The User List allows you to identify each Management Center user and assign their respective roles. The roles are also defined by you, under the Policies Menu, and s p e c i f y w h created for that specific role. e s m a y b e a

O n l have access to the FlexTraining Management
U s e r r r e L n i t
w i t h a g r e e n i n d i c a

N e w u s e

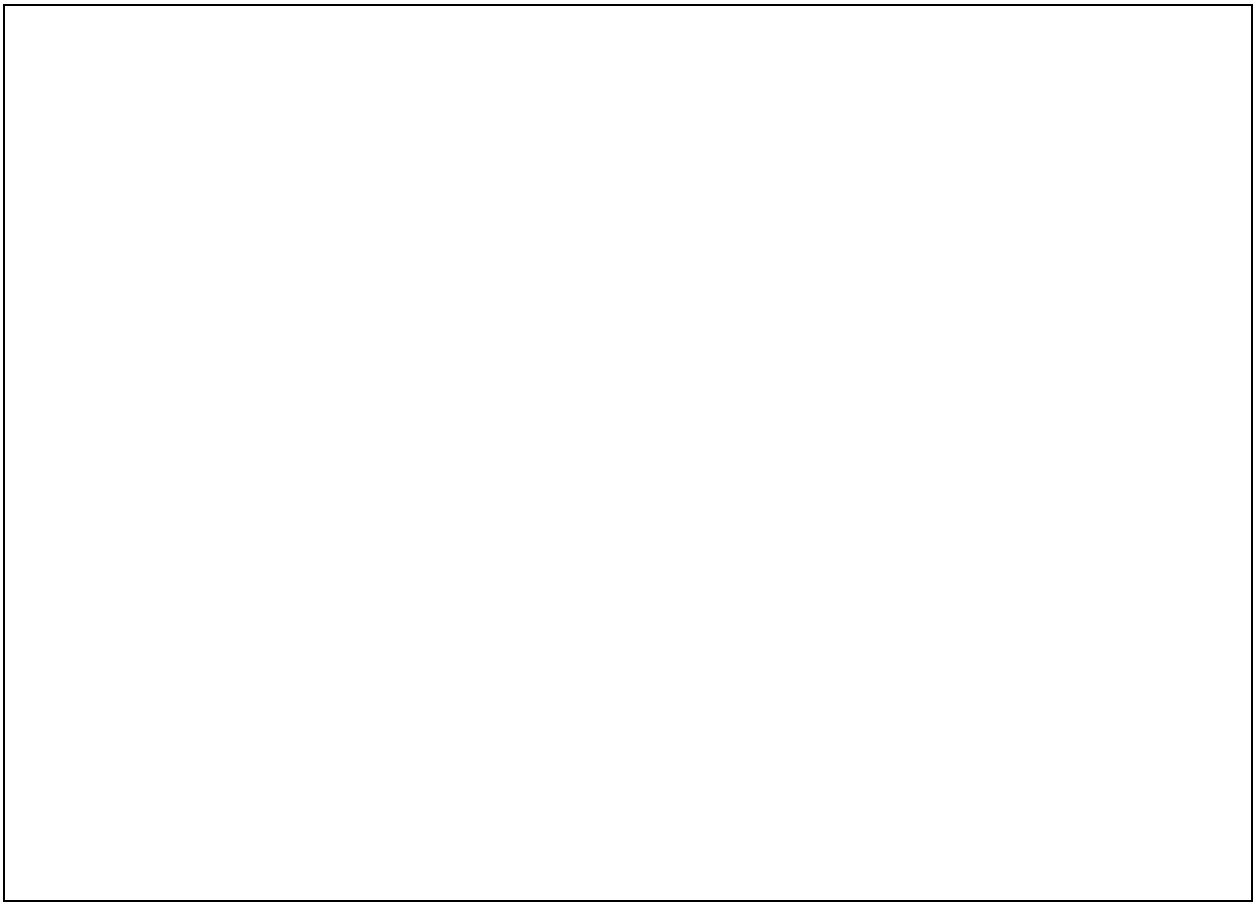
U s e r s t m h e a y P a s d s i w s o r
P o l i c i e

