

Add/Edit Training Modules

With our Premium subscription plans, you can create custom training modules that are unique to your restaurant's way of doing business. Our training module tool allows you to mix and match custom content and quizzes you create, with the content we have in our extensive resource library, to produce highly engaging training courses your staff will appreciate.

We strongly recommend outlining your training course using our training setup checklist beforehand. Please download our Custom Training Setup Checklist [here](#).

Add Training Module (Step 1)

Using the Completed Custom Training Outline as a reference, click on the Add Training Module button to open the Training Module edit form. Enter a title for this module (i.e., Server Training, Onboarding, Dishwasher Training, etc.). The title will be shown within the My Training list and on the course page in the Team portal.

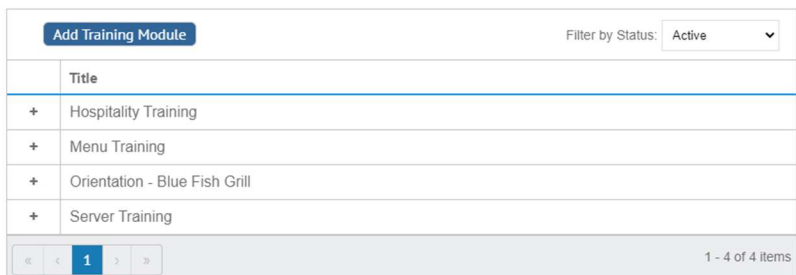
Next, enter a brief description for this lesson. This description will be displayed below the title. Description 2 is for internal reference only and is optional.

Do not assign Duration, Shared Groups or Shared Restaurants at this time. It is best to do this after content has been added to the module.

Click on Add Training Module to save your changes.

Manage Training Modules

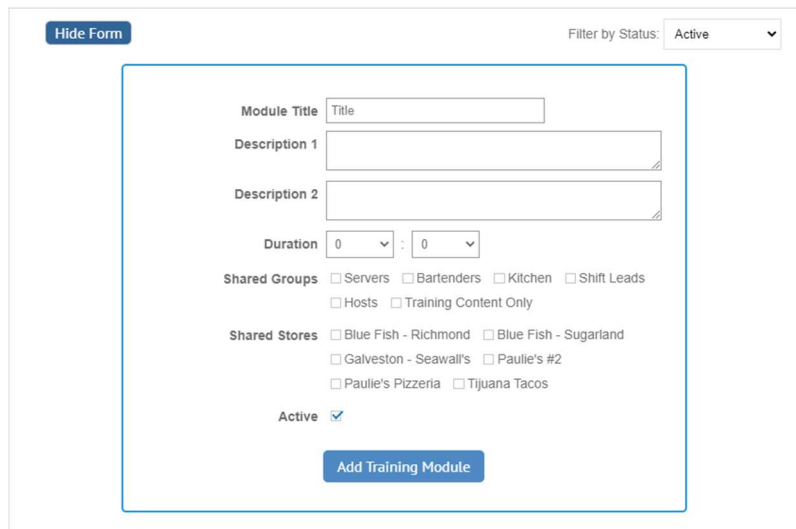
* This function is best accomplished using a desktop computer with a mouse. Some functionality may not work properly on touch only devices.



The screenshot shows a table with the following content:

Add Training Module		Filter by Status: Active
	Title	
+	Hospitality Training	
+	Menu Training	
+	Orientation - Blue Fish Grill	
+	Server Training	

At the bottom of the table, there are navigation arrows and a page indicator: 1 - 4 of 4 items.



The screenshot shows the form for adding a training module with the following fields and options:

- Module Title:
- Description 1:
- Description 2:
- Duration: :
- Shared Groups: Servers Bartenders Kitchen Shift Leads Hosts Training Content Only
- Shared Stores: Blue Fish - Richmond Blue Fish - Sugarland Galveston - Seawall's Paulie's #2 Paulie's Pizzeria Tijuana Tacos
- Active:
- Buttons: Hide Form, Add Training Module

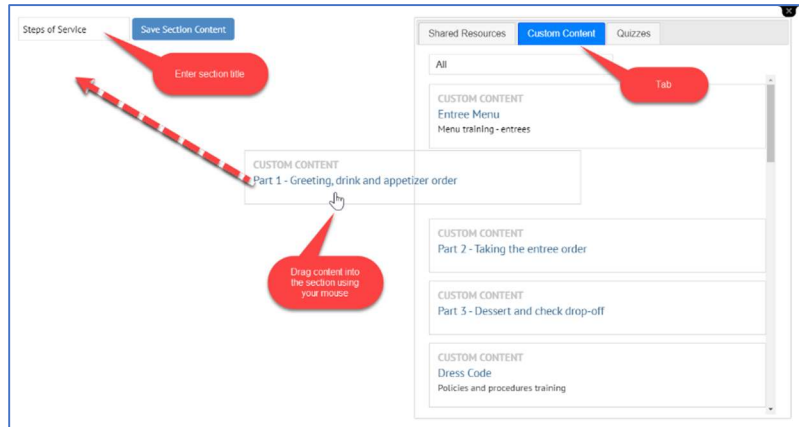
Edit Training Module (Step 2)

The next step is to add sections and content to the module. Click on the + symbol to expand the newly created (or selected) Training Module.

