
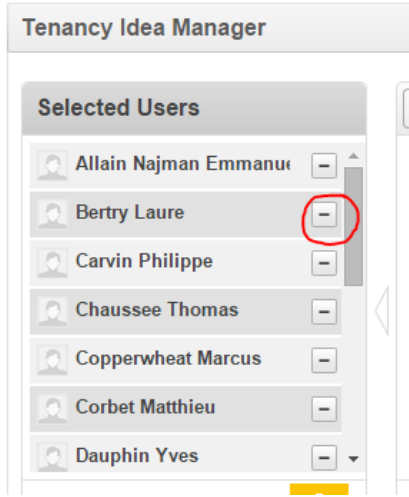


Remove idea manager / local admin

Role: Local admin (its own tenant), support admin

Procedure	Screenshot
1. Go to Administer > Full Tenant List. Click on your Tenant Name (e.g. RIC Brussels)	
2. Click on Define Local Admins & Idea Managers	
3. Remove the person from the idea manager / local admin by clicking on the Minus sign (-)	
4. Click Submit.	