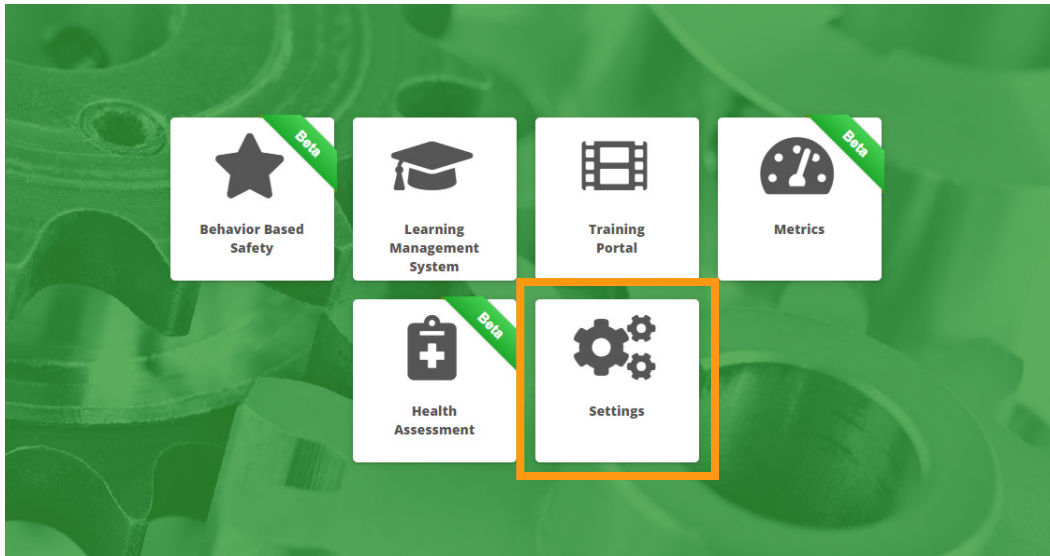
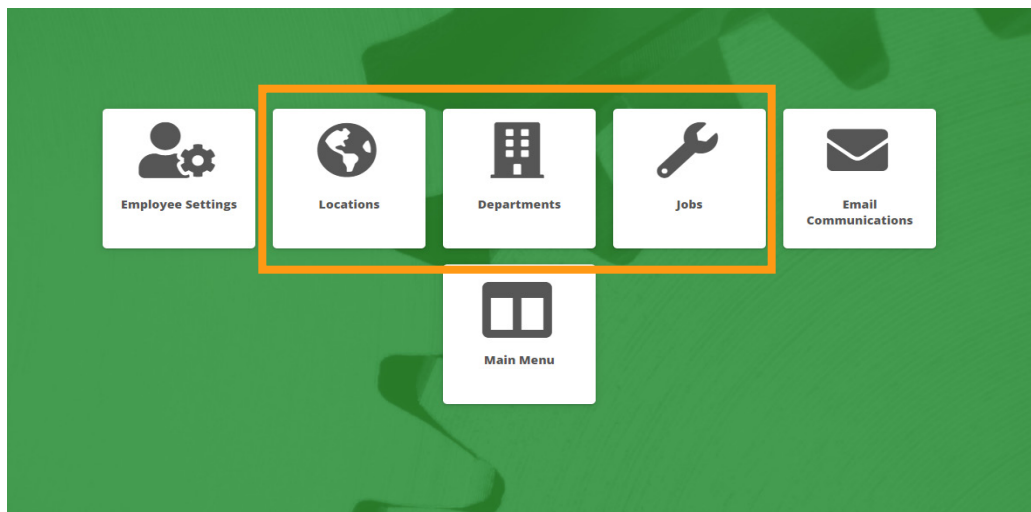


