

## Adding and removing users

Ester Andersson - 2024-02-16 - Roles

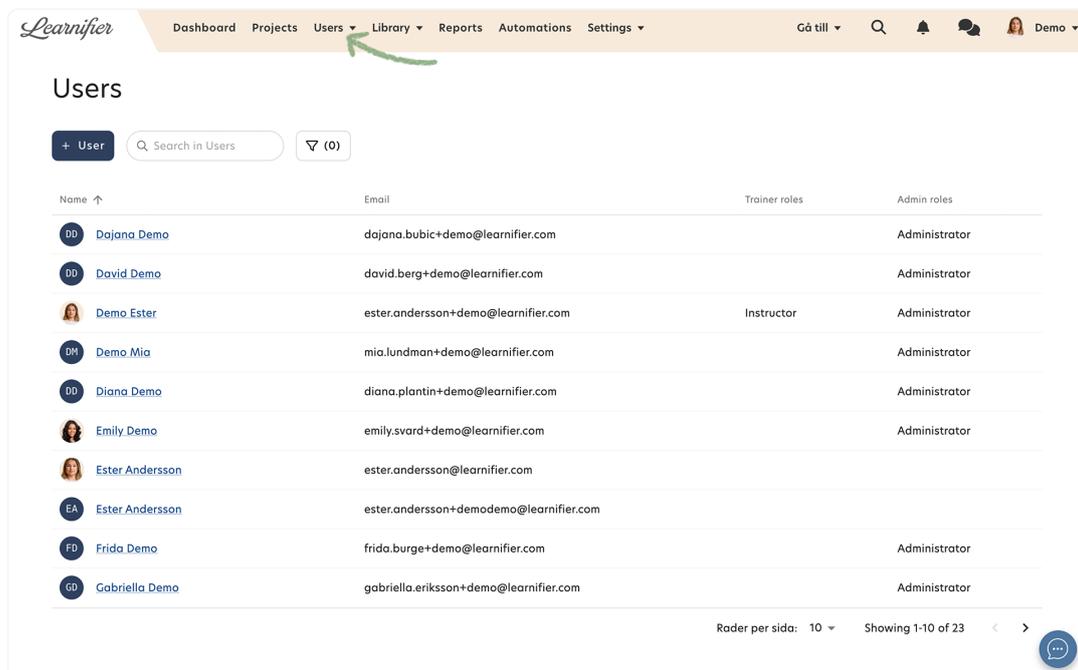
**Users in Learnifier are all users regardless of what role they have. With that said, both learners, administrators, and instructors are users. However, when we talk about users, we most likely refer to learners.**

Note

- Adding users
- Removing users

### Adding users

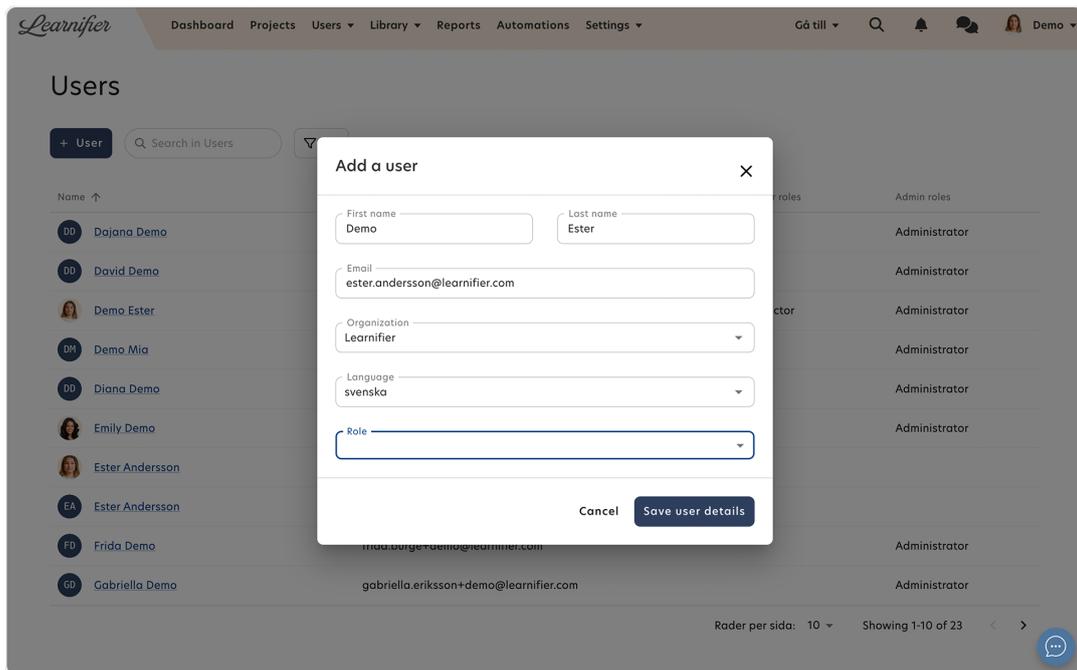
1. Go to the "User" tab and click "Add users"



The screenshot shows the Learnifier web application interface. The top navigation bar includes 'Dashboard', 'Projects', 'Users', 'Library', 'Reports', 'Automations', and 'Settings'. The 'Users' tab is selected, and a green arrow points to it. Below the navigation bar, the 'Users' section is displayed. It features a '+ User' button, a search bar labeled 'Search in Users', and a dropdown menu showing '(0)'. The main content is a table of users with the following columns: Name, Email, Trainer roles, and Admin roles. The table lists 10 users, including 'Dajana Demo', 'David Demo', 'Demo Ester', 'Demo Mia', 'Diana Demo', 'Emily Demo', 'Ester Andersson', 'Ester Andersson', 'Frida Demo', and 'Gabriella Demo'. At the bottom right, there is a pagination control showing 'Rader per sida: 10' and 'Showing 1-10 of 23'.

Name	Email	Trainer roles	Admin roles
Dajana Demo	dajana.bubic+demo@learnifier.com		Administrator
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
Diana Demo	diana.plantin+demo@learnifier.com		Administrator
Emily Demo	emily.svard+demo@learnifier.com		Administrator
Ester Andersson	ester.andersson@learnifier.com		
Ester Andersson	ester.andersson+demodemo@learnifier.com		
Frida Demo	frida.burge+demo@learnifier.com		Administrator
Gabriella Demo	gabriella.eriksson+demo@learnifier.com		Administrator

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](#)



<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		



**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	<a href="#">Re-enroll</a>
Introduction to Learnifier	In progress					26 juni 2023	No	<a href="#">Re-enroll</a>
Introduction to Learnifier for								

