User management

The user administration is a separate tab in the OpenOlat menu. Here you have access to the roles in different contexts. User administrators and administrators can

- search for existing users
- create new users
- Import new users
- delete user (administrator only)
- configure user
- displaying users according to different roles and assignments

Organizations

If an OpenOlat instance uses several "organizations", the users can be displayed here sorted accordingly.

Organizational Roles

The following organizational roles are distinguished and can be used for a filtered display:

Course roles

Three course roles are distinguished: course owner, course coach and course participant. The members of the respective roles can be displayed and edited here.

Group Roles

There are two group roles: group coach and group participants. These can be displayed and edited.

Curriculum Roles

If an OpenOlat instance uses the curriculum, there are other roles available in addition to the usual course roles, whose members can be displayed and edited.

▼ Curriculum roles

- Curriculum owner
- Curriculum element owner
- Master class
- Course owner
- Course coach
- Course particiapnt

User roles

Depending on the configuration in the administration in the "Modules" area "User to user", additional roles are available here that can be configured and displayed filtered.

Status

Pending users, inactive users, blocked users and deleted users of the OpenOlat instance can be displayed here.

List of deleted users

1005 Entries

Del_User name	Name	Last name	Deleted	Last login	Created	Roles	Deleted by	Clear
649723905	Alfa	Apple	5/24/2018 12:02 PM	5/24/2018 12:01 PM	5/24/2018 12:01 PM	Administrator	Apple, Alfa	Clear
del_656801794			6/1/2018 4:53 PM	6/1/2018 4:47 PM	6/1/2018 4:46 PM		Menzel, Mandy	
del_656801793			6/1/2018 3:47 PM	6/1/2018 3:40 PM	6/1/2018 3:39 PM		Menzel, Mandy	
del_655949824			6/1/2018 12:01 PM	6/1/2018 11:20 AM	6/1/2018 10:35 AM	Course coach, Group coach	Menzel, Mandy	
del_656801792			6/1/2018 12:21 PM	6/1/2018 12:21 PM	6/1/2018 12:19 PM		Menzel, Mandy	
649723906			5/24/2018 12:09 PM	5/24/2018 12:07 PM	5/24/2018 12:06 PM		Menzel, Mandy	
649723907			5/24/2018 12:22 PM	5/24/2018 12:22 PM	5/24/2018 12:21 PM	Author	Menzel, Mandy	
649723904			5/24/2018 11:46 AM	5/24/2018 11:31 AM	5/24/2018 11:31 AM		Menzel, Mandy	
del_652017664			5/30/2018 8:48 AM	5/30/2018 8:48 AM	5/30/2018 8:48 AM		Welti, Saara	

The "Deleted Users" table in the user management contains the following information that is relevant to the user deletion process:

- **Del_User name:** In the delete process the user name of the deleted user is replaced by an ID.
- **Name / Last name:** If the deleted user is an administrative user, first and last name are displayed here. If necessary, this data can also be deleted using the "Clear" action.
- **Deleted:** When was the user deleted.
- **Roles:** Displays the administrative roles of the person who was deleted.
- **Deleted by:** Who deleted the user.
- **Clear:** Action to delete the first and last names of administrative users.

Predefined searches

In the "Predefined search" queries menu you will find frequently used search queries, e.g. users who have been added in the last week, month or half-year or an overview of users who are not in a group.