COMPANY SETUP



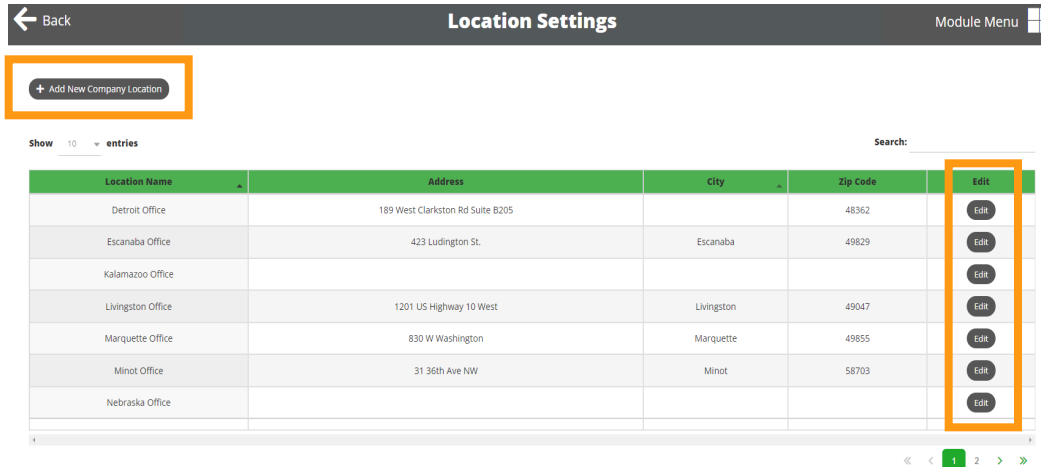
NOTE: Before you send the employee signup link to your employees, it is recommended that you first set up your company *Locations*, *Departments*, and *Jobs*. These will be the options available to your employees to select from during their signup process.

To get started, go to the *Settings* menu from the main dashboard.



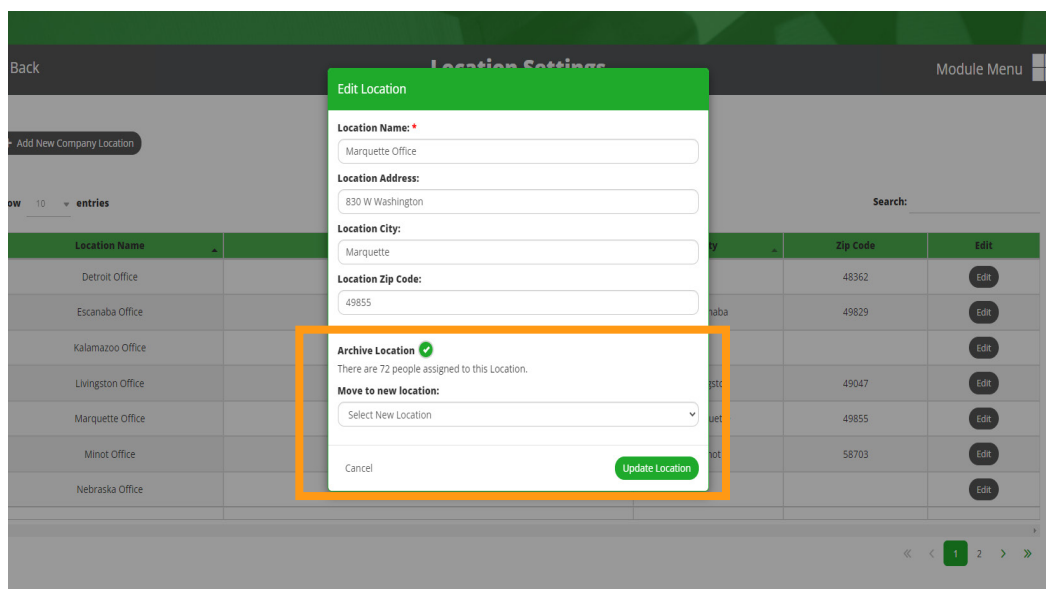
From this menu, visit each sub menu and enter all of your *Locations*, *Departments*, and *Jobs* that make up your company.

NOTE: This information is how training courses will be assigned to your employees



Use the *New* button in each sub menu to enter your information. You can also edit entries as needed by using the *Edit* button.

Complete this step for each sub menu until you have entered all of the *Locations*, *Departments*, and *Jobs* at your company.



If needed, you are also able to delete entries by using the *Archive* option in the *Edit* modal. If any employees are assigned to that entry, the system will require you to first move them to another before it can be deleted.