Training License Management

- How to Purchase Training Licenses
- How to Assign Training Licenses to Users
- How to Release Training Licenses from Users
- How to Turn Training Mode On/Off
- How do I Reset My Training Data

How to Purchase Training Licenses

Users can navigate to our Training Licenses page by clicking the Training Licenses tab under Administration in the sidebar.

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Once on the Training Licenses page, the shopping cart icon is used to purchase training licenses. Clicking this icon will open a modal where you can select the group you are purchasing training licenses for, and how many licenses you are purchasing. You can either click pay now which will redirect you to a Stripe checkout form, or send an invoice.

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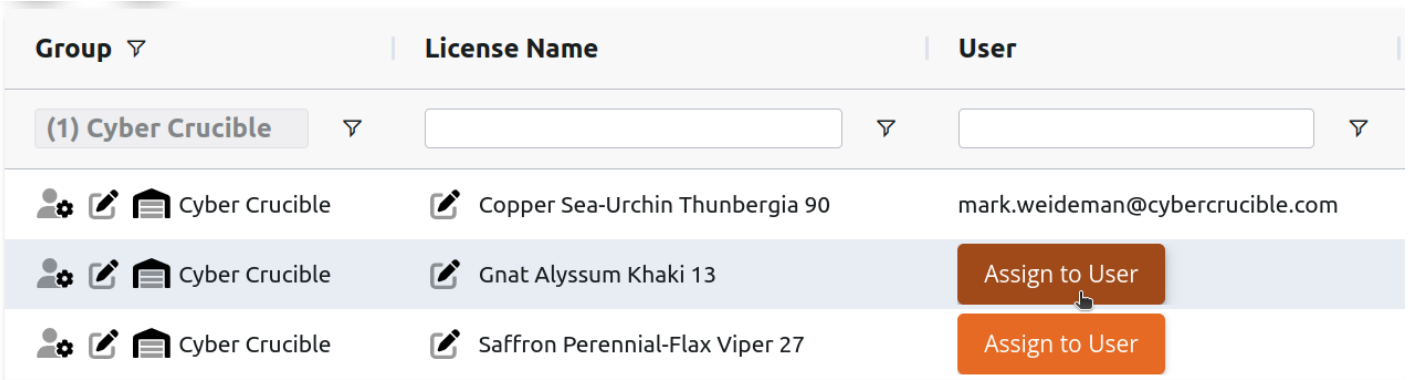
How to Assign Training Licenses to Users

Users can assign training licenses by clicking the Assign to User button on a free license in the User column. Clicking this button will open a modal where you can select the user to assign the license to.



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How to Release Training Licenses from Users

Users can release training licenses by selecting the desired licenses to release on the grid and clicking the trash can icon. You are able to release multiple licenses at one time by selecting multiple rows on the grid before clicking the trash can icon.

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How to Turn Training Mode On/Off

Users can turn training mode on/off by navigating to the Account Settings page under the Administration tab in the sidebar. Then click the toggle to turn training mode on or off.

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How do I Reset My Training Data

Users can reset their training data by navigating to the Account Settings page under the Administration tab in the sidebar and clicking the Reset Training Data button. Clicking the button will pop up a modal where you can select the group to reset the training data for. The data in each training group associated with the selected group will be reset back to its original state.

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