GUIDES BY ROLE

Training kit: Administrator

A printable page: programme, checklist and exercises on a demo site.

ADMINISTRATOR Last updated : 29 October 2026

ADMINISTRATOR **Duration** : 45 min. **Goal** : Know how to name the right people, set up the installation and keep control of access.

Role guide · Download the PDF

✓ **Print**

Use Print (Ctrl+P or ⌘P) then "Save as PDF": the page is formatted for paper.

Before the session

- □ A demo Jira where the app is installed, with fictitious data (never your production site).
- □ An account that holds the role being studied.

Programme

Time	Content	Pages
10 min	The rights model: additive roles, Jira administrator, what a role never allows	Roles and permissions
15 min	Settings: language of messages, compliance managers, edition and licence	Settings
10 min	An access review on the app's scope	Playbook: access review
10 min	The audit log and the export of your data	Audit log, Audit pack

Checklist

- ☐ I know where to name a compliance manager and where to remove one
- ☐ I know what the app does without an active licence (read-only)
- ☐ I know a role never allows managing roles
- ☐ I know the app removes no access in Jira
- ☐ I know how to export my data

Exercises on the demo site

1. Name a compliance manager then remove them; find both events in the audit log.
2. On the demo site, open Settings and note the cards you see.
3. Start an access review campaign on a demo project and close it; export it as CSV.

What the app does not do

It never says the organization is compliant; it removes no access in Jira; it sends nothing to the authorities. See the role guide for the limits specific to this role.