

Regularly assessing your users' Administrative Access in Alchemy Manager is critical to the successful maintenance of your training operations. Below you will find detailed instructions as how to promote users and how to demote users. As you begin this process, consider your company specific needs. Please note that only Platinum and Diamond Administrators can promote or demote users.

## Promote Users



### Search & Toggle

To promote a user to an administrator, search for the user's name, then click on their user profile. Then, click the **toggle button** in the top right corner. Administrator details will appear below.

### Administrator Details

On the left side **Administrator details** should now appear, select the types of access this user will be granted. Consider the user's role and what duties they will need to execute using Alchemy.

### Roles & Add-on Abilities

Select the type of access a user will need. After making selections, click **apply**. If you are unsure, consult your Account Manager or preview the **Help Center Article: Access Levels** found in the Alchemy Help Center.

### Worksite & Groups

Click **Admin for these worksites**. Make your selections and click **Apply**. To grant admin access to groups, click **Admin for these groups**, make your selections, then click **apply**.



## Demote Users

To demote a user's access, search for the user and click their name. Click the **toggle button** in the top right corner and you will be asked to confirm to demote the user. Click **demote**.



## Administrative Access Levels

# Quick Guide

Alchemy understands your company has unique needs when it comes to organizing and tracking your training operations. That is why Alchemy has created different Administrative Access levels to help clients manage access to information. Read below to learn about our most common Administrative Access levels and best practices.

This will grant your user Manager Admin Center access.  
**Access to learner records and to reports.**  
*They cannot edit users or activities.*

**Copper Admin**

This will grant your user Manager Admin Center access.  
**Ability to edit access to activities and run reports.**  
*They cannot edit users.*

**Silver Admin**

This will grant your user Manager Admin Center access.  
**Edit access to users, activities, and run reports.**  
*They cannot edit Admin Access of other users.*

**Gold Admin**

This will grant your user Manager Admin Center access.  
**Edit access to promote other admins, users, activities, and run reports.**  
*This is known as the **Customer Admin**.*

**Platinum Admin**