

Adding and removing users

Ester Andersson - 2024-02-16 - Roles

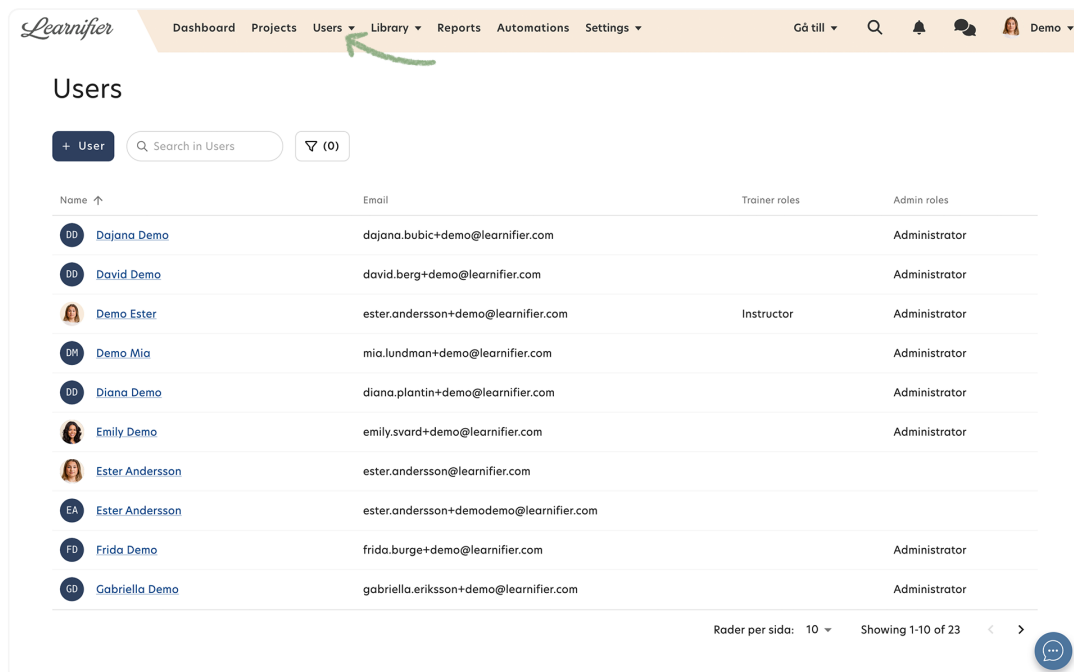
Users in Learnifier are all users regardless of what role they have. With that said, both learners, administrators, and instructors are users. However, when we talk about users, we most likely refer to learners.

Note

- Adding users
- Removing users

Adding users

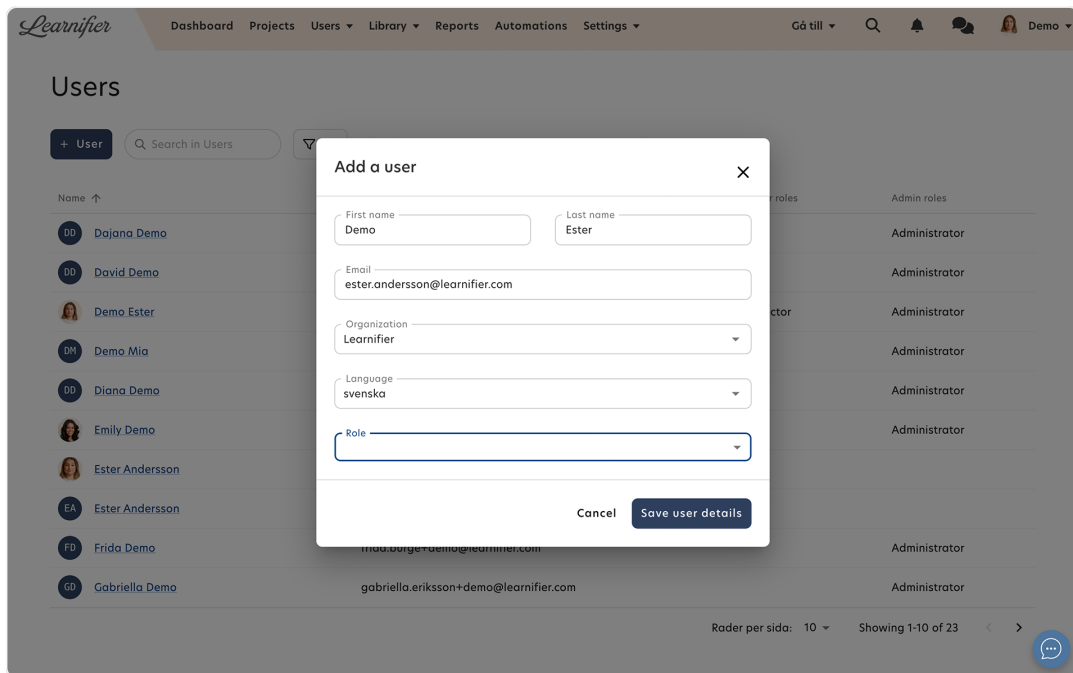
1. Go to the "User" tab and click "Add users"



The screenshot shows the Learnifier web application interface. The top navigation bar includes 'Dashboard', 'Projects', 'Users', 'Library', 'Reports', 'Automations', and 'Settings'. The 'Users' tab is selected, and a green arrow points to it. Below the navigation bar, the 'Users' section is displayed. It features a '+ User' button, a search bar labeled 'Search in Users', and a dropdown menu showing '(0)'. The main content is a table of users with the following columns: Name, Email, Trainer roles, and Admin roles. The table lists 10 users, including 'Dajana Demo', 'David Demo', 'Demo Ester', 'Demo Mia', 'Diana Demo', 'Emily Demo', 'Ester Andersson', 'Ester Andersson', 'Frida Demo', and 'Gabriella Demo'. At the bottom right, there is a pagination control showing 'Rader per sida: 10' and 'Showing 1-10 of 23'.

Name	Email	Trainer roles	Admin roles
DB Dajana Demo	dajana.bubic+demo@learnifier.com		Administrator
DD David Demo	david.berg+demo@learnifier.com		Administrator
DE Demo Ester	ester.andersson+demo@learnifier.com	Instructor	Administrator
DM Demo Mia	mia.lundman+demo@learnifier.com		Administrator
DD Diana Demo	diana.plantin+demo@learnifier.com		Administrator
ED Emily Demo	emily.svard+demo@learnifier.com		Administrator
EA Ester Andersson	ester.andersson@learnifier.com		
EA Ester Andersson	ester.andersson+demodemo@learnifier.com		
FD Frida Demo	frida.burge+demo@learnifier.com		Administrator
GD 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](#)



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		



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								

