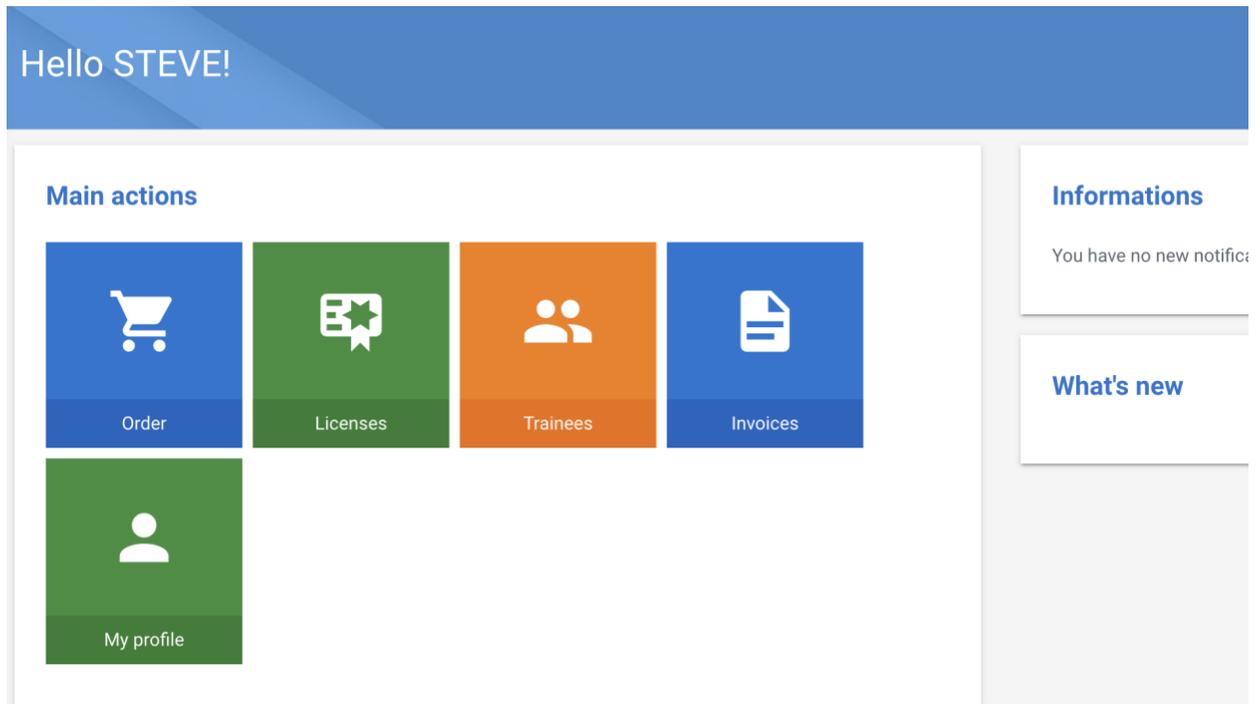




Manager Dashboard Actions



When signing you will be taken to your dashboard and can choose your actions by clicking the specific color-coded box.

Order- allows you to choose the course modules you wish to purchase.

Licenses- This shows you all purchased licenses & allows you to assign them to trainees.

Trainees- Lists all currently enrolled employees.

Invoices- Details all order invoices.

My Profile- The Manager Profile.

Licenses

The screenshot shows the Butterly Training interface. At the top left is the logo. At the top right, the user is identified as STEVE NORTON. Below the header is a blue banner with the text "Available licenses". Underneath are two tabs: "Available licenses" (selected) and "All licenses". The main content area features a table with the following columns: Training, Date, Total number of keys, Number of keys available, and Actions. A single row is visible for "Self-Audit/Internal Audit Training (ORDER-384-1711650738)" with a date of 03-28-2024, 1 total key, and 1 available key. An orange arrow points from the envelope icon in the Actions column to the text below. Below the table, it says "Showing 1 to 1 on 1 items." and includes pagination controls for "Previous", "1", and "Next".

Training	Date	Total number of keys	Number of keys available	Actions
Self-Audit/Internal Audit Training (ORDER-384-1711650738)	03-28-2024	1	1	 

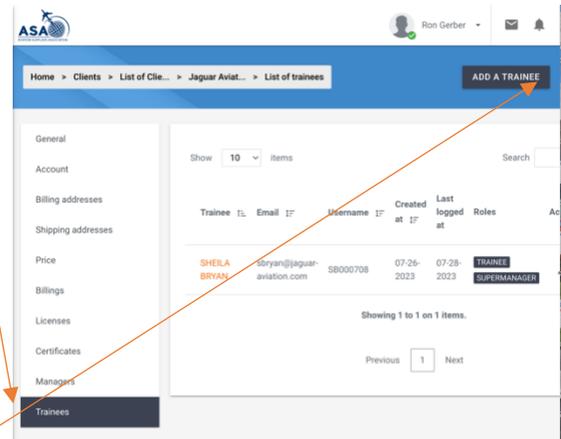
This is the view when the Licenses icon is clicked. This icon will show you all available licenses that you have purchased and by clicking the envelope icon next to it all under ACTIONS allows you to assign the license to a trainee.

