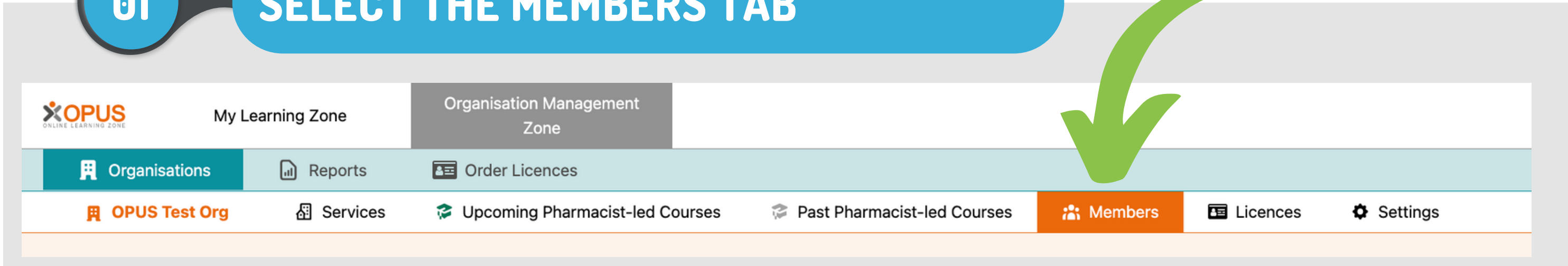


BEGINNER'S GUIDE TO ALLOCATING TRAINING TO AN INDIVIDUAL MEMBER

01

SELECT THE MEMBERS TAB



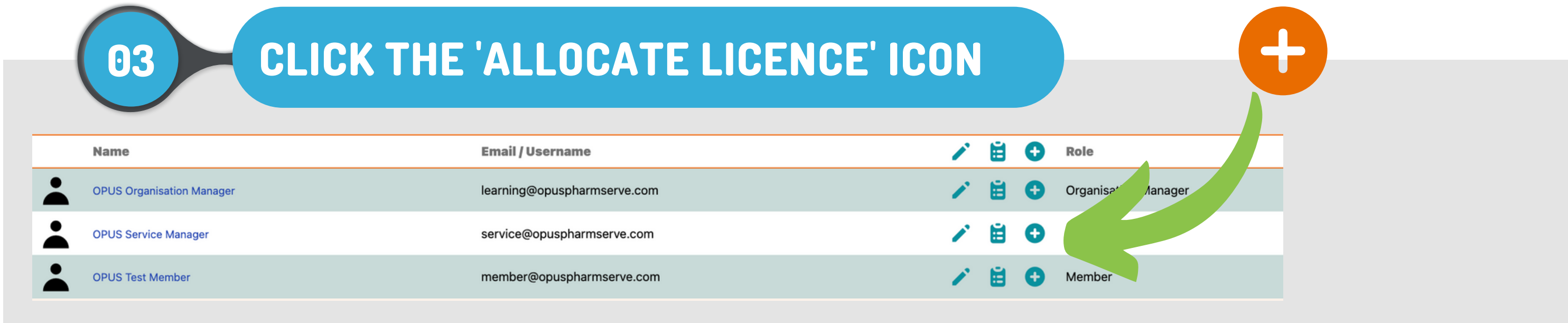
02

FIND THE MEMBER YOU WISH TO
ALLOCATE TRAINING TO



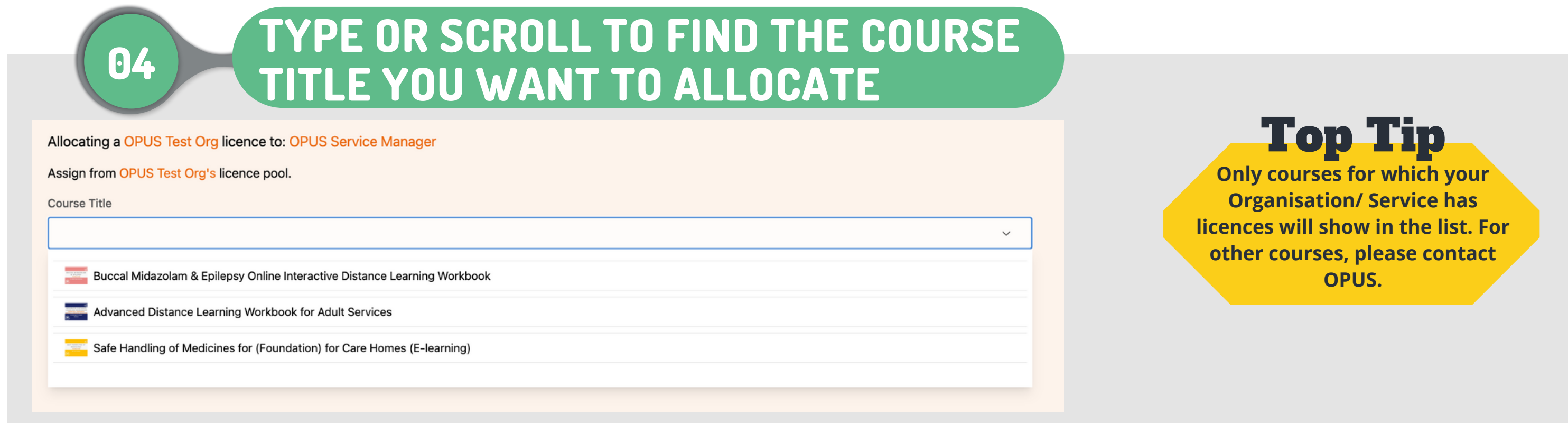
03

CLICK THE 'ALLOCATE LICENCE' ICON



04

TYPE OR SCROLL TO FIND THE COURSE
TITLE YOU WANT TO ALLOCATE



05

CLICK 'ALLOCATE'

