

COURSE HISTORY TRANSFER

With the new feature „course history transfer“ it is possible to transfer

- Course histories including open registrations, invitations and waiting list entries
- Certifications and qualification paths
- Test results (online tests, eLearning tests etc.)

Transfers can be done not only between users in the same company but also between users in different companies. Only a few clicks are necessary:

Select the user whose history you would like to transfer. Open the user document, click on „Registrations“ and then on the green/blue arrows.

USER VIEW

Here you can see information about the current user. To see the details about the registrations or certificates click on the tabs. To perform some action with this user, use one of the action-buttons to the right of the name of the user. For additional actions please use the menu.

Personal Info Registrations Certifications HR data

(1524 view(s))

Current invitations
There are no open invitations.

Course registrations

From the dropdown menus choose the company, and the user you want to transfer the course history to.

User History Transfer

from User Company

Market Company

to User
- please choose -

Also move certifications/qualification-path ⓘ

Also move test results ⓘ

Save

Tick the checkboxes if you would also like to move certifications/qualification path and/or test results. Click on “save”.

Attention: it is NOT possible to transfer single courses, certifications, test results etc., this action will always transfer the complete history of the selected user.