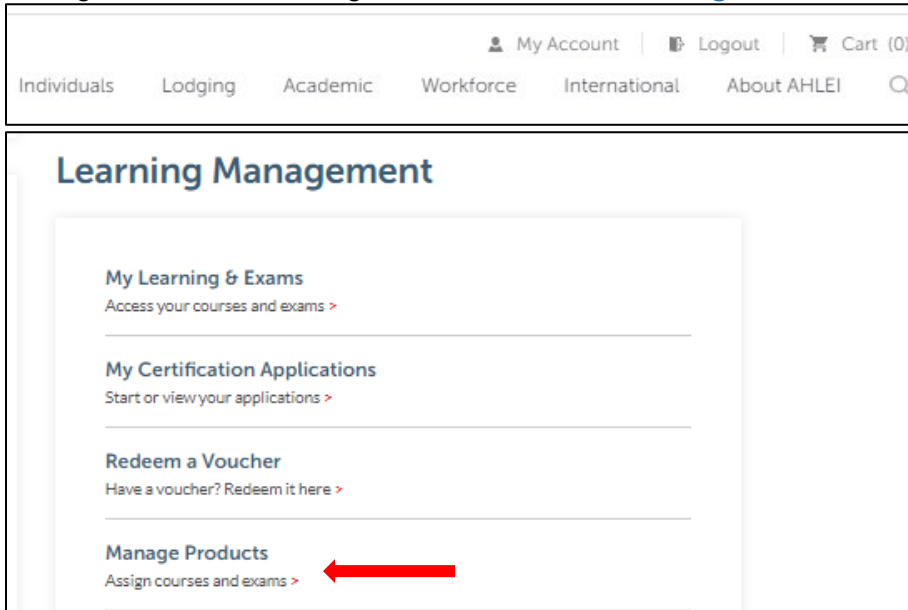
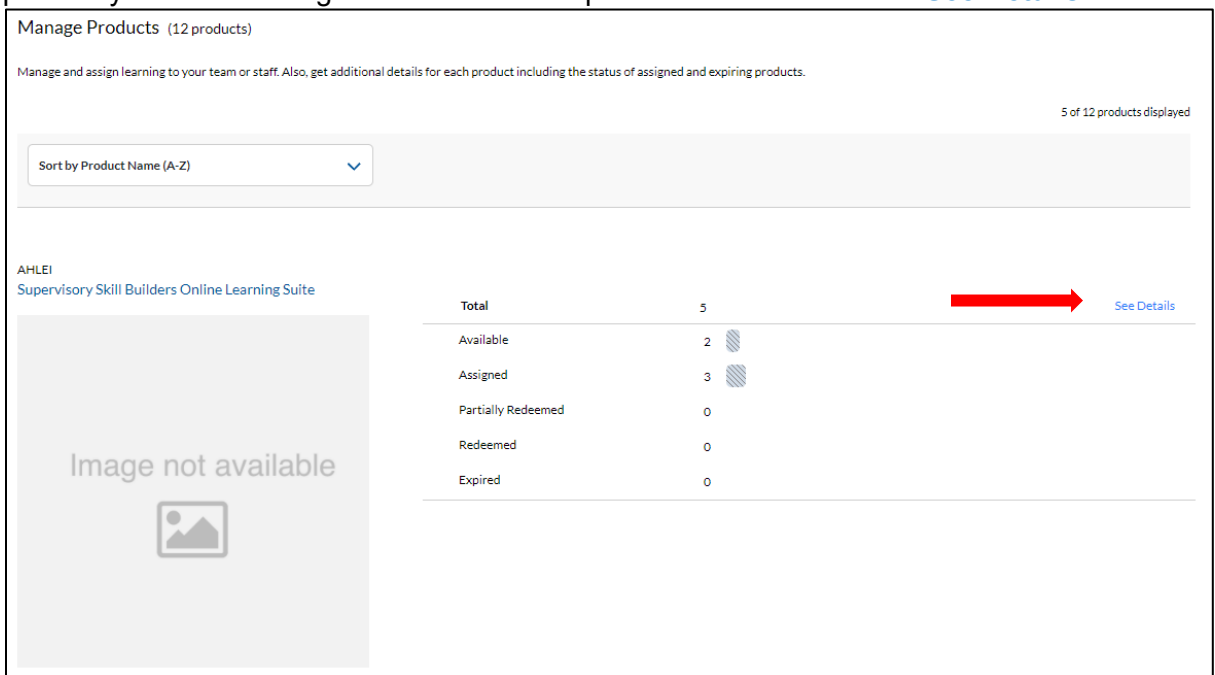

AHLEI

Managing and Assigning Products

1. Go to <https://www.ahlei.org/> and log in to administrative account. Scroll down to Learning Management, under Manage Products and click **“Assign courses and exams”**.



