

## EXPORTING ADMINISTRATOR ROLES

Administrators of KnowledgeSmart accounts may have access to certain areas of the platform, depending on their role. The 'Export admins to csv' function provides a means to create a list of all Administrators and their permissions to a csv file. This is particularly useful for multi-level accounts.

The different levels of Administrator are as shown in the table below. These are known as 'Admin Types'. The 'Admin Type' can be set independently for 'Tests and Surveys' and for 'Skills'.

<b>Admin Type</b>	<b>To be used for</b>
Principal Admin	Full access to all KnowledgeSmart functions. Normally limited to a small number of people who control the KnowledgeSmart service for an organisation.
Library Content Admin	Access to the Library and Invites areas. For use by people who are creating custom content for an organisation.
Users and Invites Admin	Access to the Users and Invites areas. Typically used by people who are responsible only for sending out invites. For example, someone in HR sending invites to potential new hires.
Results Admin	Access to the Home Page and the Results area. This Admin Type would be suitable for someone helping with data analysis (i.e. Power BI) and sharing of results.

### Exporting Administrator Roles to a csv file

Note: You need to have Principal Admin access in order to use this function.

For this example we will look at exporting Administrators for the parent account Highroyd AEC, which has five child accounts.

1. Choose 'Accounts' from the vertical menu on the left-hand side of the screen. This will display the list of accounts in the organisation structure. As shown in the image on the next page.















Test
Survey
Skills

## Accounts ?

- Home
- Library
- Invites
- Results
- Users
- Teams
- Settings
- Accounts
- Your accounts

View Hierarchy
Export admins to CSV

	Account name	API Key	Logins	Tests	
Edit	Highroyd AEC	Show	122	215	 
Edit	Highroyd London	Show	23	26	 
Edit	Highroyd New York	Show	5	0	 
Edit	Highroyd Sydney	Show	150	146	 
Edit	Highroyd Dubai	Show	5	2	 
Edit	Highroyd Shanghai	Show	8	5	 

2. Click on the orange 'Export admins to csv' button, indicated by the blue arrow in the above image. This will export a list of Administrators for all accounts in the account structure.

The following information is exported in columns for each Administrator. Note that the Administrator permissions are shown attached to the most senior account to which the Administrator has access.

UserFirstName  
 UserLastName  
 UserJobTitle  
 UserName  
 UserEmail  
 UserStatus  
 AccountName  
 RolePrincipalAdminTestsSurveys  
 RolePrincipalAdminSkills  
 RoleLibraryContentAdminTestsSurveys  
 RoleLibraryContentAdminSkills  
 RoleUsersInvitesAdminTestsSurveys  
 RoleUsersInvitesAdminSkills  
 RoleResultsAdminTestsSurveys  
 RoleResultsAdminSkills  
 DataField1  
 DataField2  
 DataField3  
 DataField4  
 DataField5  
 IsManager

For a person with Principal Admin status for both 'Tests and Surveys' and 'Skills' then the data in each of the columns which begins with the word 'Role' will be 'TRUE'.

Where a person has restricted Administrator access to a KnowledgeSmart account then the columns which begin with the word 'Role' will display either 'TRUE' (has access) or 'FALSE' (does not have access).

H	I	J	K	L	M	N	O
RolePrincipalAdminTestsSurveys	RolePrincipalAdminSkills	RoleLibraryContentAdminTestsSurveys	RoleLibraryContentAdminSkills	RoleUsersInvitesAdminTestsSurveys	RoleUsersInvitesAdminSkills	RoleResultsAdminTestsSurveys	RoleResultsAdminSkills
TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE
FALSE	FALSE	FALSE	FALSE	TRUE	TRUE	FALSE	FALSE
TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE
FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	TRUE
FALSE	FALSE	TRUE	TRUE	FALSE	FALSE	FALSE	FALSE