



Your Admin Tools

Home »

YOUR ADMIN TOOLS

[Products](#) [Users](#) [Content Management](#) [Reports](#) [Orders](#) [Settings](#)

Start by clicking the **PRODUCT LISTING** button



UPCOMING AND RECENT WEB EVENTS	PRODUCT LISTING	CATEGORIES
DISCOUNTS	PRODUCT TYPES	EMAILS TO REGISTRANTS
MASS IMPORT		

Instead of ADD NEW PRODUCT, click on **ADD NEW PACKAGE**



Products

Products » Product Listing

FILTER/SORT PRODUCTS

ALL PRODUCTS

ADD NEW PRODUCT **ADD NEW PACKAGE**

« 1 2 3 »

Product Information

Information & Referral: Following Up with Inquirers-(Course)

Follow-up is the process of contacting inquirers in order to determine whether their needs were met as a result of the referrals they were provided....

Product icons: i, \$, +2, 6, 0, 0, 1, 0/0, 0, 0, 0, 0, 0

Actions

SEARCH, COPY, DELETE, OPEN FOR REGISTRATION

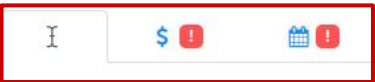
Web Chat PART1 Team Huddles

Start with the **BASIC** tab, just like a product



BASIC

The required tabs are the same as the required tabs in a product and must be completed before moving on.



Details

Title: * Practice Package

Summary: * ⓘ Practice Package Summary

Description: * ⓘ



Practice Package Description



Practice Package

Home » Products » Product Listing » Practice Package

Basic

Products

Tabs

Handouts

Managers

Registrants

Expirations

Email Templates

BASIC

Details

Title: *

Summary: *

Description: *

Instead of COMPONENTS, you click here to add and organize **PRODUCTS** in the same way

-
-
-
-
-
-
-
-

Practice Package

[Home](#) » [Products](#) » [Product Listing](#) » [Practice Package](#) » Package Products

Basic

Products

Tabs

Handouts

Managers

Registrants

Expirations

Email Templates

PRODUCTS IN THIS PACKAGE

[PACKAGE OPTIONS](#)

No Products have been added to this package yet. Click [here](#) to get started.

Click here to choose which **PRODUCTS** to add



[ADD PRODUCTS](#)

- Basic
- Products
- Tabs
- Handouts
- Managers
- Registrants
- Expirations
- Email Templates
- Email Registrants

Add Products To Package

Category:

Search By Type:

Sales Date: to

Title:

ADD SELECTED PRODUCTS CLOSE

You can search by any of the categories created in the software...

Or you can search by specific title or a title keyword.

**NOTE: There are other searches but they are less commonly used.*

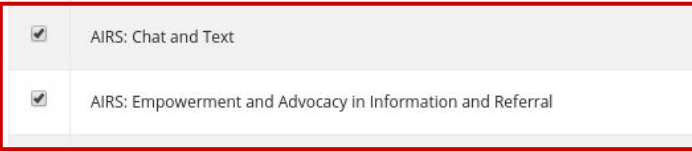
Once you type in a word, a list of products containing that word will appear



Available Products to Add:

ADD SELECTED PRODUCTS

	Product	Sales Dates
<input checked="" type="checkbox"/>	AIRS Webinar - The "Unspoken Rules" of People Living In Poverty	2019-04-22 11:03:00 - /
<input checked="" type="checkbox"/>	AIRS: Confidentiality in Information and Referral Services	
<input type="checkbox"/>	AIRS: Inclusions and Exclusions	
<input type="checkbox"/>	AIRS: Anatomy of a Good Call	
<input type="checkbox"/>	AIRS Crisis Intervention Within Information and Referral	
<input checked="" type="checkbox"/>	AIRS: Chat and Text	
<input checked="" type="checkbox"/>	AIRS: Empowerment and Advocacy in Information and Referral	2019-04-23 17:07:00 - /
<input type="checkbox"/>	AIRS: Introduction to Information & Referral	2019-04-23 17:07:00 - /
<input type="checkbox"/>	AIRS: An Overview for Resource Specialists	2019-04-23 17:07:00 - /



You can mark the checkbox next to each one you wish to add to the package, then select ADD SELECTED PRODUCTS



Here is how the products are listed in the package. You can rearrange them and assign prerequisites to create a specific flow.

Administrative Control Panel

AIRS Learning

CC Chiara Cameron-Wood

[Help](#) | [Community](#)

PACKAGE OPTIONS

ADD PRODUCTS

	Title	Product Prerequisites	Actions
+	AIRS Webinar - The "Unspoken Rules" of People Living In Poverty 2 Categories Users	No product required	Edit Delete
+	AIRS: Confidentiality in Information and Referral Services 1 Categories Users	No product required	Edit Delete
+	AIRS: Chat and Text 1 Categories Users	No product required	Edit Delete
+	AIRS: Empowerment and Advocacy in Information and Referral 2 Categories Users	No product required	Edit Delete




ADD NEW PRODUCT ADD NEW PACKAGE







« 1 2 3 »




Product Information Actions

Practice Package 




Practice Package Summary...
    

  
DRAFT

Information & Referral: Follow-up 
Follow-up is the process of contacting inquirers in order to determine the referrals they were provided...
    

  
OPEN FOR REGISTRATION

Web Chat PART1 Team Hub 
This interactive course focuses on Best Practices when handling WebChat Communications. The course content should prepare the Community Resource Advis...
    

  
OPEN FOR REGISTRATION

Here is how the PACKAGE looks in the Product Listing. You will see that the indicator between a product and a package is the symbol on the right.