

# Administration - Experts

## What is an Expert?

A Expert is an individual assigned to mentor and give expert advice on questions asked by learners or employees.

The administrator can assign an Expert to a category(s) to moderate. Experts can view, edit, remove and moderate questions and comments in the category(s) they have been assigned to.

## 1. Assign a User to an Expert Role


### Find the user

- Click on **System administration | Users | Manage users**.
- Click **Action | View / Edit** next to the user you want to grant access.

Home

Users

- User Information
- Subgroup Access
- Copy User Rights
- Reporting Rights
- IR and PDP Roles
- Role Assignment
- Schema Access



List of Users

Switch Schema

Search

Schema

Employee Number

Username

Category

Employee Name

eduard

Include Disabled Users

☐

Search

Clear

Add New User

Delete

Send Welcome Notification to New Users

Actions	Username	Name	Schema	Disabled	Locked	Category	Delete
<a href="#">Action</a>	BA001	Eduard Dussan	Signify				<input type="checkbox"/>

View / Edit

Assign Subgroup Access

Assign Reporting Rights

Close

Reporting Structure

Roles

Assign the Role

Home

Users

- User Information
- Subgroup Access
- Copy User Rights
- Reporting Rights
- IR and PDP Roles
- Role Assignment**
- Schema Access

User Role List (BA001)

[Successfully Saved - 10:32:11 AM]

Search

Search

Clear

Add

Delete

Add Multiple Roles

Module	Role	Delete
Event Management	Event Administrator	<input type="checkbox"/>
Job Profiler	Job Profiler Administrator	<input type="checkbox"/>
Learning	Learning Administrator	<input type="checkbox"/>
Organization	Organisation Structure Administrator	<input type="checkbox"/>
System Access	Schema Administrator	<input type="checkbox"/>
Global	System Administration Administrator	<input type="checkbox"/>

Add

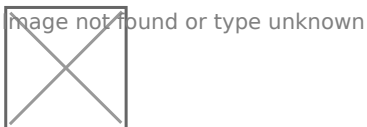
Delete

Add Multiple Roles

Reporting Structure

Roles

- Select *Role Assignment*.
- Click the *Add Multiple Roles* button.

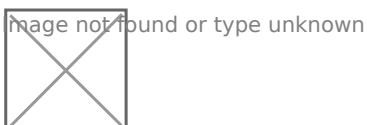


The Add Multiple Roles screen will open.

- Select the Ask The Expert Expert Role for the Ask The Expert module.
- Click the **Save** button.
- Click the **Close** button.

## Assign specific rights for the user

Click on the Role to open the specific access available for this role.



Select the Role detail applicable to the user.



- Click *Save to apply* the change.
- Click *Back to List* to Return to the User Role List.

# Rights available for a user with the Ask The Expert Role

Role	User	Moderator	Administrator
Add a new question	X	X	X
View the questions you asked	X	X	X
View question statistics	X	X	X
Search for specific questions / comments	X	X	X
View Current Discussions	X	X	X
View Most Read	X	X	X
View Most Commented	X	X	X
Report Questions asked by fellow users	X	X	X
Report Comments made by fellow users	X	X	X
Moderate questions and comments: Publish		X	X
Moderate questions and comments: Unpublish		X	X
Moderate questions and comments: Lock		X	X
Moderate questions and comments: Remove		X	X
Moderate questions and comments: Edit		X	X

Role	User	Moderator	Administrator
Remove / Edit questions individually		X	X
Remove / Edit comments individually		X	X
Add / Edit and Remove Categories		X	X
Add / Edit and Remove Experts			X
Mark comments as preferred			X
Assign Experts to categories			X

## What happens now?

The user's name will appear in the Expert drop down on the Assign an Expert page once the user has been assigned the Expert Role.

LMS Portal

?

Search

e-Learning Programmes 1

Discussion Forum

My Achievements 18

[Discussion Forum](#) » [Discussion Forum Question](#) » [Assign](#)