Using the Completed Custom Training Outline as a reference, click on the Sections + button to open the section edit form.

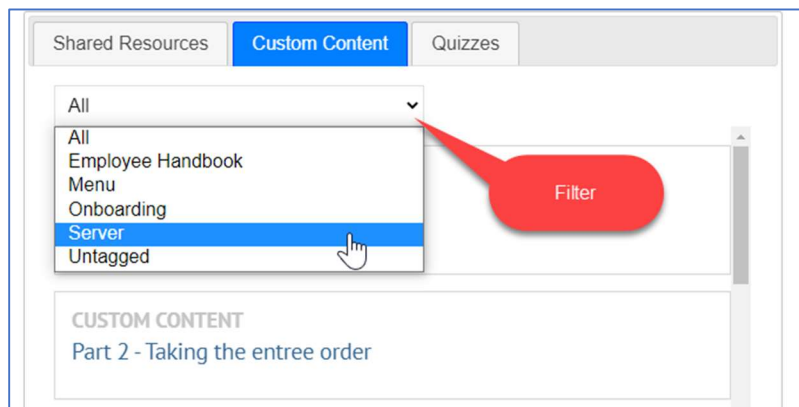
Enter the title for this section.

Next, using your computer's mouse, click and hold the desired content to "drag" it to the section body. *(This function is best accomplished using a desktop computer with a mouse. Some functionality may not work properly on touch devices.)*



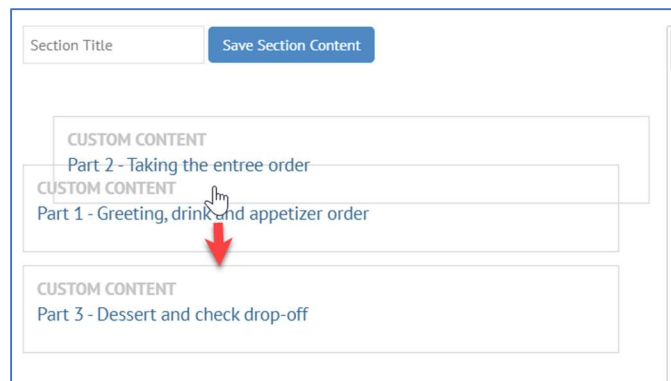
There are three types of content that can be added to sections: Shared Resources, Custom Content, and Quizzes. Click on the desired tab to show the listing for each.

Use the filter function to limit the listing to specific tags. For example, you can then use the tag filter to only list content or quizzes tagged with the term, "Server".



You can rearrange the order of which each content piece will appear by using the mouse to click and drag it to the desired position.

Click on "Save Section Content" when you are done adding the shared resources, custom content and quizzes to appear within this section.



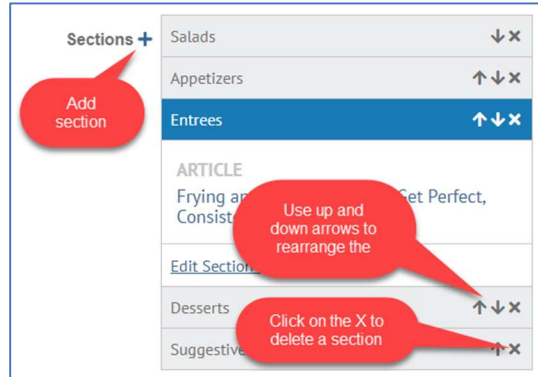
You can add additional sections by clicking on the Sections + symbol. Sections can be rearranged using the up and down arrows within the section title boxes. You can delete a section by clicking on the X.

You can assign the allotted time it should take a team member to complete this training module. Use the Duration drop down to select the hours and minutes allocated (minutes are in 15-minute increments).

The final step is to assign the training module to the Team Groups and restaurants that need to access it.

Check the Active box to activate this module when you have completed all changes.

Click on Save Changes to save your changes.



Duration 2 : 30

Shared Groups Servers Bartenders Kitchen Shift Leads
 Hosts Training Content Only

Shared Stores Blue Fish - Richmond Blue Fish - Sugarland
 Galveston - Seawall's Paulie's #2
 Paulie's Pizzeria Tijuana Tacos

Active

Save Changes