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# Tahi Admin - Managing User Applications and Access



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The 'Groups & Applications' screen allows a Tahi Administrator to view or update group and app assignments for a Tahi user.

Most group assignments are based on the user details coming from the school's SMS. This means that any group a user is already part of in the school SMS will also exist in Tahi.

Examples of this could include; year groups, classes, departments, subjects, sports or arts groups.

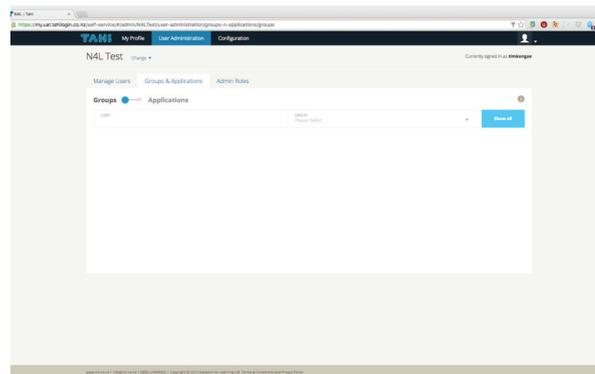
You can also create groups in Tahi that are separate from the groups managed in the school's SMS. These may be a one-off group, such as an event based group.

In Tahi a user will normally have apps automatically assigned to them on the basis of their user type. The Tahi Administrator is also able to assign an app to a user specifically, if it is not already part of their user type profile. They are also able to revoke an individual user's access to an app if required.

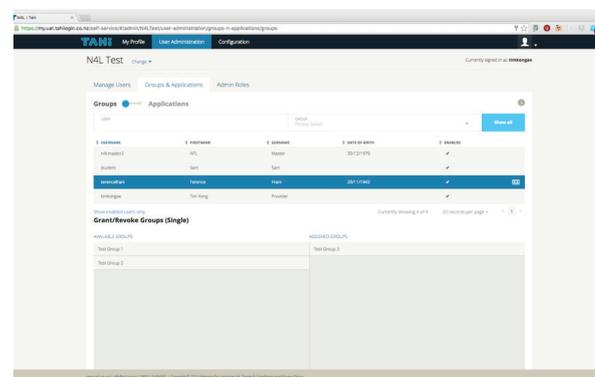
## Groups

Follow the steps below to assign or revoke a user from a group;

**Step 1.** Under the 'User Administration' tab, move the slider to 'Groups'.

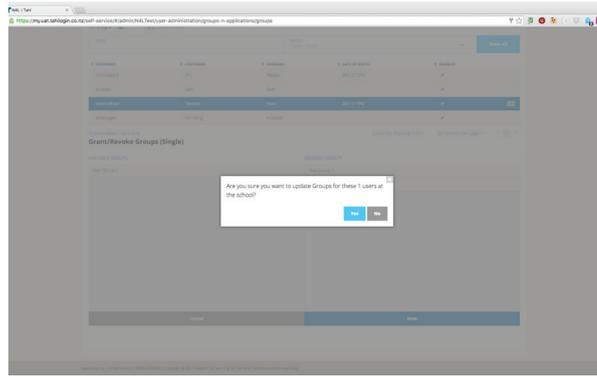


**Step 2.** In the search results table, click the user required. The screen will expand to display the user's assigned groups and available groups.

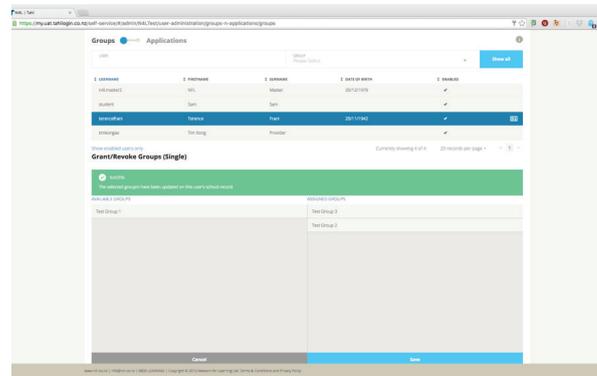


**Step 3.** Click on a group in the 'Available Groups' column to move it to the 'Assigned Groups' column or click a group in the 'Assigned Groups' column to move it back to the 'Available Groups' column depending on what you need to do.

**Step 4.** Once all changes have been made, select 'Save'.



**Step 5.** A message will appear asking for confirmation of the changes made. Select 'yes' to confirm or 'no' to cancel. If your changes were successful you will see a confirmation message.

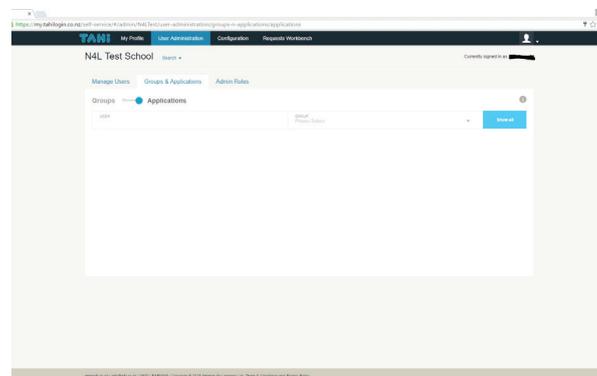


## Apps

The Applications screen allows you to assign and revoke a user from an app.

Follow the steps below to manage user apps;

**Step 1.** In the Applications screen, move the slider to 'Applications'.

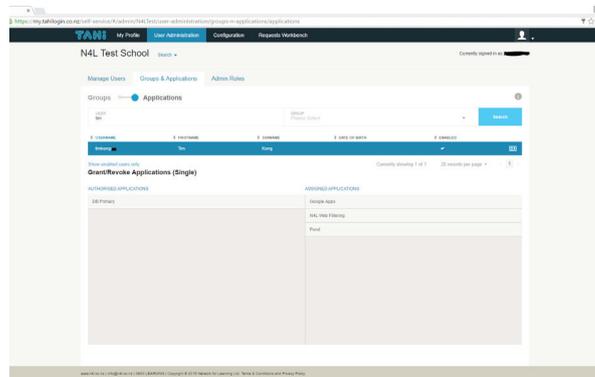


**Step 2.** Select the user required.

The screen will expand to display two columns, one showing the available apps and the other showing the assigned apps for this user.

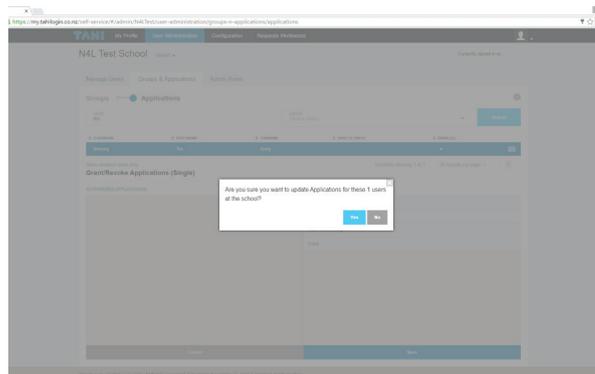
**Step 3.** Select the app that you wish to assign to the user, this will move that app into the assigned app column.

**Step 4.** To remove an app from a user, select the app in the 'Assigned Groups' column, this will move the app to the 'Available Groups' column.



**Step 5.** Click Save.

**Step 6.** Tahi will display a message asking you to confirm the changes. Select 'Yes' to confirm or 'No' to cancel.



If you select 'Yes', Tahi will display a message confirming that the app update was successful.