

# How to add/manage team members

Dashboard how-to guide for cities

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# 1.

## How to add team members

## 1. How to add team members

### 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'

The diagram illustrates two methods to add a team member. On the left, a 'Manage my team' menu is shown with two options: 'Add team member' (highlighted with a red box and labeled 'Option 1') and 'Manage team members' (highlighted with a teal box and labeled 'Option 2'). A teal arrow points from 'Manage team members' to a screenshot of the 'Manage team for (City Name)' page. In this page, the 'Add a new team member +' button is highlighted with a teal box. Below the screenshot, the 'Administrator' section is visible, with a prompt to 'Select user name to edit permissions.' and two input fields.

## 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'

Home > Add team member

### Invite team member to MCR2030 dashboard for (City Name)

Use the same email address your team member uses for PreventionWeb account.

Enter your team member's email.

1 Please enter the email again

#### Role and permissions

Select user's role

2

Administrator

User

3 Invite team member

Back

### 2 types of user's role:

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

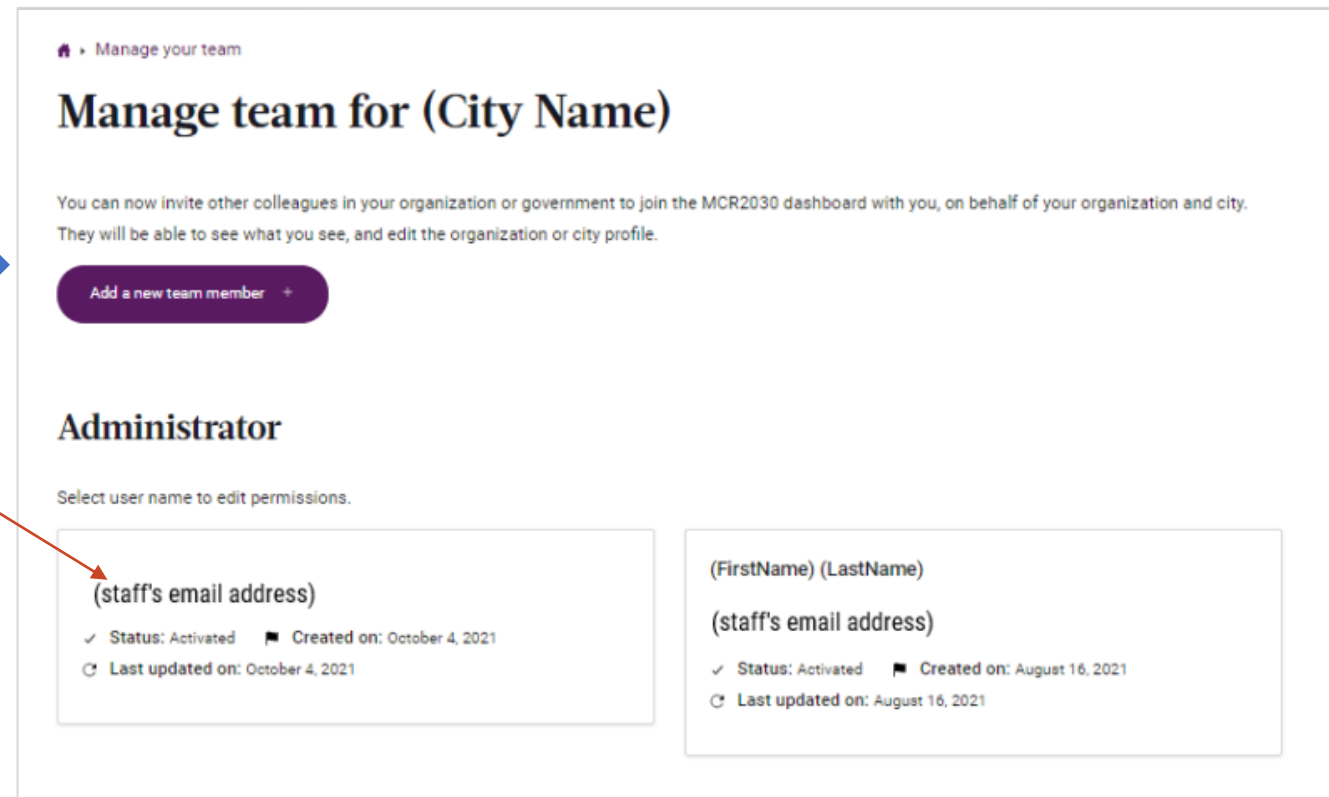
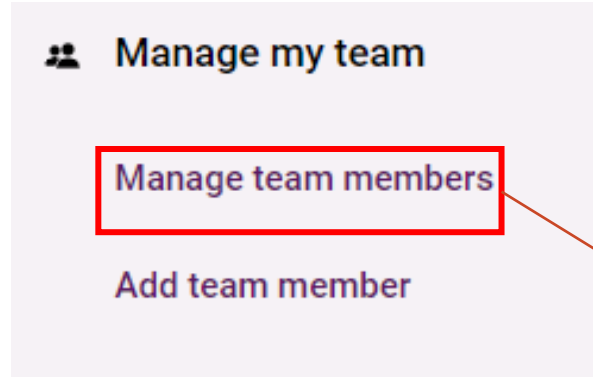
**User** - can access all dashboard functions but cannot add/manage team members

## 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

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

X = deactivated (no access)

**Mary Cruise**

maryemailaddress@email.com

✕ Status: Not active yet    Created on: May 6, 2021  
🔄 Last updated on: August 17, 2021

✓ = activated (has access)

**Tony Roma**

tonyromaemailaddress@email.com


✓ Status: Activated    Created on: April 22, 2021  
🔄 Last updated on: August 5, 2021



2. How to manage team members

1) To activate/deactivate users

For currently inactive user:

 Edit team member

Edit permissions for (LastName) (FirstName)

Team member basics

Username

maryemailaddress@email.com

First name

(FirstName)

Last name

(LastName)

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 team member

Edit permissions for tonyromaemailaddress@email.com

Team member basics

Username

tonyromaemailaddress@email.com

First name

From PreventionWeb

Last name

From PreventionWeb

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

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 **delete** user. This will completely disassociate the user from MCR2030 dashboard.

### 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*'

The screenshot shows a web form titled "Role and permissions". Below the title is a label "Select user's role" followed by a dropdown menu. The dropdown is currently open, showing two options: "Administrator" (highlighted in light blue) and "User". Below the dropdown, there is a line of text: "Administrator has access to the dashboard functions and can add/delete/manage team members". At the bottom of the form, there are two buttons: a purple button labeled "Save changes to team member" and a white button with a grey border labeled "Back".

# For inquiries:

- Visit MCR2030 website <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)

