

# Como adicionar/gerir membros da equipa

Guia de instruções do painel de informação para as entidades  
participantes

Ver. 25 de novembro de 2021

# Conteúdo

- Como **adicionar** membros à equipa
- Como **gerir** membros da equipa

# 1. Como adicionar membros à equipa

### Para adicionar um membro:

Opção 1 → Selecione “Add team member” no diretório da barra de menu ou

Opção 2 → Selecione “Manage team members” para gerir a página do pessoal e, em seguida, selecione “Add a new team member”

The image shows a screenshot of the MCR2030 Dashboard interface. On the left, a sidebar menu is partially visible with the heading "Manage my team" and two options: "Manage team members" and "Add team member". A teal arrow labeled "Opção 2" points to the "Manage team members" option, and a red arrow labeled "Opção 1" points to the "Add team member" option. A teal box highlights the "Manage team members" option, and a teal arrow points from this box to a purple button labeled "Add a new team member +" in the main content area. The main content area is titled "Manage team for (Nome da organização)" and contains a paragraph of text: "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." Below this text is a section titled "Administrator" with the instruction "Select user name to edit permissions." and a search input field.

## 1. Como adicionar membros à equipa

Passos: 1. Adicionar o endereço de e-mail do membro da sua equipa → 2. Atribuir a função do utilizador → 3. Clicar em “Invite team member”

The screenshot shows a web form titled "Add team member" for the "MCR2030 dashboard". The form has the following elements:

- A breadcrumb: "Add team member"
- A heading: "Invite team member to MCR2030 dashboard for (Nome da organização)"
- A note: "Use the same email address your team member uses for PreventionWeb account."
- A label: "Enter your team member's email."
- An input field: "Enter email" (marked with a red circle '1')
- A label: "Please enter the email again"
- An input field: "Confirm email" (marked with a red circle '1')
- A heading: "Role and permissions"
- A label: "Select user's role"
- A dropdown menu with two options: "Administrator" (marked with a red circle '2') and "User"
- A purple button: "Invite team member" (marked with a red circle '3')
- A white button: "Back"