The screenshot shows the same Butterly Training interface as above, but with a modal dialog box open. The dialog is titled "Send the license key by mail" and contains a text input field labeled "Email". At the bottom of the dialog are two buttons: "CANCEL" and "SEND". The background interface is dimmed, showing the "Available licenses" page with the "Self-Audit/Internal Audit Training" entry. The pagination controls at the bottom right of the background interface show "Showing 1 to 1 on 1 items." and "Previous 1 Next".

Add Trainee and Assign License at the same time. If you have previously purchased licenses and now wish to add a trainee for assignment please see the below steps.

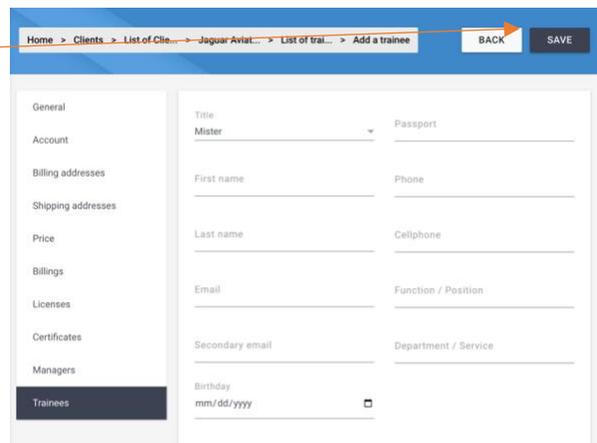
1. Sign in to your ASA account as the super manager and/or admin.

2. Click on the Trainees tab on the left.



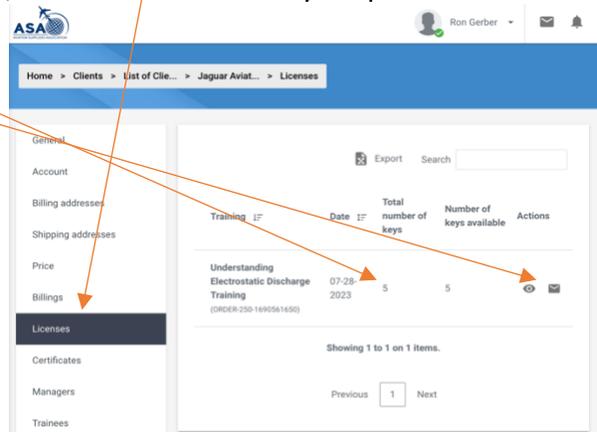
3. Click on 'Add a Trainee' top right.

4. Enter the trainee's first and last name and email address. This can be a work or private email address and click 'SAVE'.

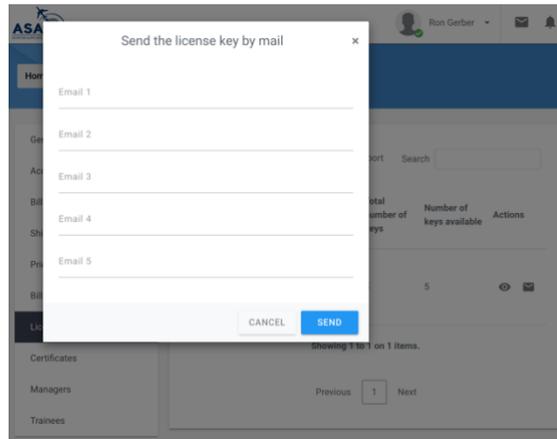


5. After all trainees are entered and saved, click on licenses. And your purchased licenses will be detailed.

6. Click on the mail icon on the right.



7. Assign the license to an employee by entering their email address and click send.



The screenshot shows a web application interface. A modal dialog box is open in the center, titled "Send the license key by mail". The dialog contains five text input fields, each labeled "Email 1" through "Email 5". At the bottom of the dialog, there are two buttons: "CANCEL" and "SEND". The background is slightly dimmed, showing a sidebar on the left with menu items: "Certificates", "Managers", and "Trainees". The main content area on the right shows a table with columns for "Total number of keys", "Number of keys available", and "Actions". The table has one row with the value "5" in the "Number of keys available" column. At the bottom of the table, it says "Showing 1 of 1 on 1 items." and "Previous 1 Next".

The employee will automatically receive an email regarding their training class with instructions on signing in and accessing.

All courses that have a test require an 80% or more to pass. If a trainee fails you, as the manager, will receive an email notifying you they have failed. They can retake the test if you authorize it by sending a support ticket request to 'give another chance' to the employee by name and course. This is for compliance purposes. If they fail a second time the license is expired, and another license must be purchased.

If you have any questions email- Ron.Gerber@butterfly-training.net