



Managing External Training

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A few things to note:

- This session is being recorded.
- The recording will be automatically e-mailed to all registrants of this session as soon as it becomes available.
- **You can and should** download a copy of this presentation from that Handouts section of the GoToWebinar sidebar.
- You can type in your questions at any time within the questions field GoToWebinar interface.



Objectives

In this session you will learn to:

- Manage Ad Hoc Training Requests.
- Manage External Training with Certificates.
- Manage External Training with Courses.



This session assumes you already know:

- How to add entries to code tables.
- How to create advanced workflows.
- How to create a certificate and course.
- How to assign security and place assignments for certificates and courses.
- The difference between assigning a course and assigning a certificate.



Recap Objectives

In this session you learned to:

- Manage Ad Hoc Training Requests.
- Manage External Training with Certificates.
- Manage External Training with Courses.





QUESTIONS?



Support Resources

PowerDMS Support Team: 1-888-959-5158 or support@powerdms.com

PowerDMS University Courses:

Self-Paced:

- Advanced Workflows and Training Requests
- Creating Certificates
- Creating Courses

University Live (ILT):

- Training – Certificates
- Training - Courses

Success Community Articles:

[Creating Certificates](#)

[Creating Courses](#)

[Allowing Training Requests](#)

[Approving Training Requests](#)

ILT: Instructor Led Training (Virtual Classroom)

