

Tracking System: Promote to admin

Operational Guide

**Centre
Manager**

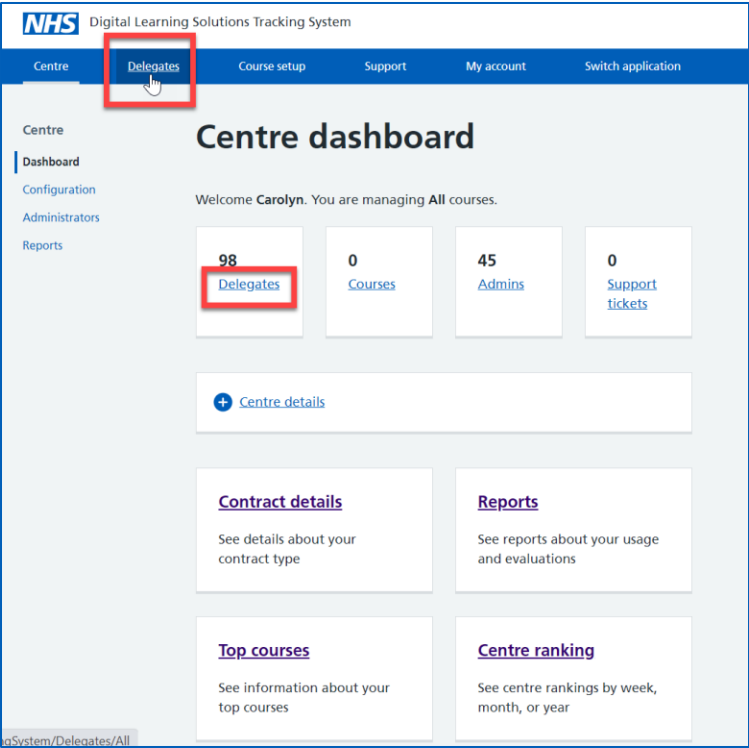
February 2022

Go to the Tracking System and promote centre delegate to admin

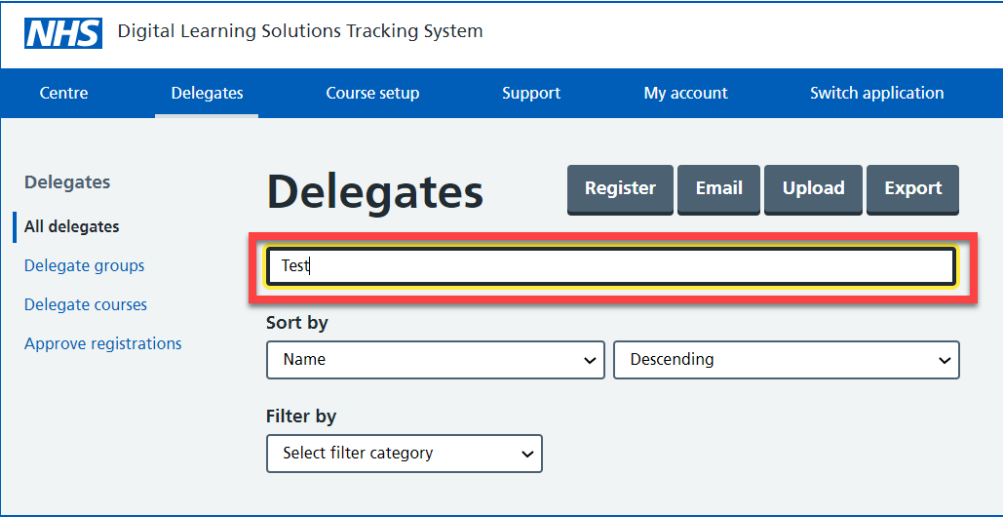
Only the centre manager has access to promote a delegate and add admin or other role permissions. This provides access protection to the learners tracked data at your DLS centre.

For information: Everyone registers to the system as a delegate (learner). The delegate must be approved (see resource DLS008), have a valid email address, claimed/verified account and password registered on the system **before permissions can be added by the centre manager**

1. Select: Delegates



2. Search: For the delegate record



[All delegates](#)

Test User

[Send welcome email](#)

Active

Password set

Registered by centre

Details

Name	Test User
Email	
ID	TU59
Alias	HEE11
Registration date	06/04/2017
Job group	Other
Base / office / place of work	NECS
Department / team	-
Contact telephone number	-
Year of study	-
Organisation / company	-
Professional Registration Number	Not yet provided

[Edit details](#)[Set password](#)[Promote to admin](#)[Deactivate account](#)

5. Select: **Promote to admin**

For information: From here you will add a role with the associated permissions to the system for that role.

Promote centre delegate to admin

User: Test User

User roles

Please select all the roles this user has.

☒ Centre manager ← New
Manages user access permissions for administrators at the centre, sees all support tickets for the centre in addition to having all of the permissions of a centre administrator.

☒ Centre administrator
Manage delegates, courses and course groups. Enrol users on courses. View reports.

☐ Supervisor
Oversees individual and groups of delegates. Assigns and reviews self-assessments. Arranges supervision sessions.

☐ Nominated Supervisor
Confirms self-assessment results for learners.

☐ Trainer
Delivers face to face or online training sessions and records attendance. Not yet implemented in the system.

☐ Content creator license
Assigned a Content Creator license number and has access to download and install Content Creator in CMS.

Please select a content manager role for this user.

☐ CMS administrator
Create bespoke courses in the Content Management System by importing content from other DLS courses.

☐ CMS manager
Can create courses in the Content Management System by uploading local digital learning content.

☒ No CMS permissions

Learning category

Learning category (optional)
Limits the permissions of the administrator to view and manage courses in a particular category.

All

Save

NEW:

The centre manager can now promote other users to Centre manager where appropriate. This enhancement enables a centre manager to promote a delegate (where appropriate) to a centre manager role. The functionality was previously only available, on request, from the central team. This has predominantly been made available to assist the onboarding of (clinical) centre managers to deliver the Digital Competency Frameworks.

6. Select: The appropriate role for this user

*For information: A range of roles and permissions are available depending on the context in which you use the system and the plan that you have with DLS. You can also limit permissions to a learning category. **For centres using competency frameworks there is the option for the clinical centre manager to add a Supervisor or Nominator Supervisor role.***

7. Select: Save

Test User

Active

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Admin

Registered by centre

Send welcome email

Details

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Contact telephone number	-
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*For information: The registration card is now tagged with **Admin** permissions*