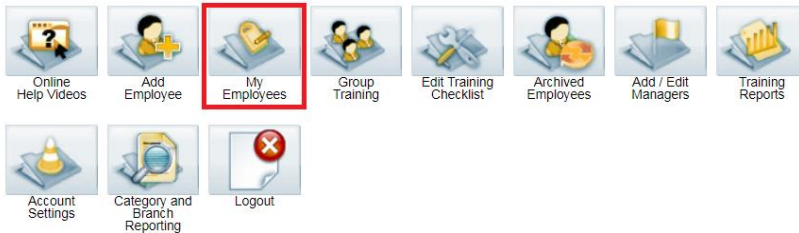


HOW TO REASSIGN TRAINING UNITS

You are able to reassign units from an employee who is no longer with your company to new employee **only if they have not yet been used**.

Once you log in, select **"My Employees"** and go to the employee who you wish to change. They are alphabetical by last name.



Select **"Edit Name, Category"** in the options below the employees name. You can change the first name, last name and email. The ID # will remain the same and transfer to the new employee, along with the unused training modules. *Make sure a Category is selected or your changes will not save.*



To save, select **"Update Training"**.

A training email **will not** be automatically sent, so go to the options underneath the employee's name and select "**Resend Training Email**". Or you can print the same information by selecting the "**Print Training Instructions**" option.

ID - 2342528 - ACCOUNT, Dummie (CLCA)

Account, Dummie - Actions

- ▶ Print Dummie's Training Instructions ▶ View Dummie's Exam Scores
- ▶ Edit Dummie's Name, Category ▶ Print Dummie's Training Diploma ▶ View Dummie's History
- ▶ Print All Ready Training Checklists ▶ Skip Dummie's Checklists ▶ Recertify Dummie
- ▶ **Resend Training Email** ▶ Archive Dummie

 Violence and Harassment in the Workplace Due In: 14 days

 WHMIS with GHS UNASSIGNED 3 days

 Disabilities in the Workplace 2016-04-06 Check List

 HAZCOM with GHS UNASSIGNED n/s days

Thank you for ordering with,



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