

Expiration

Ester Andersson - 2024-07-11 - Functions

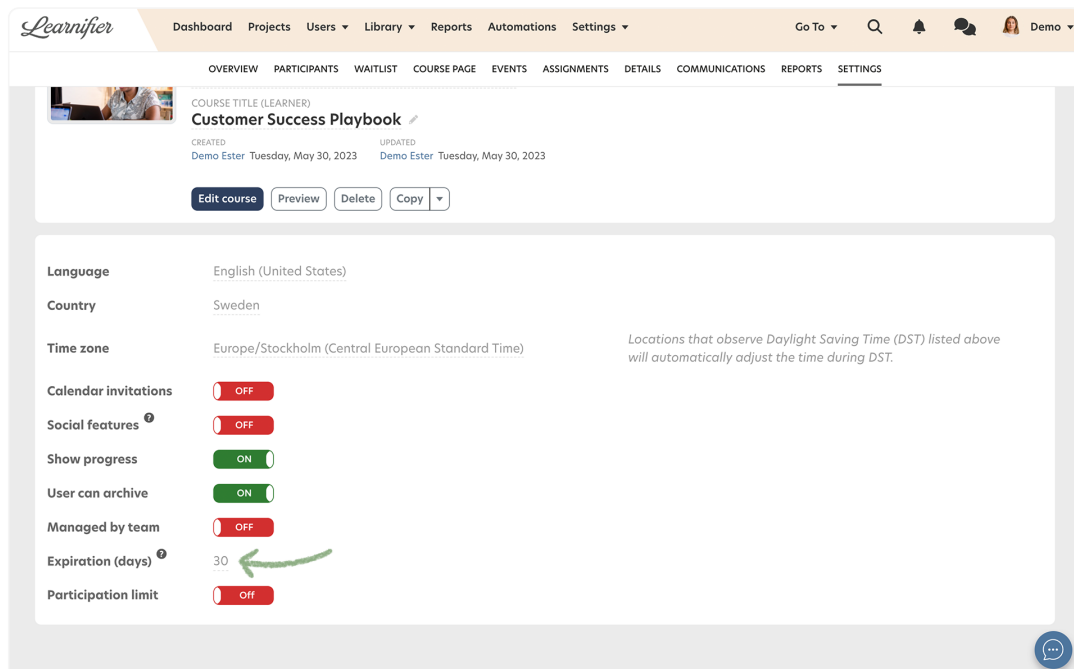
Expiration refers to how long (number of days or a set date) participants have access to a course. As long as a participant has access to a course, they count as an active user. Therefore, you might want to look into this function in order to not override your maximum number of active users. In this article, you'll learn two different ways to set/change/delete expiration.

Note

- [In the project settings tab](#)
- [In the project participant tab](#)

In the project settings tab

This is where you set a default value (number of days) for participants that are invited to a course. If you choose for example "30", participants who are invited after this setting is made will have access to the course for 30 days.



The screenshot shows the 'Settings' tab for a course titled 'Customer Success Playbook'. The course was created and updated by 'Demo Ester' on Tuesday, May 30, 2023. The settings are as follows:

Setting	Value
Language	English (United States)
Country	Sweden
Time zone	Europe/Stockholm (Central European Standard Time)
Calendar invitations	OFF
Social features	OFF
Show progress	ON
User can archive	ON
Managed by team	OFF
Expiration (days)	30
Participation limit	OFF

