



Centre Manager Basics

How to create providers



Providers

This icon can be used to allow Centre Managers to create a list of providers that can be assigned to individual learners.

User Restrictions

Only Centre Managers and User Managers can create, amend and delete Providers.

Creating a Provider

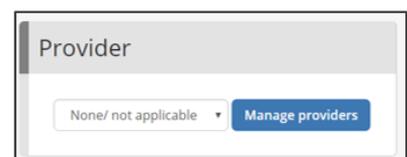
Follow the steps below to create a new Provider:

1. Click on the Centre and then the Look-up Tables icon
2. Click on the Providers icon
3. Click on the Create Provider button
4. Enter the provider name in the field provided
5. Click the Save button

Linking a Provider to a Learner

When creating a new learner portfolio, you will see the option to select a provider. If you don't set the provider or would like to change it once the portfolio has been created, follow the steps below:

1. Click on the Users icon and click on the Learner Episodes tab
2. Locate the learner and click on their Episode button
3. Scroll down to the Provider section
4. Select the provider from the drop-down list
5. Click the Save button at the bottom of the page



This can be done by a Centre Manager or by an Assessor with permission to manage their learners, on the learner's Episode tab.

To learn more see our full user guides

<https://live.onefile.co.uk/userguides/>



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