How to add/manage team members

Dashboard how-to guide for cities

Ver. 15 October 2021
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To add a member:

Option 1 → Select ‘Add team member’ from the menu bar directory, or

Option 2 → Select ‘Manage team members’ to go to manage staff page, then select ‘Add a new team member’
1. How to add team members

Steps: 1. Add your team member’s email address → 2. Assign user’s role → 3. Click ‘Invite team member’

2 types of user’s role:

**Administrator** - can access all dashboard functions and **can** add/manage team members

**User** - can access all dashboard functions but **cannot** add/manage team members
2. How to manage team members
To manage team members:

→ Select ‘Manage team members’ from the left menu bar
→ On the Manage team page, select the staff you want to manage

What can you manage?
1) Activate/deactivate users
2) Delete users
3) Reassign permission level
2. How to manage team members

**Tips:** how do you know who already has access?

<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
<th>Status</th>
<th>Created On</th>
<th>Last Updated On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Cruise</td>
<td><a href="mailto:maryemailaddress@email.com">maryemailaddress@email.com</a></td>
<td>Not active</td>
<td>May 6, 2021</td>
<td>August 17, 2021</td>
</tr>
<tr>
<td>Tony Roma</td>
<td><a href="mailto:tonyromaemailaddress@email.com">tonyromaemailaddress@email.com</a></td>
<td>Activated</td>
<td>April 22, 2021</td>
<td>August 5, 2021</td>
</tr>
</tbody>
</table>

X = deactivated (no access)

✓ = activated (has access)
2. How to manage team members

1) To activate/deactivate users

For currently inactive user:

Edit permissions for (LastName) (FirstName)

Team member basics

Username
maryemailaddress@email.com

First name

Last name

Remove the user's access to the dashboard completely? This means that when they log in to PreventionWeb, they will not be able to log in to the dashboard. They will lose access.

Activate team member

If you want to permanently remove access to the dashboard for a team member, use the Delete team member button below. This action is irreversible. If you'd like the team member to have access to the dashboard again, you'll have to add them as a new person.

Delete team member

Click here to **activate** a team member (grant access to the dashboard)

For currently active user:

Edit permissions for tonyromaemailaddress@email.com

Team member basics

Username
tonyromaemailaddress@email.com

First name

Last name

Remove the user's access to the dashboard completely? This means that when they log in to PreventionWeb, they will not be able to log in to the MCR2030 dashboard. They will lose access.

Deactivate team member

If you want to permanently remove access to the dashboard for a team member, use the Delete team member button below. This action is irreversible. If you'd like the team member to have access to the dashboard again, you'll have to add them as a new person.

Delete team member

Click here to **deactivate** an active user (user will lose access to the dashboard)
2. How to manage team members

2) To delete users

Click here to delete user. This will completely disassociate the user from MCR2030 dashboard.
2. How to manage team members

3) To reassign permission level

- At the bottom of the edit permission for team member page, select the appropriate role from the drop down, then click ‘save changes to team member'
For inquiries:

- Visit MCR2030 website [http://mcr2030.undrr.org/join](http://mcr2030.undrr.org/join)
- Contact MCR2030 Secretariats
  - Africa [mcr2030-africa@un.org](mailto:mcr2030-africa@un.org)
  - Americas & the Caribbean [mcr2030-amc@un.org](mailto:mcr2030-amc@un.org)
  - Arab States [mcr2030-arabstates@un.org](mailto:mcr2030-arabstates@un.org)
  - Asia-Pacific [mcr2030-ap@un.org](mailto:mcr2030-ap@un.org)
  - Europe and Central Asia [mcr2030-eca@un.org](mailto:mcr2030-eca@un.org)
  - Global Secretariat [mcr2030-global@un.org](mailto:mcr2030-global@un.org)