

Managing Local Administrators

Controlling the data your local administrators can access



Introduction

The role of **Local Administrator** can be given to any user who needs access to reports (**Administration > Reports**) that can be restricted to subsets of data. With this role enabled you can determine the data each individual can view in reports. This data can be restricted by course and location.

For example, you may have administrators based at several sites who only require access to the data for their site:

- Local Administrator **Matthew Jones** can only see reports concerning the **Display Screen Equipment** training at the **London** site.
- Local Administrator **Emma Smith** can only see reports for **Manual Handling, Display Screen Equipment** and **Fire Safety** training at **Edinburgh** and **Cardiff** sites.

How to enable the Local Administrator role

By default the Local Administrator role will not be enabled on your platform. In order to enable this role please contact the British Safety Council E-learning Support Team via the helpdesk platform at <https://britsafesupport.zendesk.com/> or by emailing us at support.digitallearning@britsafe.org

Assigning the Local Administrator role to a user

You can manage user roles on the Assign roles screen. To assign the Local Administrator role to a user follow these steps:

1. Click on **Administration > Users > Permissions > Assign roles**
2. Click on the **Local Administrator** link

Role	Description	Users with role
Company Admin	Company Admin	2 Emma Adminperson Emmet Brown
Company Manager	Company Manager	3 Bill Boss Phillip Fiction Buffy Summers
Local Administrator	Local Administrator	2 Booker Dewitt Guybrush Threepwood

- Administration
 - Dashboard
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 - Reports
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Figure 1 - Assign roles screen

3. Under the **Potential users** (right-hand) column search for the user to whom you wish to allocate the role. In this example we have used 'Jones'
4. Select the user's name in the **Potential users** column
5. Click on the **Add** button

Existing users

Existing users (2)
Booker Dewitt
Guybrush Threepwood

Potential users

Potential users matching 'jones' (1)
Susan Jones

Search Clear

Search options ▶

◀ Add
Remove ▶

Search jones Clear

Figure 2 - Allocating the role

The user's name will appear in the **Existing users** (left-hand) column and they will now have the Local Administrator role.

Managing data access

In order to determine the report data a user can view you will need to manage their access. The instructions below will tell you how to do this.

1. Go to **Administration > Users > Permissions > Manage local administrators**
2. In the **User** drop-down, select the name of the user whose permissions you would like to manage and click on the **Show** button
3. You can now select the courses and locations whose data this user will need to report on by ticking the available boxes. In this example we have given Susan Jones access to the Display Screen Equipment and Fire Safety reports for staff based in Edinburgh
4. Click on the **Save changes** button

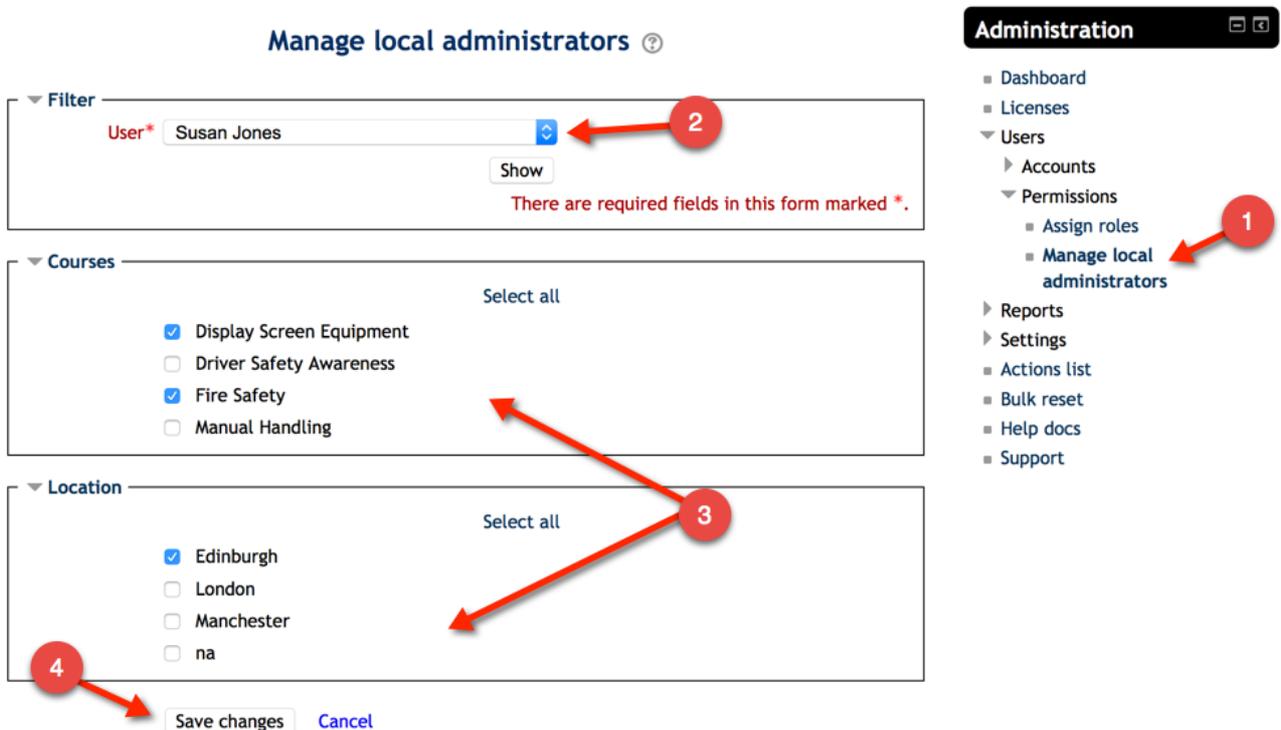


Figure 3 - The Manage Local administrators screen

The user will now have access to the reports specified via the **Administration** block.

Administration



- ▼ Reports
 - Course completion
 - Learning package
 - ▶ Quiz Reports
 - ▶ Self Assessment
 - Policy status
 - Message history

Figure 4 - Local Administrator's Administration Block