

Flytt deltakere mellom prosjekter

Ester Andersson - 2024-07-22 - Funksjoner

1. Gå til prosjektet der du ønsker å flytte en deltaker.
2. Gå til fanen "Participants" og finn den deltakeren du ønsker å flytte.
3. Klikk på "Actions" ved siden av deltakeren og velg "Move"

The screenshot shows the 'Participants' page in the Learnifier system. At the top, there's a navigation menu with 'Dashboard', 'Projects', 'Users', 'Library', 'Reports', 'Automations', and 'Settings'. Below that, a sub-menu highlights 'PARTICIPANTS' among other options like 'OVERVIEW', 'WAITLIST', 'COURSE PAGE', etc. The main area has three tabs: 'Individual', 'Group', and 'Upload'. Under 'Individual', there's a search box for existing users and input fields for 'First Name', 'Last Name', and 'Email', followed by an 'Add participant' button. A notification states 'Calendar invitations are ON. Turn them OFF?'. Below that is a search bar for participants and a dropdown to 'Select members in group'. A row of action buttons includes 'Send Email...', 'Send Text...', 'Change Expiration', 'Activate', 'Add to group', 'Move', 'Assign Segments', 'Re-enroll', and 'Remove'. A table lists participants with columns for 'NAME', 'INVITED', 'LAST EMAIL', 'LAST SEEN', 'STATUS', 'AWARDS', and 'CERT EXP'. One entry for 'Demo Ester' is shown with a status of 'In progress'. At the bottom, there are pagination controls ('PREVIOUS', '1', 'NEXT') and a 'Download participant list as Excel' button.

1. Velg prosjektet du ønsker å flytte kursdeltakeren til.