2. All purchased products will be listed with a summary of course status. Scroll to the product you wish to assign. To view detailed product information click **“See Details”**.



If you need further assistance, please email the National Restaurant Association's AHLEI Customer Care Team at certification@ahlei.org or Call 800-349-0299 (International callers 407-999-8100)

3. The Product Access Details page allows administrators to assign courses, manage course assignment URL links, search for assignees and view products by status, expiration, and download assignee reports.

Product Access Details
 Easily assign training or exams to your staff or students. With just a click, you can also get more details on the products you've assigned or even the ones that are about to expire.

Link Details
 Are you not sure to whom you want to assign this product, or maybe you don't have everyone's email address? Don't worry, you can create a link to share with individuals in your organization that they can use to claim products you've purchased. You can set a limit on the number of your products that can be claimed, set a specific date range, and even approve each claim. Individuals will be required to create an account in order to claim and start using your products.

[Manage Links](#) [Manage Report Segments](#)

AHLEI
 Supervisory Skill Builders Online Learning Suite

Image not available

Total 5
 Available 2
 Assigned 3
 Partially Redeemed 0
 Redeemed 0
 Expired 0

Find Assignee:

[Assign by Group](#) [Download View](#) [Copy View](#)

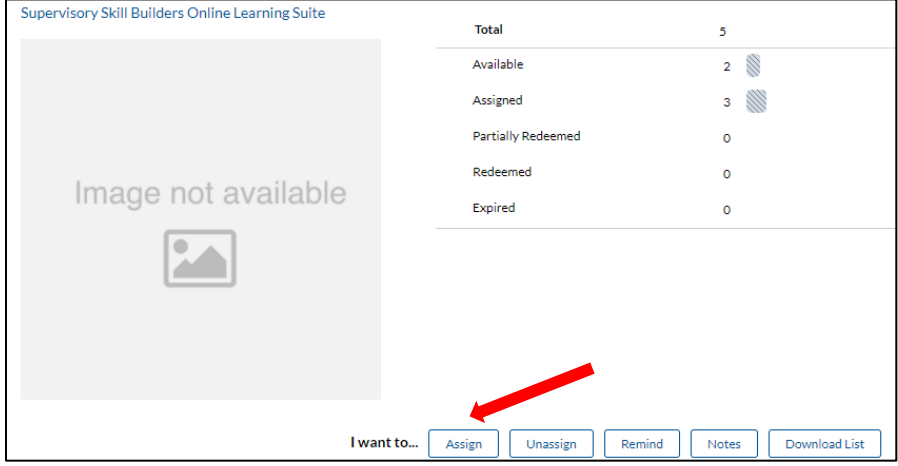
No.	Status	Purchase No.	Expires	Assigned To	Assigned	Notes
01	ASSIGNED	10020632	1/19/2022	No Account (gqul@sare.com)	01/28/2021	

4. Products can be assigned by email address or the creation of a product assignment URL web link. The table below outlines the best use for each type of product assignment method.

Course Assignment Methods	
Individual Email	<ul style="list-style-type: none"> Email address known A few individuals participating
Assign By Group Email	<ul style="list-style-type: none"> Email address known 5 or more individuals participating
Create Assignment Link	<ul style="list-style-type: none"> Email address not known or additional features needed Administrative features: Set date range, approve access to product, add tracking segments (examples: class session, location, organization or department) Students access via URL web link for self-assignment

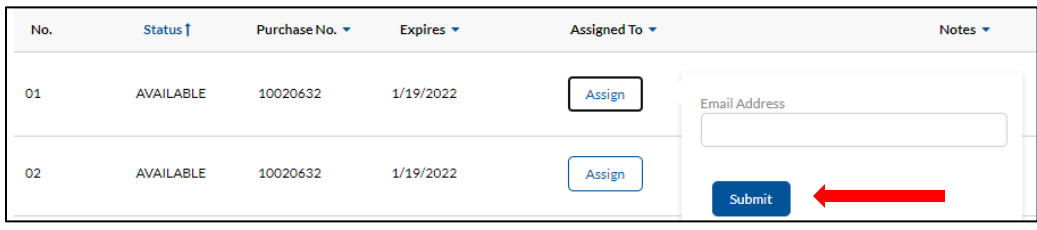
If you need further assistance, please email the National Restaurant Association's AHLEI Customer Care Team at certification@ahlei.org or Call 800-349-0299 (International callers 407-999-8100)

