

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

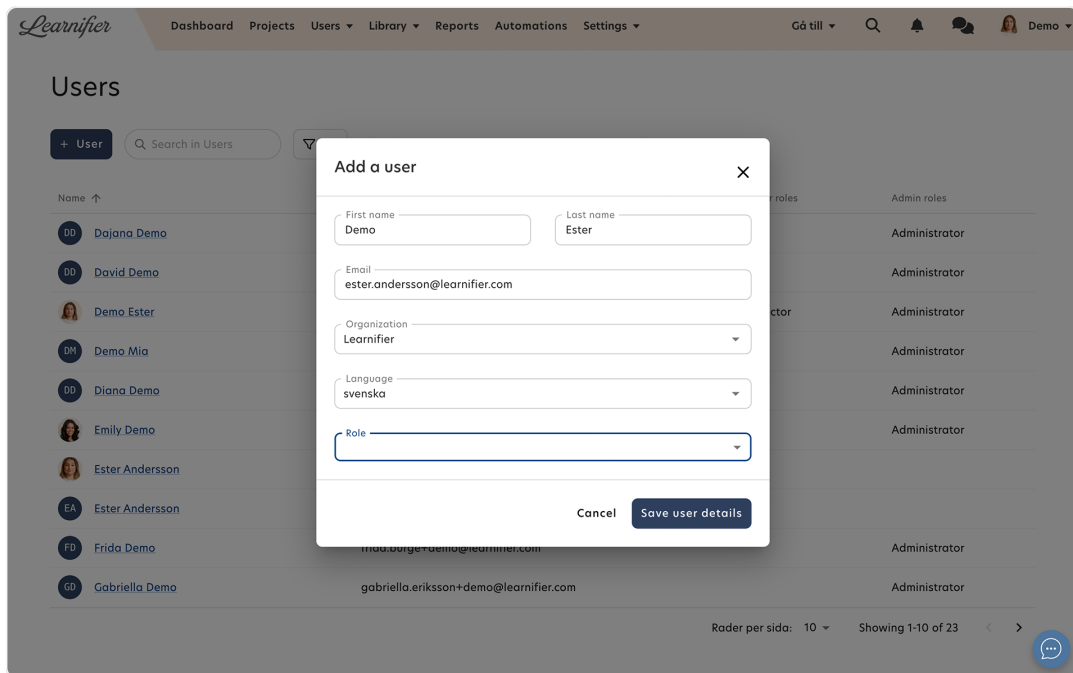
Adding users

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 highlighted, and a green arrow points to it. Below the navigation bar, the 'Users' section is displayed, featuring a '+ User' button, a search bar, and a table of users. The table has columns for Name, Email, Trainer roles, and Admin roles. The users listed include 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 |
|-----------------|---|---------------|---------------|
| Dajana Demo | dajana.bubic+demo@learnifier.com | | Administrator |
| David Demo | david.berg+demo@learnifier.com | | Administrator |
| Demo Ester | ester.andersson+demo@learnifier.com | Instructor | Administrator |
| Demo Mia | mia.lundman+demo@learnifier.com | | Administrator |
| Diana Demo | diana.plantin+demo@learnifier.com | | Administrator |
| Emily Demo | emily.svard+demo@learnifier.com | | Administrator |
| Ester Andersson | ester.andersson@learnifier.com | | |
| Ester Andersson | ester.andersson+demodemo@learnifier.com | | |
| Frida Demo | frida.burge+demo@learnifier.com | | Administrator |
| 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 | | | | | | | | |

