

# Institutions

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# Institution staff access

Institution staff members enjoy a number of additional rights to regular members, for example:

- creation of controlled groups
- viewing of the real names of users
- access to the *User search* page in the administration
- viewing of the access list of user's pages if allowed

Institution staff members have an additional navigation item: *Institution information*.

Main navigation bar for staff members

Main navigation for staff members

## User search

*Administration menu → Users → User search*

Staff members have the majority of the functionality available on this page as institution administrators.

When you are on the *User search* page, you can view all members of your institution or just a select few. You only see the following options if you have the permission to access user reports.

Staff members cannot manipulate user account information or access user pages to which they have not received direct access from the user. The reports page only lists the pages, but does not give default access.

user search page as viewed by a staff member

*User search* page as viewed by a staff member

1. Click the *All* button to select all users and click the *None* button to deselect all users.
2. You can also tick the checkbox for an individual user to select them.
3. Click the *Get reports for selected users* button to
  - view user reports
  - download user account information for further actions
  - view information on masquerading sessions if that feature is turned on

For more information on what you can see in this action, please refer to the section "People reports".

# Reports

*Administration menu → Reports*

The functionality available to staff members is similar to the one for institution administrators in the “Reports” section if the site administrator allowed staff members to view reports.

# Institution administrators

You can give users administrator rights in an institution in which they are members. The administrator role will allow them to manage users in their own institution. This page allows you to do that in bulk for many users at once.

You can also give admin rights on the user account settings page.

## Give users institution admin rights

Give users institution admin rights.

1. **Institution:** Choose the institution from the drop-down menu for which want to give admin rights to members. If there is only one institution, its name will be displayed without the drop-down menu.
2. **Admin users:** You can search for users in the *search* box if there are too many names listed.
3. **Institution members:** Select the institution members who shall get administrator rights.
4. Add the users to the list **Current administrators** by clicking on the *right-arrow* button ▢.
5. If you put a user into the institution administrator list by accident or want to remove existing administration members and return them to normal membership status, select them.
6. Then click on the *left-arrow* button ▢, and they are removed from the list.
7. When you have all the members you wish to have as administrators in the institution, click the *Submit* button.

# Admin notifications

*Administration menu → Institutions → Admin notifications*

The *Admin notifications* page lists all users with institution and site administrator access on your site. It shows their selected notification preferences for all admin notifications. There should be at least one administrator receiving each type of message generated.

Institution administrators only see admin notifications for their own institutions.

Admin notifications are:

- Contact us
- Objectionable content
- Repeat virus upload
- Virus flag release
- Objectionable content in forum

Overview of the admin notification types

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