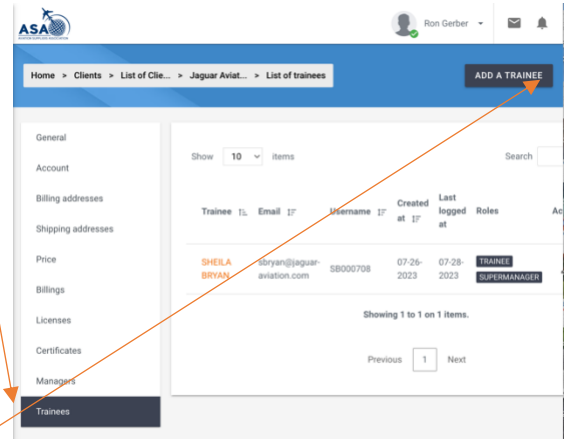




Add Trainee and Assign License Guide

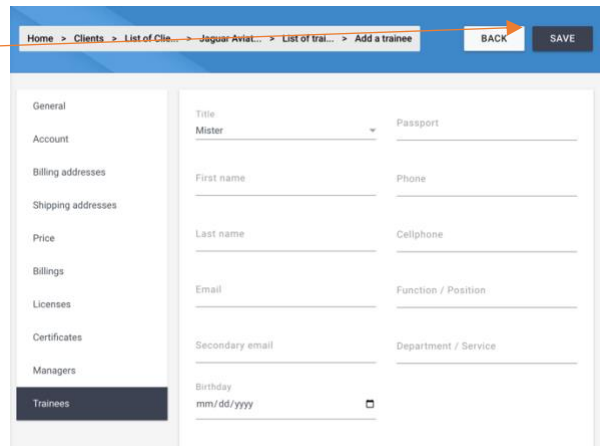
1. Sign in to your ASA account as the super manager and/or admin.

2. Click on the Trainees tab on the left.



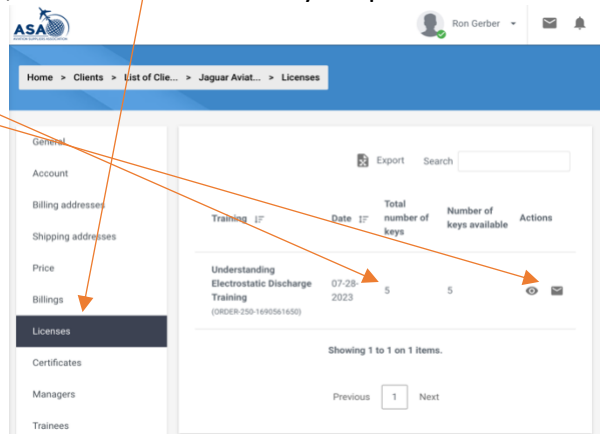
3. Click on 'Add a Trainee' top right.

4. Enter the trainee's first and last name and email address. This can be a work or private email address and click 'SAVE'.

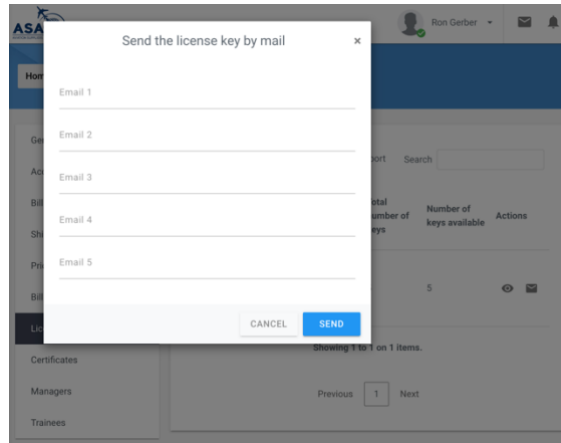


5. After all trainees are entered and saved, click on licenses. And your purchased licenses will be detailed.

6. Click on the mail icon on the right.



7. Assign the license to an employee by entering their email address and click send.



The employee will automatically receive an email regarding their training class with instructions on signing in and accessing.

All courses that have a test require an 80% or more to pass. If a trainee fails you, as the manager, will receive an email notifying you they have failed. They can retake the test if you authorize it by sending a support ticket request to 'give another chance' to the employee by name and course. This is for compliance purposes. If they fail a second time the license is expired, and another license must be purchased.

If you have any questions email- Ron.Gerber@butterfly-training.net