OPUS
EXPERTS IN MEDICINES TRAINING

MULTIPLE USERS

BEGINNER'S GUIDE TO
ALLOCATING TRAINING TO MULTIPLE MEMBERS

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01 SELECT THE LICENCES TAB

OPUS	My Learning Zone	Organisation Management Zone

🏢 Organisations	📊 Reports	🪪 Order Licences

| 🏛 OPUS Test Org | 🎓 Services | ♻ Upcoming Pharmacist-led Courses | 🎓 Past Pharmacist-led Courses | 👥 Members | 🪪 Licences | ⚙ Settings |

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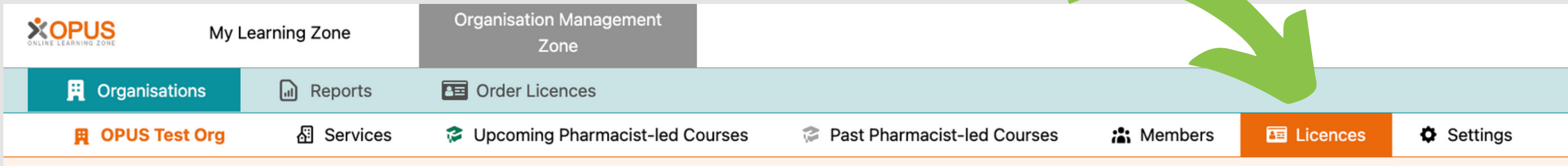
02 FIND THE COURSE TITLE YOU WISH TO ALLOCATE

Licences of the Organisation: OPUS Test Org [Filter ⌄]   [Order Licences]

Table Key: 👥 Bulk Allocate to Members   🗃 Allocate To Service   ⓘ Details

Course	Certificate Lifetime	Available to Organisation	Available to Services			
Advanced Distance Learning Workbook for Adult Services	24 months	4	0	👥	🗃	ⓘ
Buccal Midazolam & Epilepsy Online Interactive Distance Learning Workbook	24 months	5	0	👥	🗃	ⓘ
Safe Handling of Medicines for (Foundation) for Care Homes (E-learning)	24 months	10	0	👥	🗃	ⓘ

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03 CLICK THE BULK ALLOCATE ICON

Licences of the Organisation: OPUS Test Org [Filter ⌄]   [Order Licences]

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04 CLICK THE NAMES OF THE MEMBERS YOU WISH TO ALLOCATE TO

Key: ☐ No Licence   ☐ Failed Assessment Twice   ☐ Expired Certificate

[Filter ⌄]

👤 ☑ Alpha Bravo ab@opustest.com	👤 ☑ Charlie Delta cd@opustest.com	👤 ☐ Echo Foxtrot ef@opustest.com
👤 ☐ Indigo Juliette ij@opustest.com	👤 ☐ OPUS Organisation Manager learning@opuspharmserve.com	👤 ☐ OPUS Service Manager service@opuspharmserve.com

Top Tip
Always add your Members BEFORE trying to allocate licences to them.
Check out our Beginner's Guide to Adding Members

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05 ONCE ALL MEMBERS ARE SELECTED, CLICK ALLOCATE

👤 ☐ Indigo Juliette ij@opustest.com	👤 ☐ OPUS Organisation Manager learning@opuspharmserve.com	👤 ☐ OPUS Service Manager service@opuspharmserve.com	👤 ☐ Romeo Sierra rs@opustest.com

[Cancel] [Allocate]

EASY!