

Utløpsdato

Ester Andersson - 2024-07-11 - Funksjoner

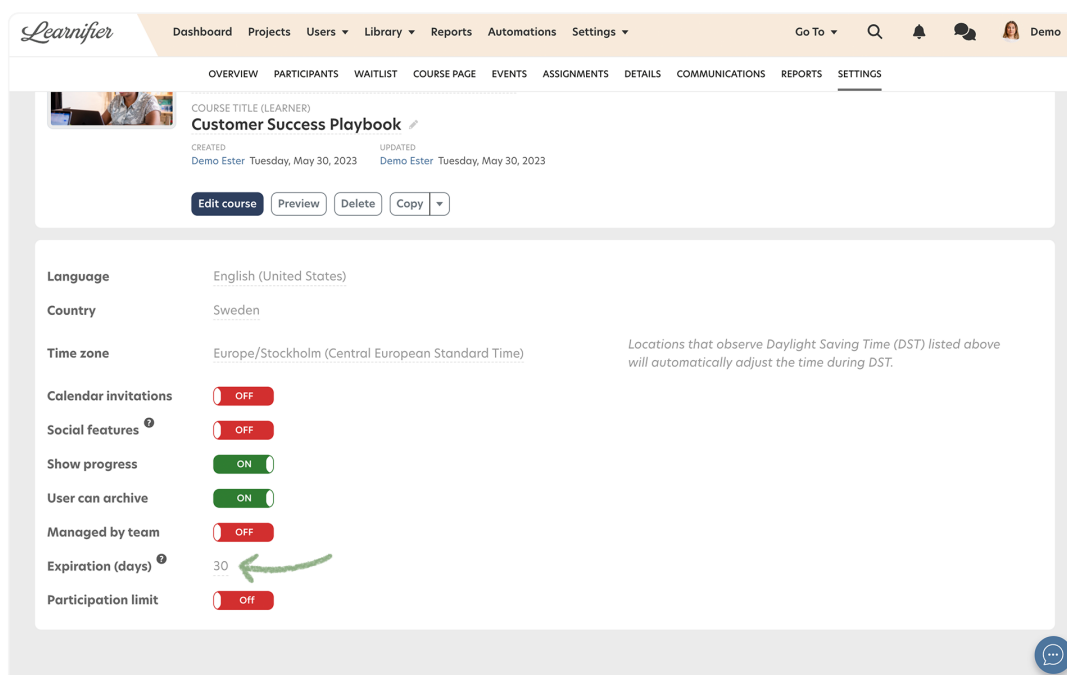
“Expiration” refererer til hvor lenge (antall dager eller en bestemt dato) deltakerne har tilgang til et kurs. Så lenge en deltaker har tilgang til et kurs, regnes de som en aktiv bruker. Derfor kan det være viktig å bruke denne funksjonen for å ikke overstige det maksimale antallet aktive brukere. I denne artikkelen vil du lære to forskjellige måter å sette/endre/fjerne utløp på.

Note

- [I prosjektets "Settings"](#)
- [I prosjektets fane "Participants"](#)

I prosjektets "Settings"

Dette er hvor du setter et standardverdi (antall dager) for deltakere som blir invitert til et kurs. For eksempel, hvis du velger "30", vil deltakere som blir invitert etter denne innstillingsdatoen ha tilgang til kurset i 30 dager.



The screenshot shows the 'Settings' page for a course in Learnifier. The course title is 'Customer Success Playbook'. The page is divided into several sections with various settings:

