

## 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

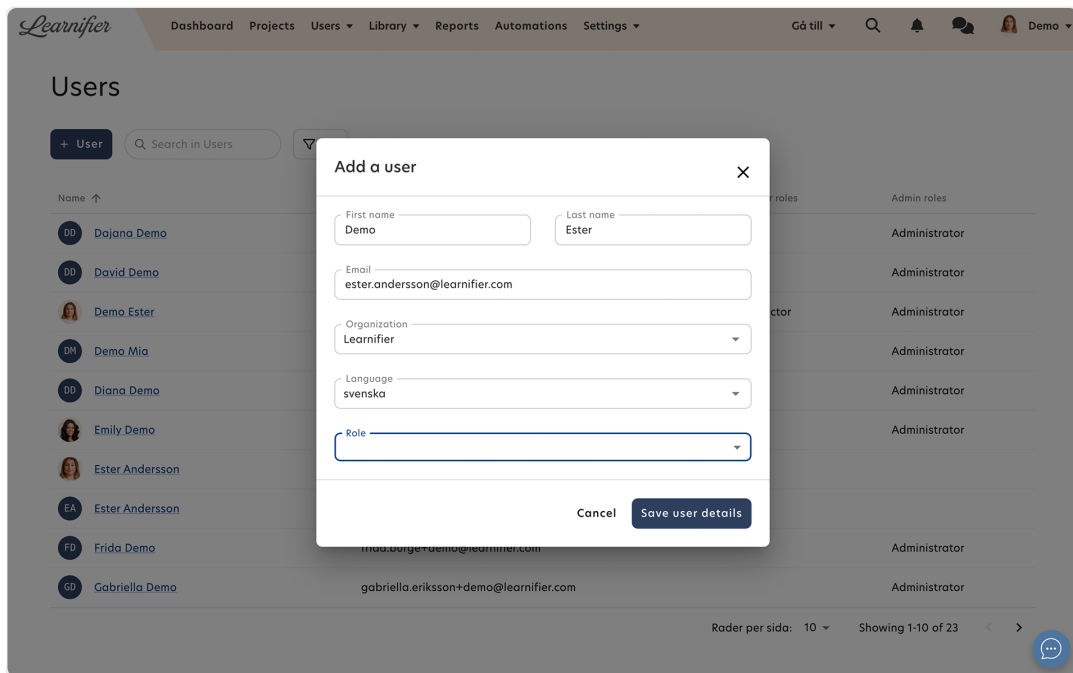
- Adding users
- Removing users

### Adding users

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

| 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            | Re-enroll |
| Introduction to Learnifier     | In progress |        |          |         |            | 26 juni 2023 | No            | Re-enroll |
| Introduction to Learnifier for |             |        |          |         |            |              |               |           |

