



## Legg til eller fjern administratorer

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**Administratorer er brukere som har tilgang til å sette opp prosjekter, invitere/fjerne deltakere, opprette kurs og håndtere kommunikasjon, osv. Administratorer har full tilgang til all prosjektdata og detaljer innenfor klientportalen i Learnifier.**

Note

- [Legge til administratorer](#)
- [Fjerne administratorer](#)

### Legge til administratorer

**Alternativ 1** (hvis administratøren ikke allerede er en bruker):

1. Gå til "Dashbord" i hovedmenyen.
2. Gå til "Invite an administrator" og klikk på "Invite administrator".
3. Oppgi brukerens informasjon og klikk på "Save user details".
4. Klikk på "Send email".

The screenshot shows the Learnifier dashboard with a navigation bar at the top containing 'Dashboard', 'Projects', 'Users', 'Library', 'Reports', 'Automations', and 'Settings'. On the left side, there are three main sections: 'New Project' with an 'Add Project' button, 'Favorite Projects' with a 'View All Projects' button, and 'Invite an administrator' with an 'Invite Administrator' button. A green arrow points to the 'Invite Administrator' button. The top right corner has a search bar, a bell icon, a chat icon, and a user profile icon labeled 'Demo'. A chat bubble icon is visible in the bottom right corner.

## Alternativ 2 (hvis administratøren allerede er en bruker):

1. Gå til brukerprofilen.
2. Under "Roles", klikk på "Add role".
3. Velg "Administrator" og klikk på "Assign".

The screenshot shows the user profile page for 'Demo Ester'. The profile information includes: Email (ester.andersson+demo@learnifier.com), Mobile Phone (+46791008191), Company (Learnifier), Department (Customer Success), Country (Sweden), API User Id (6d2d8e10-6ffe-44dc-91c1-28a64ab1a41a), Organization (Not set), Locked (No), and Last login (onsdag 16 augusti 2023 11:46:55 centraleuropeisk sommartid). Below the profile information, there are tabs for 'PARTICIPATIONS', 'ORG DETAILS', 'ROLES', 'PROJECT ROLES', 'GROUPS', 'NOTIFICATION SETTINGS', and 'AWARDS'. The 'ROLES' tab is selected, and the 'Add Role' button is highlighted with a green arrow. Below the 'Add Role' button, there is a table with one entry: 'Administrator' with a 'Delete' button. The text 'Showing 1 to 1 of 1 entries' is displayed below the table. The bottom left corner shows a loading message: 'Waiting for demo.learnifier.se...'.

## Fjerne administratorer:

1. Gå til fanen "Users".
2. Søk etter personen du vil fjerne som administrator og klikk på navnet deres.
3. Gå til fanen "Roles" og klikk på "Delete" til høyre for "Administrator".
4. Klikk på "OK" når et nytt vindu vises.

The screenshot shows the Learnifier user management interface. At the top, there is a navigation bar with the Learnifier logo and menu items: Dashboard, Projects, Users, Library, Reports, Automations, and Settings. On the right side of the navigation bar, there are options for 'Gå till', a search icon, a notification bell, a chat icon, and a user profile icon labeled 'Demo'. Below the navigation bar, the user profile for 'Demo Ester' is displayed. It includes a profile picture, the user's name, and buttons for 'Edit User', 'Resend invitation', 'Set Password', and 'Delete'. Below the profile information, there is a table of user details:

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

Below the user details, there is a section for 'ROLES'. It includes a tabbed interface with 'PARTICIPATIONS', 'ORG DETAILS', 'ROLES', 'PROJECT ROLES', 'GROUPS', 'NOTIFICATION SETTINGS', and 'AWARDS'. The 'ROLES' tab is active, and there is an 'Add Role' button. Below the 'Add Role' button, there is a table with one entry:

ROLE	
Administrator	Delete

A green arrow points to the 'Delete' button in the table. At the bottom left of the screenshot, there is a status message: 'Waiting for demo.learnifier.se...'.