

Knowledge base > Administration > Roles > Adding and removing users

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"

Learnifier Dashboard Projects Users	Library - Reports Automations Settings -	Gå till 👻 🔿	🔪 🌲 🌯 Demo 🗸
Users			
+ User Q Search in Users ∇ (0)			
Name 🔨	Email	Trainer roles	Admin roles
DD Dajana Demo	dajana.bubic+demo@learnifier.com		Administrator
DD David Demo	david.berg+demo@learnifier.com		Administrator
Demo Ester	ester.andersson+demo@learnifier.com	Instructor	Administrator
Demo Mia	mia.lundman+demo@learnifier.com		Administrator
DD Diana Demo	diana.plantin+demo@learnifier.com		Administrator
Emily Demo	emily.svard+demo@learnifier.com		Administrator
Ester Andersson	ester.andersson@learnifier.com		
EA Ester Andersson	ester.andersson+demodemo@learnifier.com		
FD Frida Demo	frida.burge+demo@learnifier.com		Administrator
GD Gabriella Demo	gabriella.eriksson+demo@learnifier.com		Administrator
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1. Enter the user's details and choose whether or not they should have any sort of administrative role.

Learnifier Dashboard Projects	Users + Library + Reports Automations Settings +	Gå till 🔻	Q 🌲 🎭	👰 Demo 🔻
Users				
+ User Q Search in Users	7 Add a usar			
Name 🛧		r roles	Admin roles	
DD Dajana Demo	First name Last name Demo Ester		Administrator	
DD David Demo	Email ester.andersson@learnifier.com		Administrator	
Demo Ester	C Organization	ctor	Administrator	
Demo Mia	Learnifier		Administrator	
Diana Demo	svenska *		Administrator	
Emily Demo	C Role	ן און אין אין אין אין אין אין אין אין אין אי	Administrator	
Ester Andersson				
EA Ester Andersson	Cancel Save user details			
FD Frida Demo	maa.oorge+aemo@reammer.com		Administrator	
GD Gabriella Demo	gabriella.eriksson+demo@learnifier.com		Administrator	
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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"

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		USER Demo Ester Edit User (Resend invitation) (Set Password) (Delete					/								
	Email	ester.a	ester.andersson+demo@learnifier.com			Ma	Mobile Phone +46791008191								
	Email verified	Yes				Company Learnifier									
	Language	svensk	a				partment	Customer	omer Success						
	Username	Not se	rt .			Co	untry		Sweden						
	API User Id	6d2d8	e10-6ffe-44dc-	91c1-28a64ab1	a41a										
	Organization	Not se	et												
	Locked	No													
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