
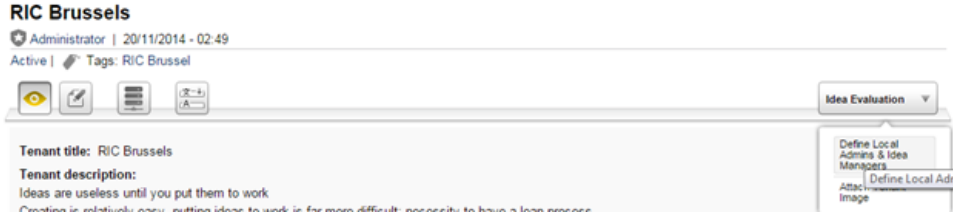
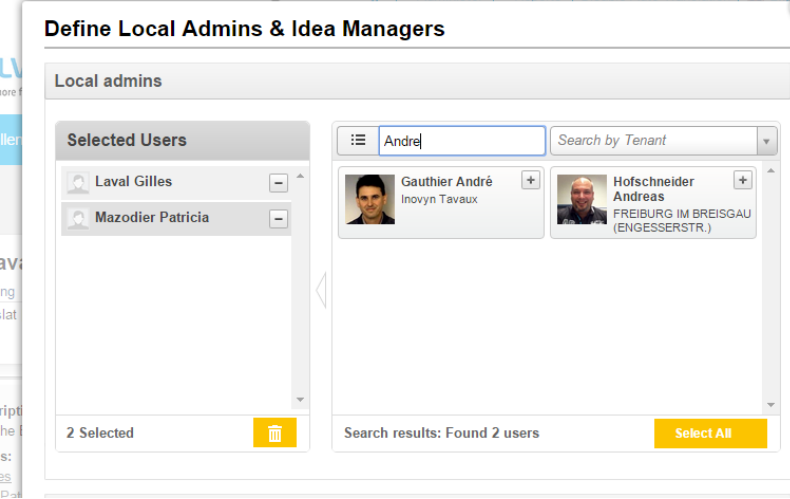


Add / Assign local admin

Procedure	Screenshot
<p>1. Grant the role of Local Admin to the user (refer to How to update User Role to idea manager/ local admin)</p>	 <p>Roles : ?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Do not block <input checked="" type="checkbox"/> Internal User <input type="checkbox"/> Share Agent <input type="checkbox"/> Support Admin <input type="checkbox"/> Ideas manager <input checked="" type="checkbox"/> Local Admin <input type="checkbox"/> SSO user
<p>2. Assign the user as the idea manager of your tenant site:</p>	
<p>a) Go to Administer > Full Tenant List. Click on your Tenant Name (e.g. RIC Brussels)</p>	
<p>b) Click on Define Local Admins & Idea Managers</p>	 <p>RIC Brussels Administrator 20/11/2014 - 02:49 Active Tags: RIC Brussel</p> <p>Tenant title: RIC Brussels Tenant description: Ideas are useless until you put them to work Creating a relatively new setting ideas to work in for more difficult concepts to have a long process</p>
<p>c) At the Local admins box, search and Add the user by clicking on the Plus sign (+)</p>	 <p>Define Local Admins & Idea Managers</p> <p>Local admins</p> <p>Selected Users</p> <ul style="list-style-type: none"> Laval Gilles Mazodier Patricia <p>2 Selected</p> <p>Search: Andrej Search by Tenant</p> <ul style="list-style-type: none"> Gauthier André (Inovyn Tavaux) [Add] Hofschneider Andreas (FREIBURG IM BREISGAU (ENGESSESTR.)) [Add] <p>Search results: Found 2 users Select All</p>
<p>d) Click Submit</p>	