**Existem 2 tipos de funções para o utilizador:**

**Administrador** - pode aceder a todas as funções do painel de informação e pode adicionar/gerir os membros da equipa

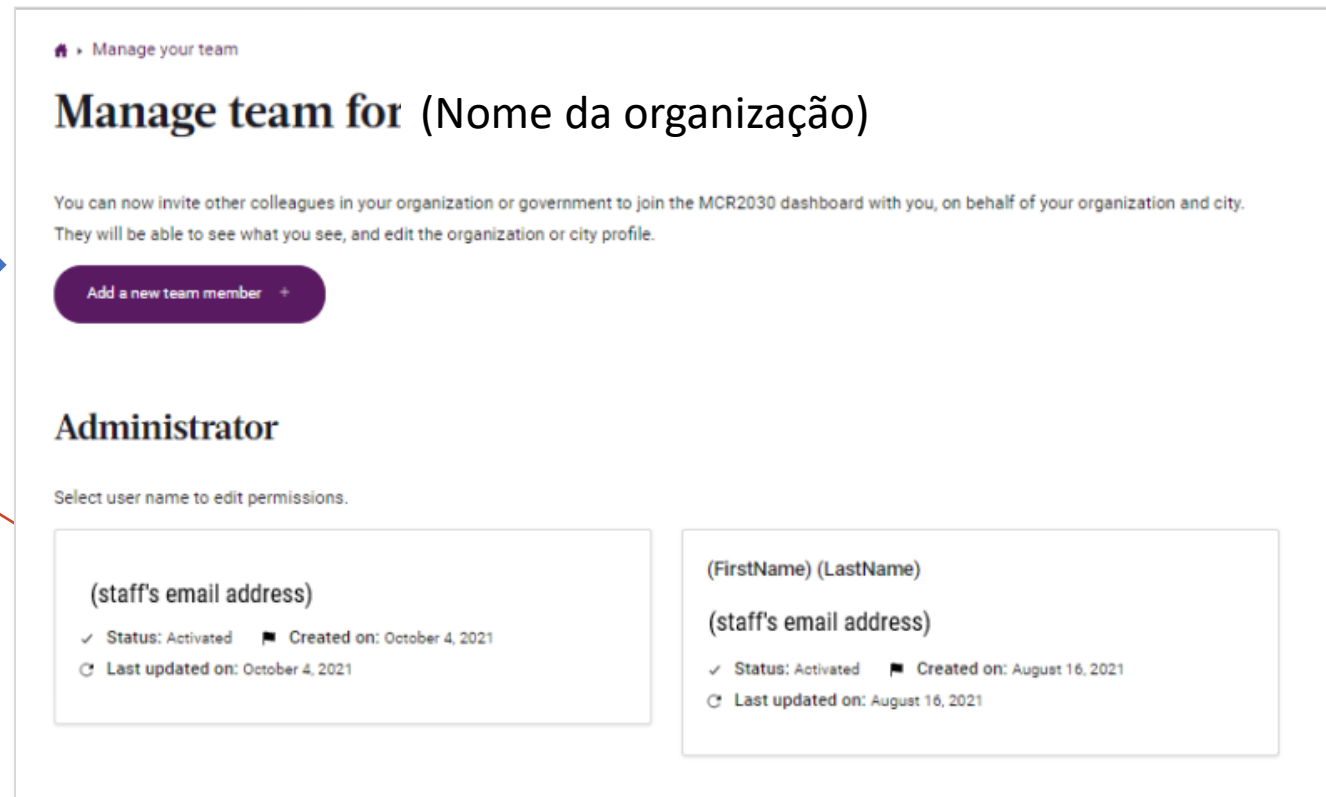
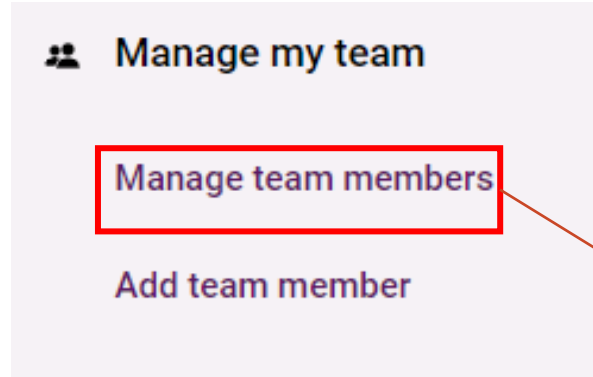
**Utilizador** - pode aceder a todas as funções do painel de informação, mas não pode adicionar/gerir os membros da equipa

2.

# Como gerir membros da equipa

### Para gerir membros da equipa:

- Seleccionar “Manage team members” na barra de menu da esquerda
- Na página Manage team, seleccionar o pessoal que se pretende gerir



### O que pode gerir?

- 1) Ativar/desativar utilizadores
- 2) Eliminar utilizadores
- 3) Reatribuir nível de permissão

### Sugestões: como sabe quem já tem acesso?

X = desativado (sem acesso)

#### Mary Cruise

maryemailaddress@email.com

x Status: Not active yet    Created on: May 6, 2021

🔄 Last updated on: August 17, 2021

✓ = ativado (com acesso)

#### Tony Roma

tonyromaemailaddress@email.com

✓ Status: Activated    Created on: April 22, 2021

🔄 Last updated on: August 5, 2021



## 2. Como gerir membros da equipa

### 1) Para ativar/desativar utilizadores

#### Para o utilizador inativo

🏠 » 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 🗑️

Clique aqui para **ativar** um membro da equipa  
(conceder acesso ao painel de informação)

#### Para o utilizador ativo

🏠 » 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 🗑️

Clique aqui para **desativar** um utilizador ativo  
(o utilizador perderá o acesso ao painel de informação)


