

## **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'.

Admin Type	To be used for			
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**

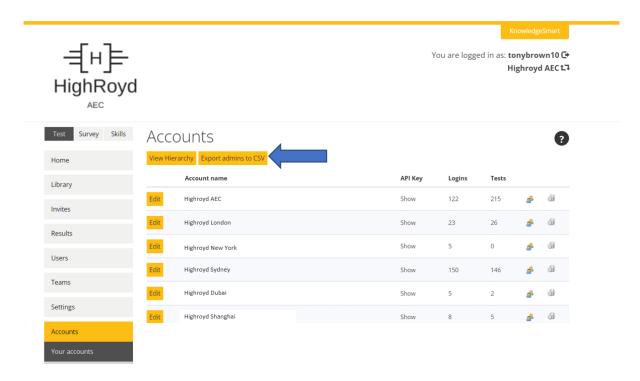
Note: You need to have Principal Admin access in order to use this function.

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.

Email: info@knowledgesmart.net www.knowledgesmart.net





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	1	J	K	L	M	N	0
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