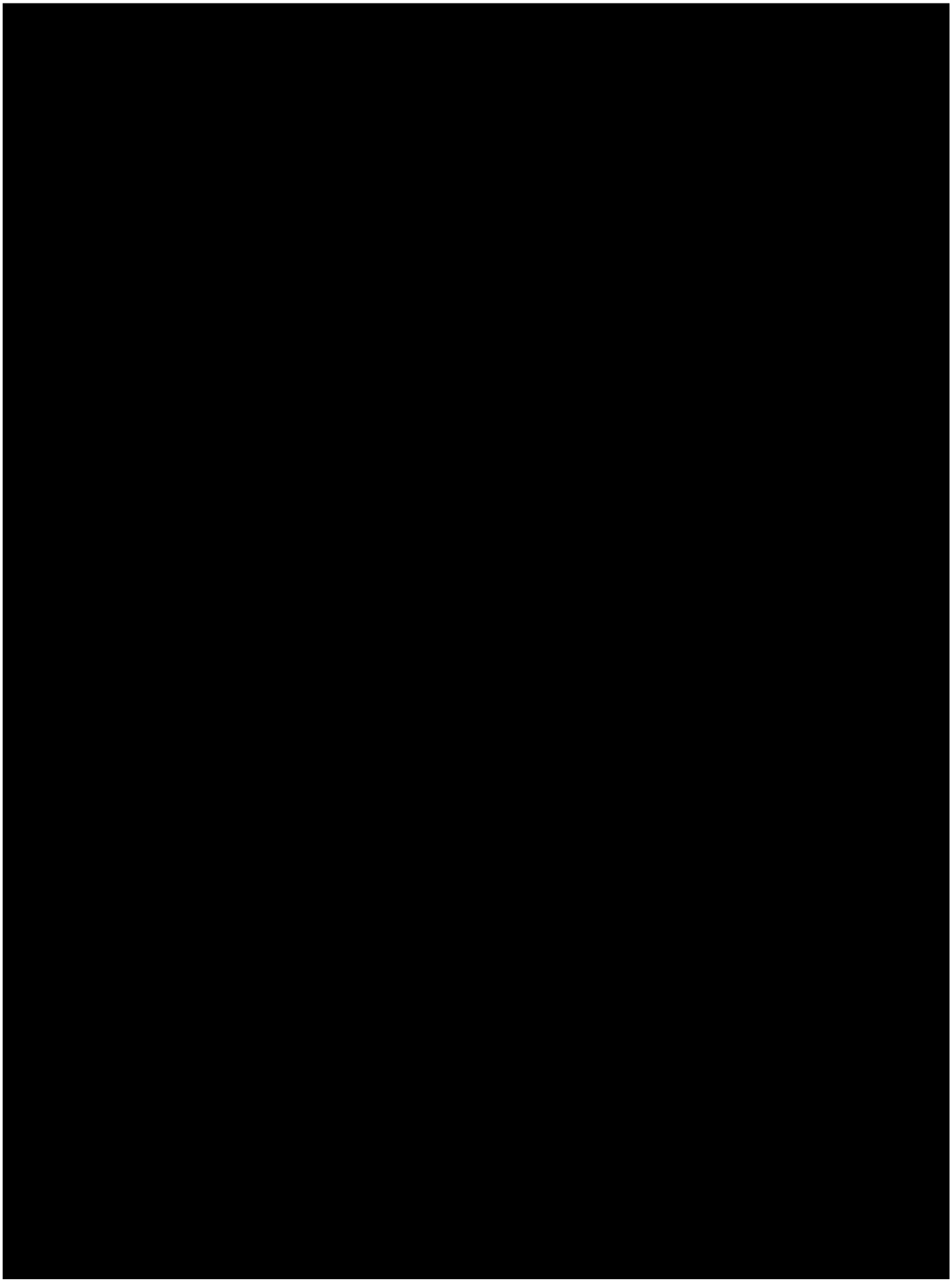
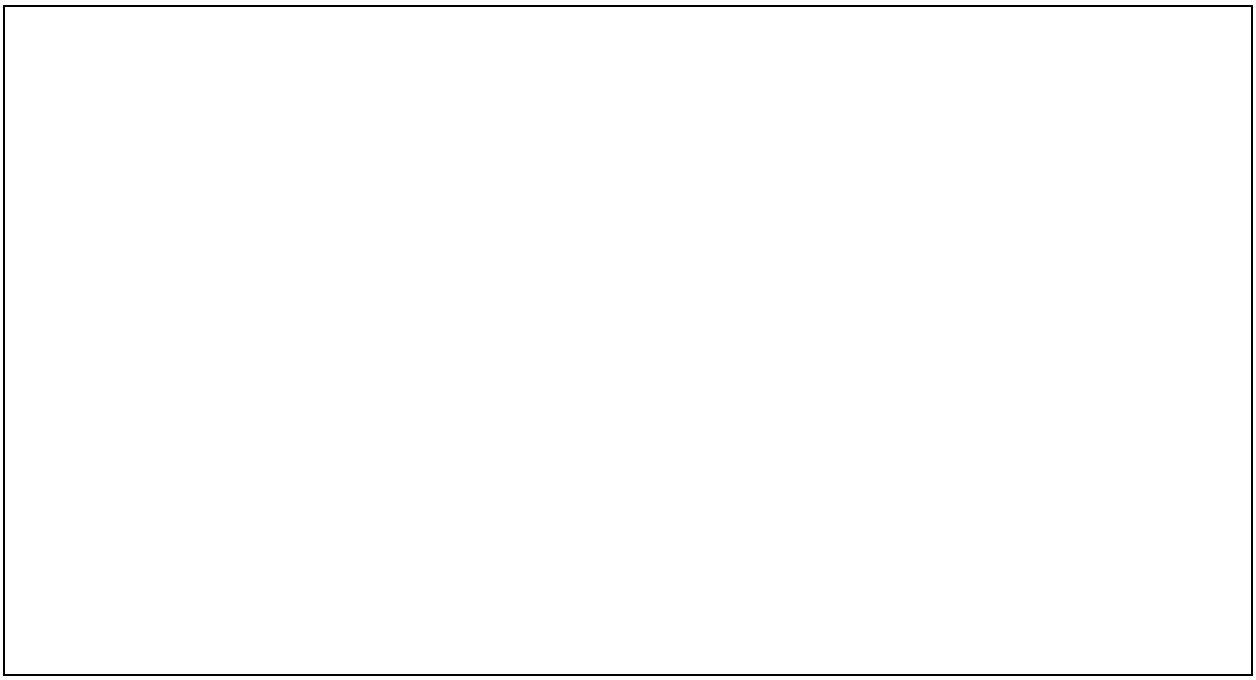
Roles

The Learners area is used to manage your students and all of their associated data. This includes class progress, student information, passwords and more.

Student Data

The "Student Data" link includes several fields and filters that let you manage your student database. Together they allow you to add, edit or delete student records, import a batch of student records or display skills information for an individual student.





The new student entries and updates will be displayed on your screen. If you wish to send login information to the students upon import, check the box to send login information prior to clicking import.
Click on the “Import Data” button to complete the data import. You will receive a confirmation message that the import is complete with the total number of records imported.