



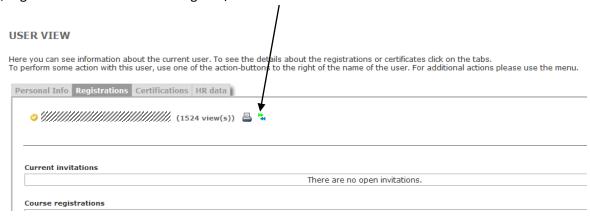
COURSE HISTORY TRANSFER

With the new feature "course history transfer" it is possible to transfer

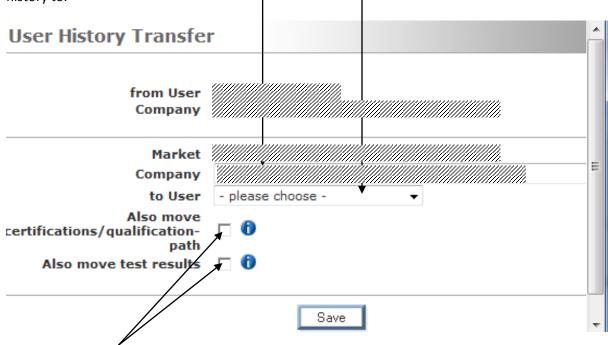
- Course histories including open registrations, invitations and waiting list entries
- Certifications and qualification paths
- Test results (online tests, eLearning tests etc.)

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.



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



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 <u>single</u> courses, certifications, test results etc., this action will always transfer the complete history of the selected user.