5. To assign products, go to the Product Access Details page and select **“Assign”**.



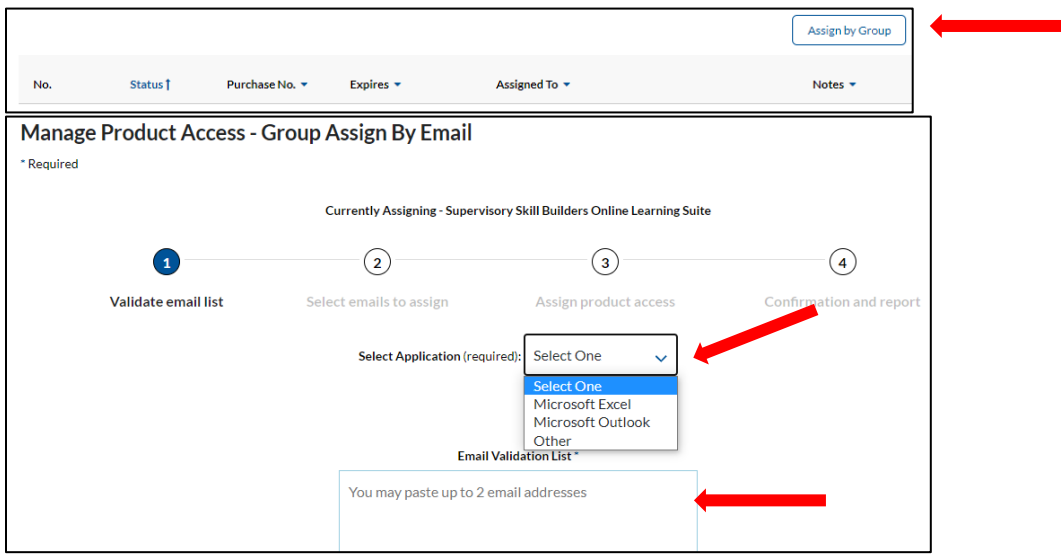
6. **Assign via Email – Single Product**

To assign a single product by email, select **“Assign”**, enter student email and select **“Submit”**.



7. **Assign via Email – Assign by Group**

- A. To assign a product to multiple students at a time by email, select **“Assign by Group”**, select the data source type from the pull down box. Paste or type emails directly into the email validation list. The email validation list box indicates the quantity of product available for assignment.



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B. In step 2, the system will check the validity of the emails and notify the administrator if any students have already been assigned the product further refining the email distribution list. Select **“Assign Products”** to send email to group assignment students.

Process flow: 1. Validate email list (checked), 2. Select emails to assign (active), 3. Assign product access, 4. Confirmation and report.

SELECT ALL	NO.	EMAIL ADDRESS	STATUS	INFO
<input checked="" type="checkbox"/>	1	violinhi@aol.com	✓ Ok	
<input checked="" type="checkbox"/>	2	dhwon@msn.com	✓ Ok	
<input checked="" type="checkbox"/>	3	gator@msn.com	✓ Ok	
<input checked="" type="checkbox"/>	4	jbaille@yahoo.com	✓ Ok	
<input checked="" type="checkbox"/>	5	kempsonc@yahoo.com	✓ Ok	

List Actions: Add Row, Delete Row, Move Up, Move Down. A yellow box says: "Please select the email addresses you want to assign. You can assign up to 49." The "Assign Products" button is highlighted with a red arrow.

C. From the confirmation screen click **“Download List”** of the assignment details for your records.

Manage Product Access - Group Assign By Email

* Required

Currently Assigning - Guest Service Gold® Making Connections Online Course

Process flow: 1. Validate email list (checked), 2. Select emails to assign (checked), 3. Assign product access (checked), 4. Confirmation and report (active).

Success! You've assigned product access to the 15 email addresses below.
A confirmation email has been sent to you at: drayrestaurantorg+101@gmail.com

[Download List](#) | [Copy to Clipboard](#)

D. The administrator will receive a group assignment confirmation email.

Group Assignment Completed

Hello ,

Your group assignment of Supervisory Skill Builders: Online Learning Suite has been successfully completed.