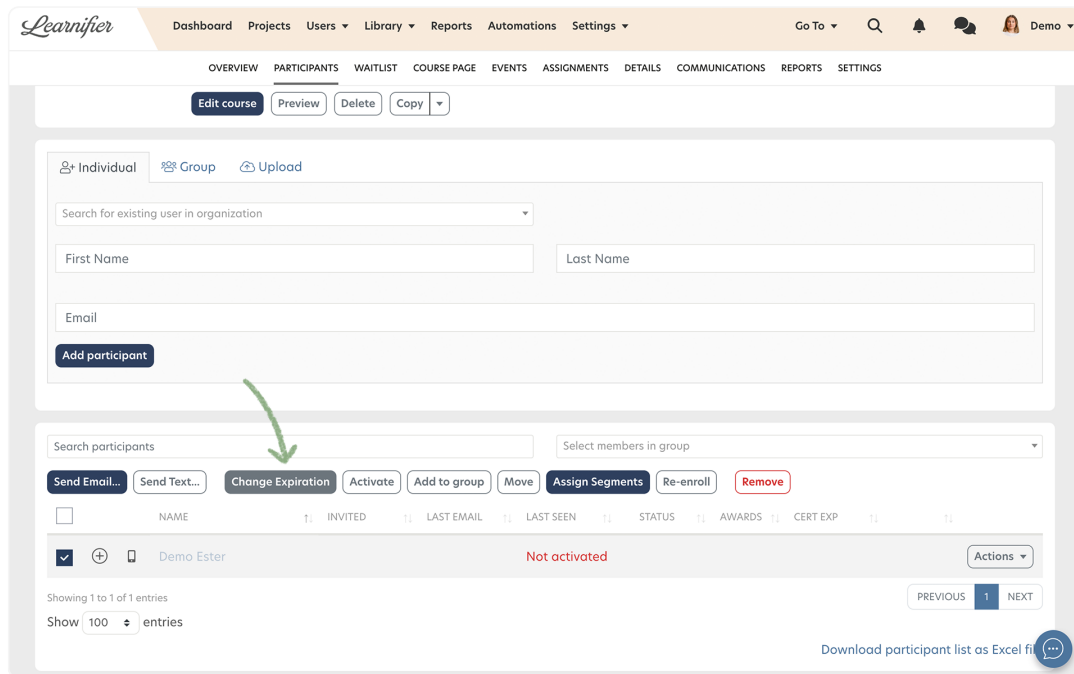
A green arrow points to the 'Expiration (days)' field, which is set to 30. A note on the right side of the settings indicates: 'Locations that observe Daylight Saving Time (DST) listed above will automatically adjust the time during DST.'

In the project participant tab

This is where you either set, adjust, or clear the expiration for a specific participant. Choose the participants you want to set, adjust, or clear the expiration for by checking the box to

the left of their name in the participant list. Thereafter, click on "Change expiration" and choose either "Set expiration", "Adjust expiration", or "Clear expiration". When you've entered the information, click "Change" to save your setting.

Tip: if you wish to immediately remove the participant's access, choose "Set expiration" and yesterday's date.



The screenshot displays the Learnifier user interface. At the top, there is a navigation bar with the Learnifier logo and various menu items: Dashboard, Projects, Users, Library, Reports, Automations, and Settings. Below this is a secondary navigation bar with tabs for OVERVIEW, PARTICIPANTS (which is active), WAITLIST, COURSE PAGE, EVENTS, ASSIGNMENTS, DETAILS, COMMUNICATIONS, REPORTS, and SETTINGS. The main content area is divided into two sections. The upper section is a form for adding a participant, with tabs for Individual, Group, and Upload. It includes a search field for existing users, input fields for First Name, Last Name, and Email, and an 'Add participant' button. The lower section is a participant list. It features a search bar for participants and a dropdown to select members in a group. A row of action buttons is visible: Send Email..., Send Text..., Change Expiration (highlighted with a green arrow), Activate, Add to group, Move, Assign Segments, Re-enroll, and Remove. Below the buttons is a table with columns for NAME, INVITED, LAST EMAIL, LAST SEEN, STATUS, AWARDS, and CERT EXP. One participant, 'Demo Ester', is listed with a status of 'Not activated'. At the bottom, there are pagination controls showing 'Showing 1 to 1 of 1 entries' and a 'Show 100 entries' dropdown. A 'Download participant list as Excel file' button is located in the bottom right corner.

Related Content

- [What is an active user?](#)