## 2. Como gerir membros da equipa

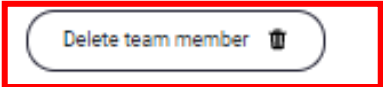
### 2) Para eliminar utilizadores

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

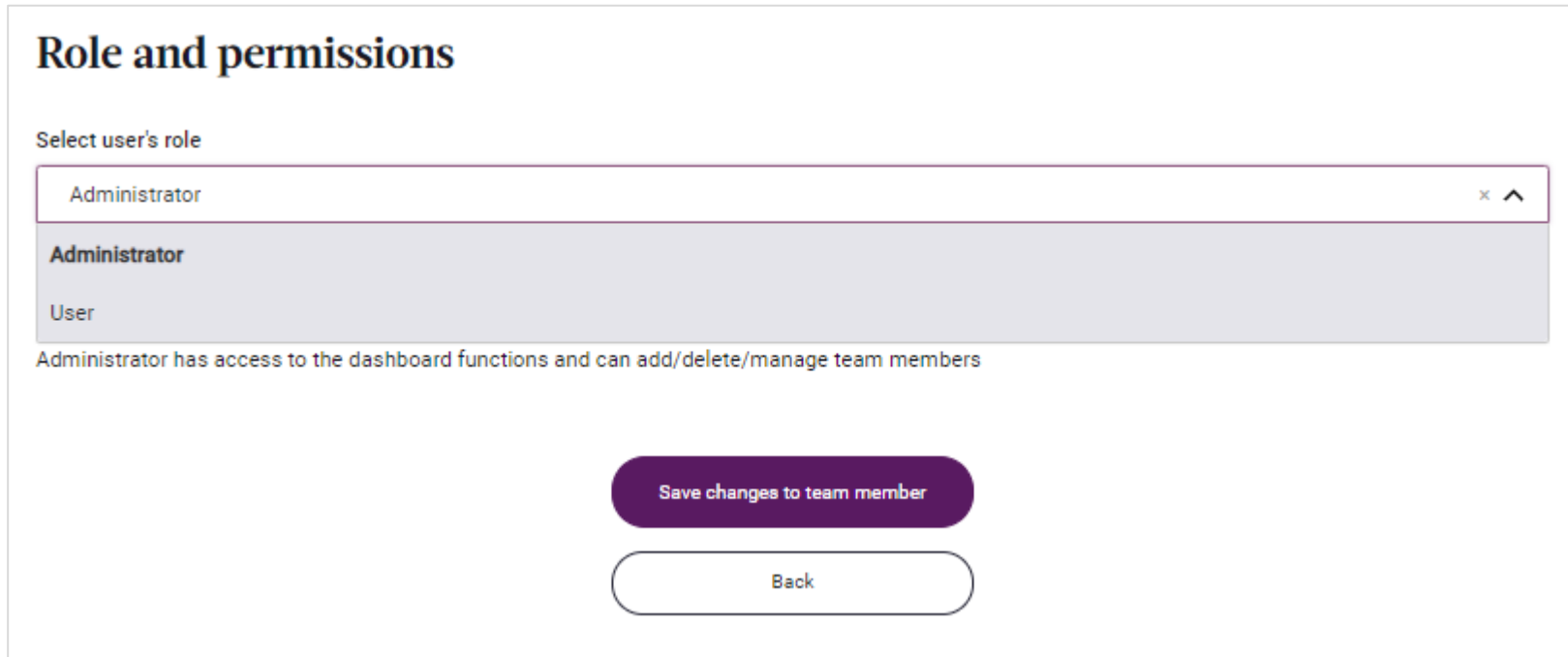
Delete team member 



Clique aqui para **eliminar** o utilizador.  
Isto irá dissociar completamente o utilizador do painel de informação MCR2030.

### 3) Para reatribuir o nível de permissão

- No fundo da página de permissão de edição para membro da equipa, selecione a função apropriada no menu pendente, depois clique em “*save changes to team member*”



**Role and permissions**

Select user's role

Administrator

Administrator

User

Administrator has access to the dashboard functions and can add/delete/manage team members

Save changes to team member

Back

## Para contactos:

- Visite o website MCR2030 <http://mcr2030.undrr.org/join>
- Contactar os secretariados MCR2030
  - África [mcr2030-africa@un.org](mailto:mcr2030-africa@un.org)
  - Américas e Caraíbas [mcr2030-amc@un.org](mailto:mcr2030-amc@un.org)
  - Estados Árabes [mcr2030-arabstates@un.org](mailto:mcr2030-arabstates@un.org)
  - Ásia-Pacífico [mcr2030-ap@un.org](mailto:mcr2030-ap@un.org)
  - Europa e Ásia Central [mcr2030-eca@un.org](mailto:mcr2030-eca@un.org)
  - Secretariado geral [mcr2030-global@un.org](mailto:mcr2030-global@un.org)