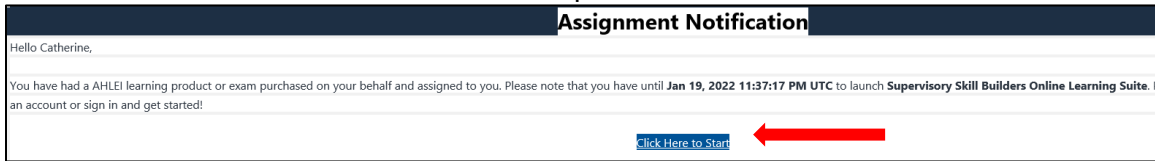
Here's a summary of your group assignment:

- Total number assigned: 1.0
- Assignment date: 2/8/2021
- Earliest date products you assigned will expire: 1/19/2022 11:37:17 pm

Product Assignment Summary 2/8/2021

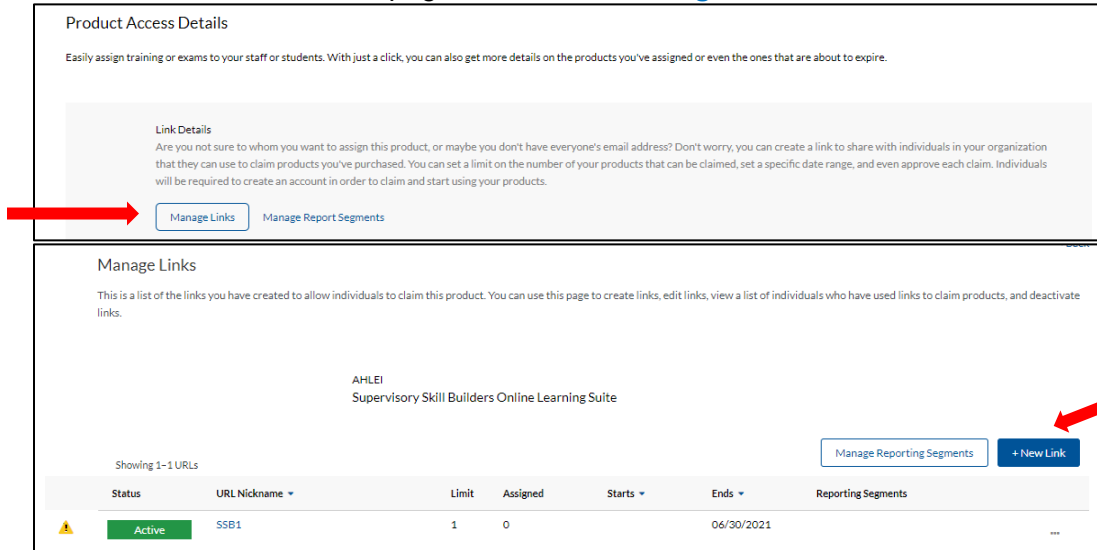
If you need further assistance, please email the National Restaurant Association's AHLEI Customer Care Team at certification@ahlei.org or Call 800-349-0299 (International callers 407-999-8100)

- E. The student will receive an email with access link. The student will select **“Click Here To Start”** to receive access to the product/

