

Overview: Approving, Notifying and Re-notifying Learners

Users **Step 1:** Go to your Users Tab > Find the User/s you wish to Approve/Notify Users (56) **Step 2:** For a single user > Click on the "Approve" icon in the Actions column ⊠ & ☆ x 8 🖾 ⊠ & ⊗ × **Step 3:** To Approve & Notify the Learner 8 🖾 ⊠ & ⊗ × - select "OK" on the pop up. If you wish 8 🖼 ⊠ & ⊗ × to approve the learner but not send them their Notification email - select "Approve ☑ .8 & × without Sending" 8 * 8 ×

Additional Notes:

Re-sending Notification Email: You can always resend a Notification email by clicking the "Notify" button in the Actions Column (envelop icon)

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Status: Once a user has been Approved/Notified you will see these icons appear in the "status" column - indicating if a User has been approved and sent their notification email.

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Bulk Function: You can also Approve/Notify users in bulk using the "Bulk Action" function on the left side of the users tab (Check the box that reads "use the column to preform actions to multiple users at once.

			Q	+ Add User
Filters Applied	Α	dvanced filters $$		
Use the column to perform ac	tions to multiple users at once.			
USER NAME, LOGIN ID	LOCATION GROUP	COURSES ROLE 7	STATUS ? ACTIONS	