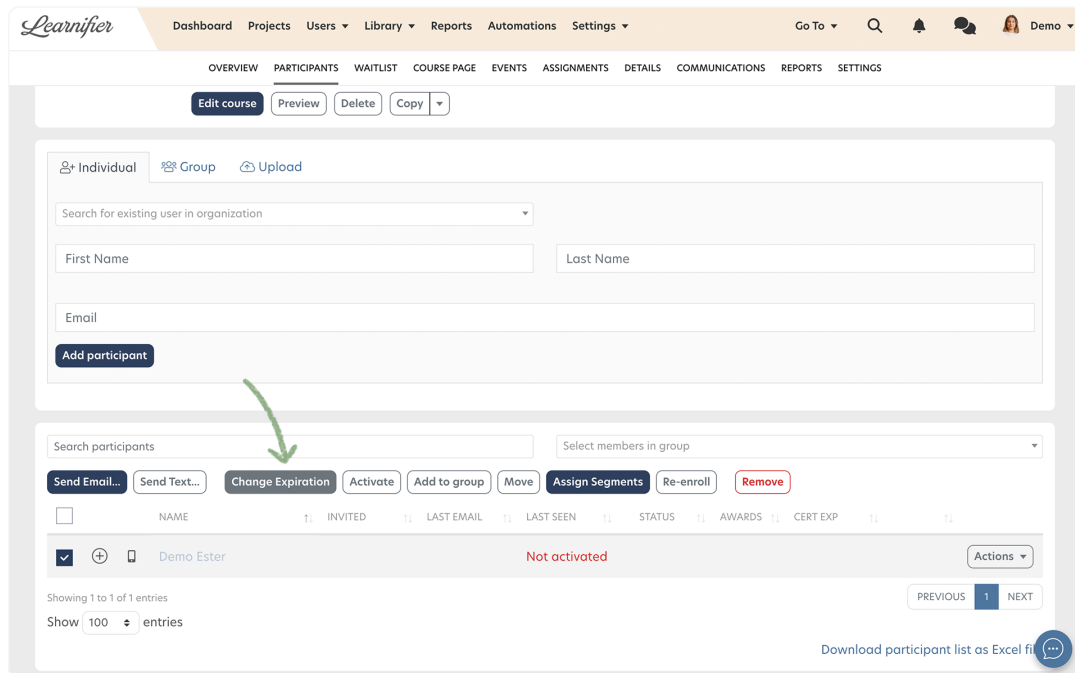
- Language:** English (United States)
- Country:** Sweden
- Time zone:** Europe/Stockholm (Central European Standard Time). A note indicates that locations observing Daylight Saving Time (DST) will automatically adjust the time during DST.
- Calendar invitations:** OFF
- Social features:** OFF
- Show progress:** ON
- User can archive:** ON
- Managed by team:** OFF
- Expiration (days):** 30 (highlighted with a green arrow)
- Participation limit:** OFF

At the top of the page, there are navigation tabs: OVERVIEW, PARTICIPANTS, WAITLIST, COURSE PAGE, EVENTS, ASSIGNMENTS, DETAILS, COMMUNICATIONS, REPORTS, and SETTINGS. The 'SETTINGS' tab is currently selected. Below the course title, there are buttons for 'Edit course', 'Preview', 'Delete', and 'Copy'.

I prosjektets fane "Participants"

Dette er hvor du enten setter, justerer eller fjerner utløp for en spesifikk deltaker. Velg deltakerne du ønsker å sette, justere eller fjerne utløp for ved å markere boksen til venstre for navnet deres i deltakerlisten. Deretter klikker du på "Change expiration" og velger enten "Set expiration", "Adjust expiration" eller "Clear expiration". Når du har angitt informasjonen, klikker du på "Endre" for å lagre innstillingene.

Tips: Hvis du vil fjerne deltakerens tilgang umiddelbart, velger du "Set expiration" og går tilbake til gårsdagens dato.



The screenshot shows the Learnifor interface for managing participants. At the top, there is a navigation bar with 'Dashboard', 'Projects', 'Users', 'Library', 'Reports', 'Automations', and 'Settings'. Below this is a sub-navigation bar with 'OVERVIEW', 'PARTICIPANTS', 'WAITLIST', 'COURSE PAGE', 'EVENTS', 'ASSIGNMENTS', 'DETAILS', 'COMMUNICATIONS', 'REPORTS', and 'SETTINGS'. The 'PARTICIPANTS' tab is active. Below the navigation, there are buttons for 'Edit course', 'Preview', 'Delete', and 'Copy'. The main content area is divided into two sections. The top section is for adding a new 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 bottom section is for managing existing participants. It has a search field for participants and a dropdown for selecting members in a group. Below these are several action buttons: 'Send Email...', 'Send Text...', 'Change Expiration', 'Activate', 'Add to group', 'Move', 'Assign Segments', 'Re-enroll', and 'Remove'. A table below shows a list of participants 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'. A green arrow points to the 'Change Expiration' button. At the bottom, there are pagination controls showing 'Showing 1 to 1 of 1 entries' and 'Show 100 entries'. A 'Download participant list as Excel file' button is also visible.

Relatert innhold

- [Hva er en aktiv bruker?](#)