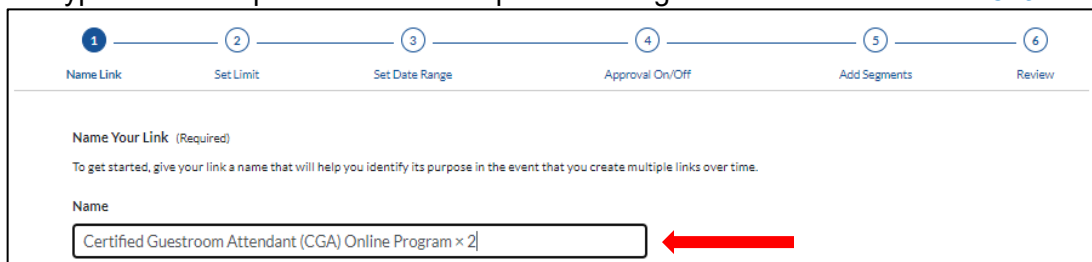


8. **Product Assignment URL**

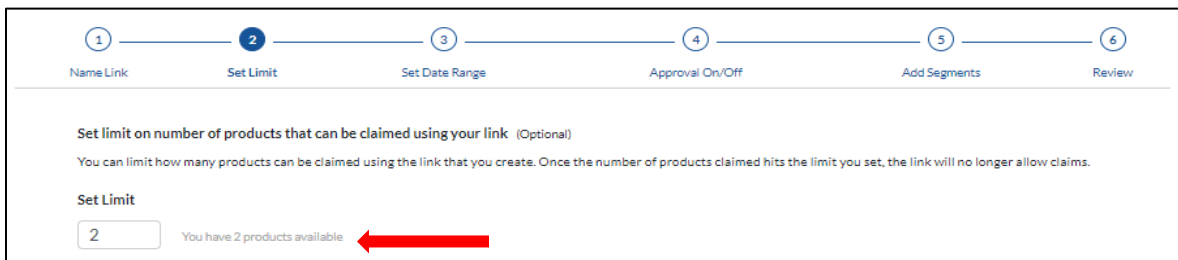
- A. To create a product assignment URL web link for direct user access, go to the Product Access Details page and select **“Manage Links”**, **“+New Link”**.



- B. Follow the step-by-step link creation process starting with step 1, naming the link. Type in a descriptive name for the product assignment link and select **“Next”**.



- C. In step 2 administrators have the option to set a limit of how many students can use the assignment link to receive access to the product. Type the number of products in the box and select **“Next”**.



If you need further assistance, please email the National Restaurant Association’s AHLEI Customer Care Team at certification@ahlei.org or Call 800-349-0299 (International callers 407-999-8100)

- D. In step 3 administrators have the option to set a date range for how long the link is active. Select a start and end date by typing in the box or selecting a date on the pop up calendar select **“Next”**. The assignment link will remain active for 5 years if a date range is not selected.

Set a date range for your link (Optional)

You can set a start date and end date for the link you create. The link will only allow products to be claimed during the dates you set. Links without date ranges automatically become inactive after 5 years.

Start

End ←

- E. In step 4 administrators have the option to activate the approval required feature. This feature can be used if you want to verify and approve any student’s access prior to being able to access the product. Click the box and select **“Next”**. If selected, administrators will receive an email for each student requesting claim approval prior to allowing student product access. The administrator will need to confirm product access for each student before the student will receive access.

Require approval of claim attempts (Optional)

Receive an email when someone tries to use the link to claim one of your products so you can approve or decline their receipt.

Claims Require Approval ←

Cancel Skip To Review

- F. In step 5 administrators have the option to add segments such as location, unit or division for internal tracking. To define segments click **“Add New Segment”** and type your segments into the box and select **“Save Changes”**. Students claiming a product will be required to select from a drop-down list of pre-defined segments allowing for internal tracking by business unit.

Add Segments for Reporting (Optional)

If you would like individuals who claim products using your link to identify themselves by a specific segment (such as different locations, divisions, or subsidiaries), you can add custom names for those segments here. Individuals using the link will be required to select a segment. This will allow you to see details on claimed products by segments you define.

Label (Give your list a label describing the list of segments to individuals such as Location, Subsidiary, etc.)

Pick Segments from your list

Add New Segment ←

- Orlando
- Chicago
- Lansing

If you need further assistance, please email the National Restaurant Association’s AHLEI Customer Care Team at certification@ahlei.org or Call 800-349-0299 (International callers 407-999-8100)

G. In step 6 administrators confirm link details, agree to terms of use and select **“Create Link”**.

H. To manage product assignment URL web links, go to the product access details page and select **“Manage Links”**. The page provides administrator access to all created links with a summary of the details and actions to manage the link. Click box with three dots to access action menu: Copy URL, Edit, See Claims and Deactivate URL.

Status	URL Nickname	Limit	Assigned	Starts	Ends	Reporting Segments
Active	Certified Guestroom Attendant (CGA) Online Program x 2	2	0	12/16/2020	12/31/2020	Chicago Lansing Orlando

I. Links can be posted behind a firewall, shared in some other secure fashion, or emailed directly to the student. When students click the product assignment URL web link they will see the product details and be prompted to sign in or create an account on <https://www.ahlei.org/> prior to accessing the product.

If you need further assistance, please email the National Restaurant Association's AHLEI Customer Care Team at certification@ahlei.org or Call 800-349-0299 (International callers 407-999-8100)