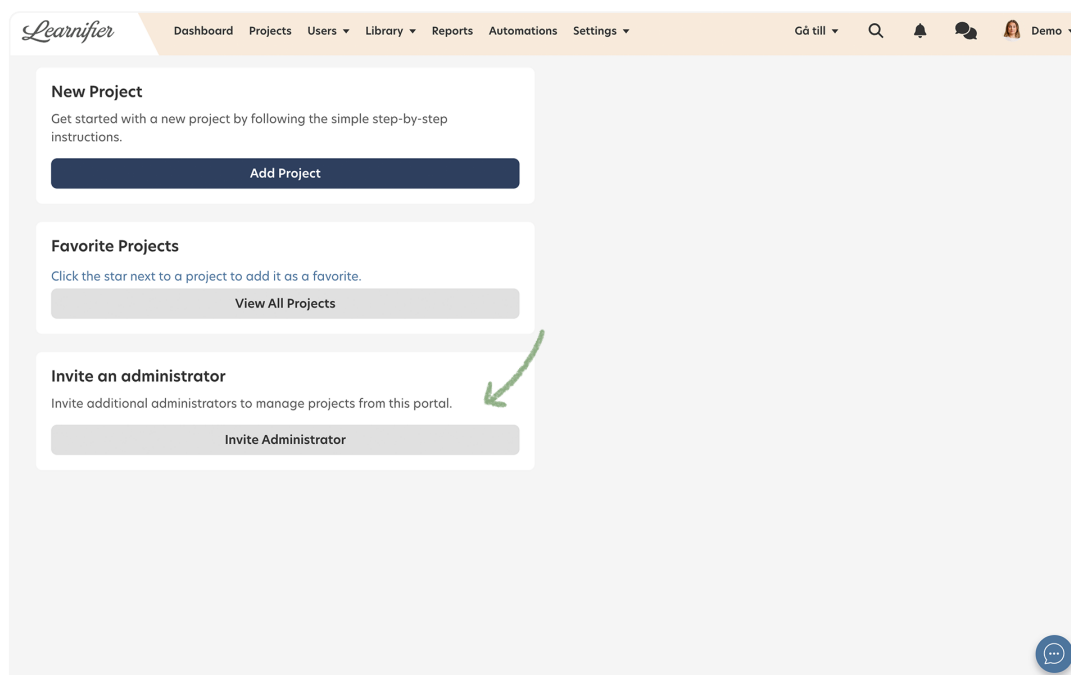
Note

- [Adding administrators](#)
- [Removing administrators](#)

### Adding administrators

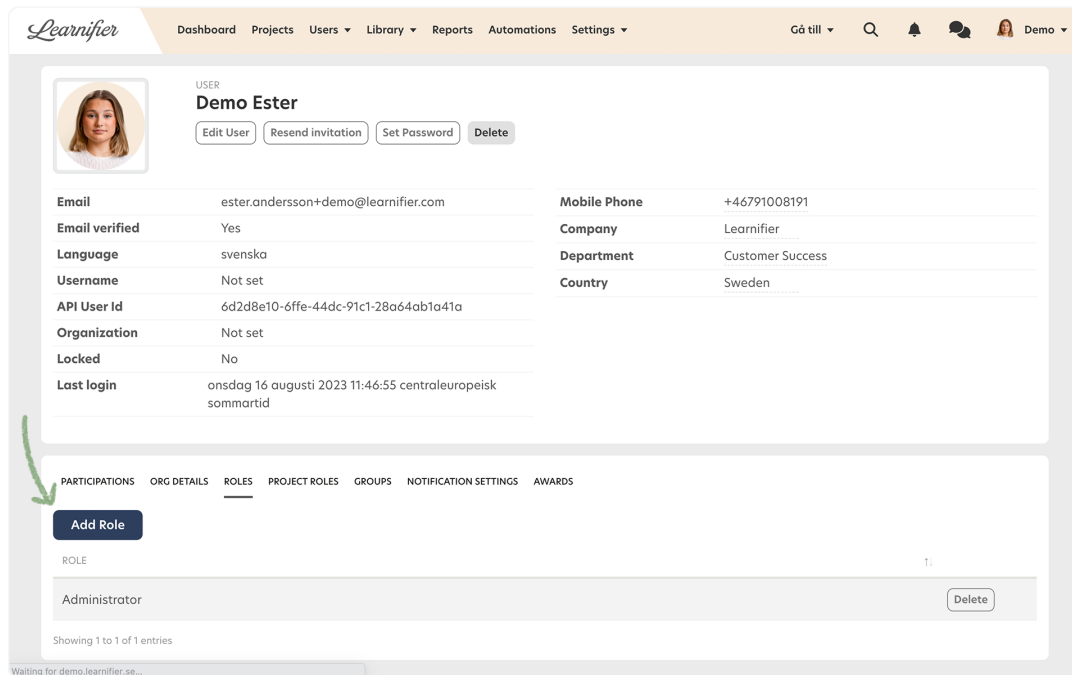
**Alternative 1** (if the administrator is not already a user):

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".



The screenshot shows the user profile for 'Demo Ester' in the Learnifier system. The profile includes a profile picture, name, and several action buttons: 'Edit User', 'Resend invitation', 'Set Password', and 'Delete'. Below the profile information is a table of user details:

<b>Email</b>	ester.andersson+demo@learnifier.com	<b>Mobile Phone</b>	+46791008191
<b>Email verified</b>	Yes	<b>Company</b>	Learnifier
<b>Language</b>	svenska	<b>Department</b>	Customer Success
<b>Username</b>	Not set	<b>Country</b>	Sweden
<b>API User Id</b>	6d2d8e10-6ffe-44dc-91c1-28a64ab1a41a		
<b>Organization</b>	Not set		
<b>Locked</b>	No		
<b>Last login</b>	onsdag 16 augusti 2023 11:46:55 centraleuropeisk sommartid		

Below the table is a navigation menu with tabs: PARTICIPATIONS, ORG DETAILS, ROLES, PROJECT ROLES, GROUPS, NOTIFICATION SETTINGS, AWARDS. The 'ROLES' tab is selected. Underneath, there is an 'Add Role' button. Below that, a table shows the role 'Administrator' with a 'Delete' button next to it. The text 'Showing 1 to 1 of 1 entries' is visible at the bottom of the role list.

## 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.




USER  
**Demo Ester**

- Edit User
- Resend invitation
- Set Password
- Delete

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- PARTICIPATIONS
- ORG DETAILS
- ROLES**
- PROJECT ROLES
- GROUPS
- NOTIFICATION SETTINGS
- AWARDS

Add Role

ROLE	
Administrator	1 

Showing 1 to 1 of 1 entries