### ASSIGN CATEGORIES TO EXPERT

Category Experts \*

Eduard Dyason

Category \*

Pathways  
Performance Management

Assign

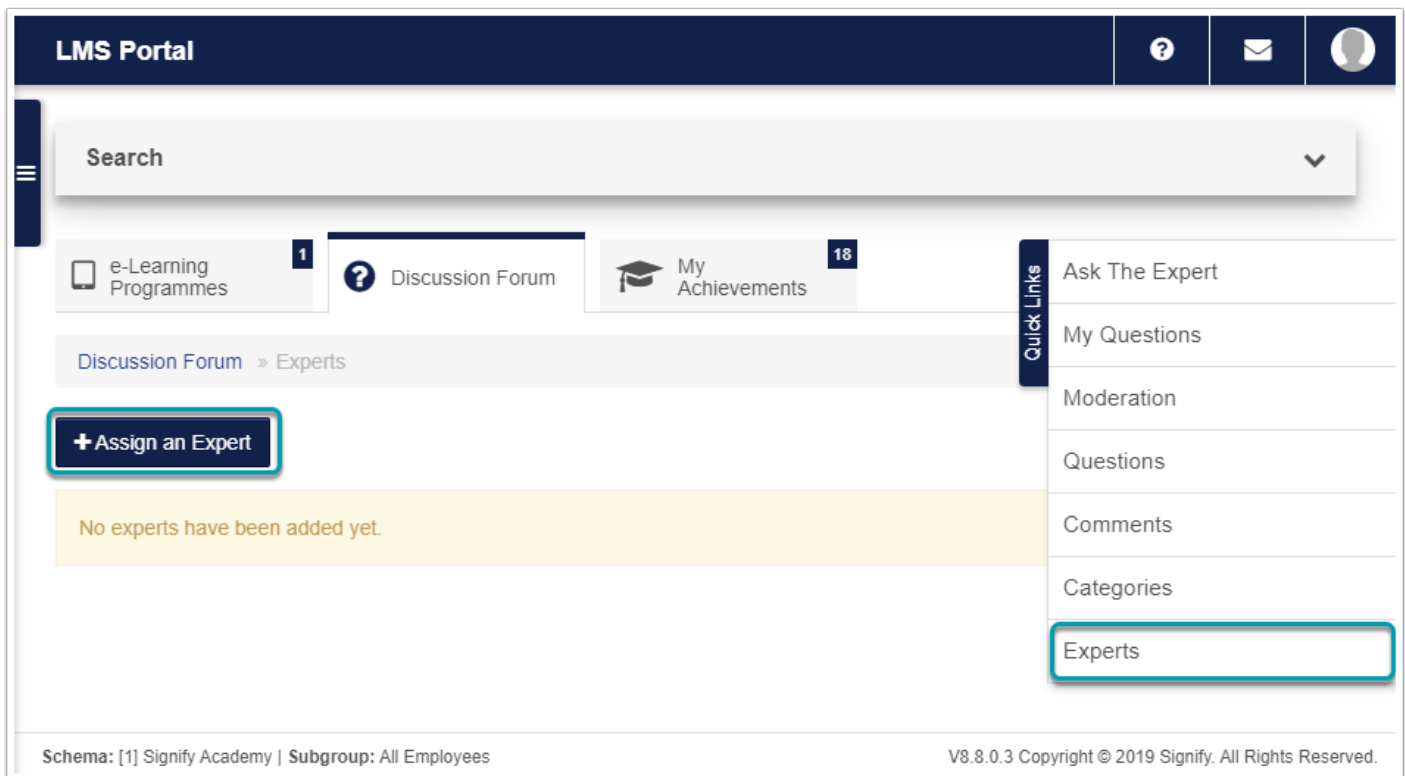
Back

Quick Links

## 2. Assign an Expert

### Where do I find the Experts option?

The Experts option will be available to the Administrator on the Quick Links option on the right-hand side of the Ask the Expert screen.



- Select the **Experts** menu item from the **Quick Links**.
- Click the **Assign an Expert** button to open the Experts page.

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## ASSIGN CATEGORIES TO EXPERT

Category Experts \*

Eduard Dyason

Category \*

Pathways

Performance Management

Assign

Back

- Select the **Expert** from the drop down.
- Select one or multiple categories for the Expert to moderate.
- Multiple categories can be selected if you hold the *Ctrl button* in and select the categories.
  - Click the *Assign* button.
  - The Expert will be listed on the Experts page and can be edited or removed.

## Expert List

LMS Portal

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Search

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Discussion Forum

My Achievements

18

Discussion Forum » Experts

+ Assign an Expert

Actions	Employee	Category
<div>Actions</div> <div> <div>Edit</div> <div>Remove</div> </div>	Eduard Dyason (BA001)	Pathways
	yason (BA001)	Performance Management

Click Actions:

- **Edit** next to the Expert you want to edit.
- **Remove** next to the Expert you want to remove.

Try It Out: Assign Ask The Expert, Expert Rights to a user and add the user as an Expert on a Category.

Revision #1

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