

Adding or removing administrator

Ester Andersson - 2024-02-16 - Roles

Administrators are users who have access to setting up projects, inviting/removing participants, building courses and managing communications, etc. Administrators have full access to all project data and details within the client portal in Learnifier.

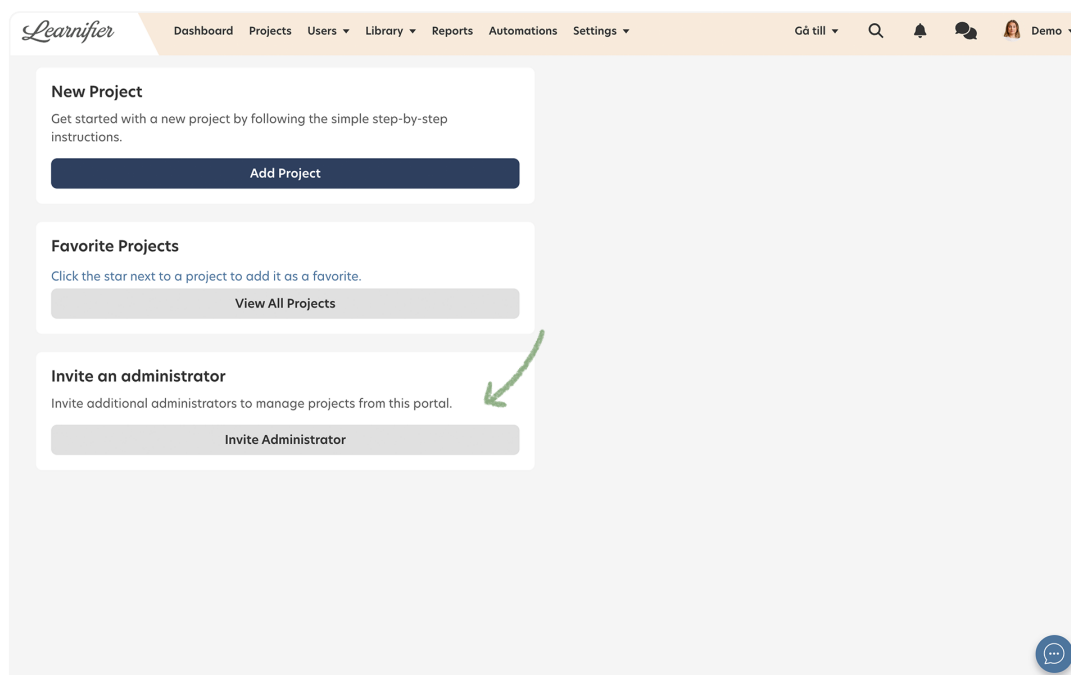
Note

- [Adding administrators](#)
- [Removing administrators](#)

Adding administrators

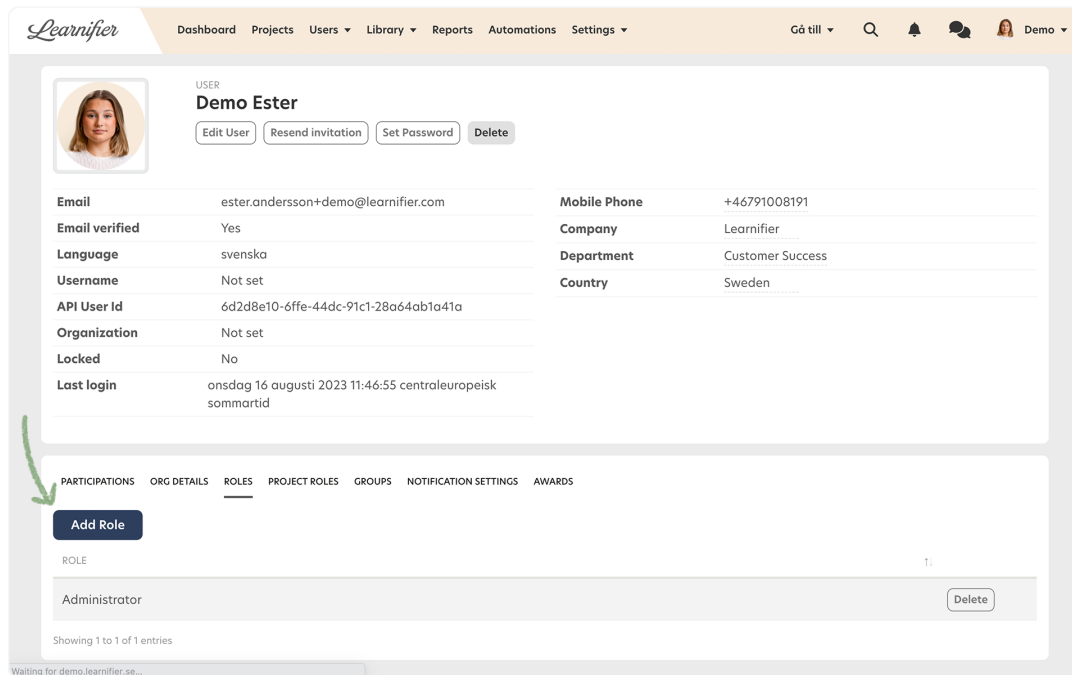
Alternative 1 (if the administrator is not already a user):

1. Go to "Dashboard" in the main menu.
2. Go to "Invite an administrator" and click "Invite administrator".
3. Enter the user's information and click "Save user details".
4. Click "Send email".



Alternative 2 (if the administrator is already a user):

1. Go to the user profile.
2. Under "Roles", click "Add role".
3. Choose "Administrator" and click "Assign".



The screenshot shows the user profile for 'Demo Ester' in the Learnifier system. The profile includes a profile picture, name, and several action buttons: 'Edit User', 'Resend invitation', 'Set Password', and 'Delete'. Below this is a table of user details, split into two columns. The left column contains fields like Email, Email verified, Language, Username, API User Id, Organization, Locked, and Last login. The right column contains Mobile Phone, Company, Department, and Country. Below the table is a navigation bar with tabs: PARTICIPATIONS, ORG DETAILS, ROLES, PROJECT ROLES, GROUPS, NOTIFICATION SETTINGS, and AWARDS. The 'ROLES' tab is selected and underlined. Under the 'ROLES' tab, there is an 'Add Role' button. Below that, a table shows one role: 'Administrator', with a 'Delete' button next to it. At the bottom, it says 'Showing 1 to 1 of 1 entries'. A green arrow points to the 'Add Role' button.

Field	Value	Field	Value
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		

Removing administrators:

1. Go to the "Users" tab.
2. Search for the person you want to remove as an administrator and click on their name.
3. Go into the tab "Roles" and click on "Delete" to the right of "Administrator".
4. Click on "OK" when a new window appears.



USER
Demo Ester

[Edit User](#) [Resend invitation](#) [Set Password](#) [Delete](#)

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		
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[PARTICIPATIONS](#) [ORG DETAILS](#) [ROLES](#) [PROJECT ROLES](#) [GROUPS](#) [NOTIFICATION SETTINGS](#) [AWARDS](#)

[Add Role](#)

ROLE	
Administrator	1 Delete

Showing 1 to 1 of 1 entries

