How to add/manage team members

Dashboard how-to guide for cities

Ver. 15 October 2021

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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'

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:

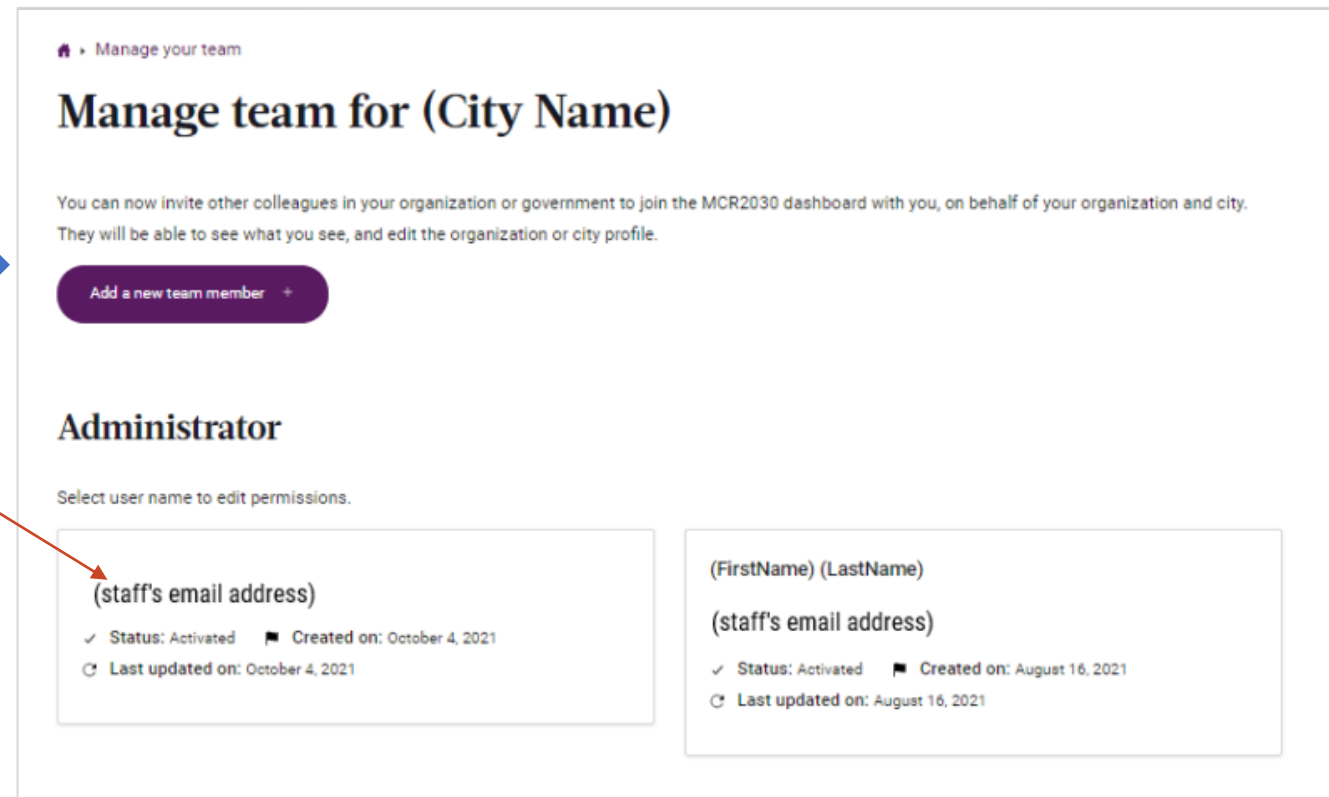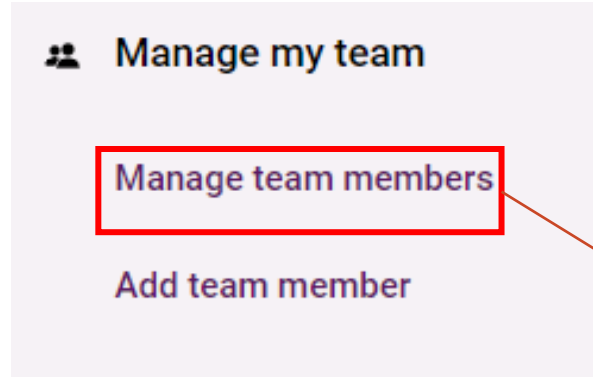**Administrator -** can access all dashboard functions and <u>can</u> add/manage team members

User - can access all dashboard functions but <u>cannot</u> 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

Manage my team

Manage team members

Add team member

What can you manage?
1) Activate/deactivate users
2) Delete users
3) Reassign permission level

🏠 › Manage your team

Manage team for (City Name)

You can now invite other colleagues in your organization or government to join the MCR2030 dashboard with you, on behalf of your organization and city. They will be able to see what you see, and edit the organization or city profile.

Add a new team member +

Administrator

Select user name to edit permissions.

(staff's email address)

✓ **Status:** Activated   🚩 **Created on:** October 4, 2021
↻ **Last updated on:** October 4, 2021

(FirstName) (LastName)

(staff's email address)

✓ **Status:** Activated   🚩 **Created on:** August 16, 2021
↻ **Last updated on:** August 16, 2021

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

X = deactivated (no access)

✓ = activated (has access)

Mary Cruise

maryemailaddress@email.com

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

Tony Roma

tonyromaemailaddress@email.com

✓ **Status:** Activated   ⚑ **Created on:** April 22, 2021
↻ **Last updated on:** August 5, 2021

1) To activate/deactivate users

For currently inactive user:

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

For currently active user:

Click here to **deactivate** an active user
(user will lose access to the dashboard)

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*'

For inquiries:

- Visit MCR2030 website http://mcr2030.undrr.org/join

- Contact MCR2030 Secretariats
  - Africa   mcr2030-africa@un.org
  - Americas & the Caribbean   mcr2030-amc@un.org
  - Arab States   mcr2030-arabstates@un.org
  - Asia-Pacific   mcr2030-ap@un.org
  - Europe and Central Asia   mcr2030-eca@un.org
  - Global Secretariat   mcr2030-global@un.org