

Product Types



This feature is available to Site Managers depending on system configuration.

Up to 10 product types can be enabled. Site Managers can create and edit the different product types as well as enable or disable the asset types available for creation within each product type. Products of the same type are grouped together into a container displayed on the home page. If a user has no enrolments for that type, the container will not appear on their home page.

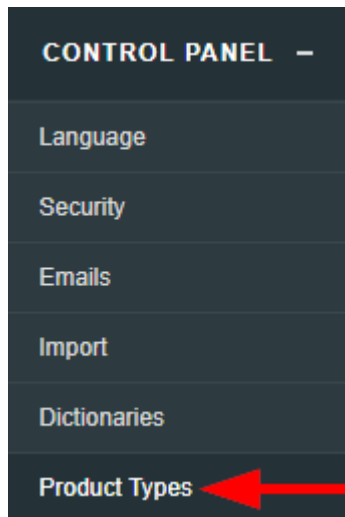
Filter																				
ID	Name	Status	Create From Desktop	Enable Product CData1	Enable Product CData2	Enable Product Dates	Display Desktop Container	Enable Product Price	Enable Product Duration	Enable Product Retakes	Enable Product Auto Approve	Enable Product External ID	Enable Product In Report	Enable Product Registration	Enable Product In Bundle	Enable Product In Certification	Enable Product Registration Email	Enable Product In Internal Catalog		
1	Training Pathway	Active	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	
2	Online Course	Active	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	
3	Standard Operating Procedures	Inactive	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	
4	Instructor Led Course	Active	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	
5	Webinars and Videos	Active	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	

Create and Define Product Types



This feature is available to Site Managers depending on system configuration.

1. Create a Product Type Name
 - a. Log in with a Site Manager account.
 - b. Select **Product Types** from the Control Panel menu on the home page.



c. Select **Create** from the Options menu. If you cannot see the menu, show the [Tool Panel](#).

2. Fill out the form by with the new product type name, an optional short description, and set it to active or inactive. An active status allows creation of this product type. An inactive status disallows creation of this product type and makes any existing products of this type unavailable to enroled individuals. You can change these choices at any time by selecting edit for the applicable product type.

The 'Create Product Type' form has a light blue header with the title 'Create Product Type'. Below the header is a breadcrumb trail: 'You are viewing: Control Panel > Product Types > Create Product Type'. The form is divided into a 'Details' section. It contains a 'Name*' field with the text 'Standard Operating Proce', a 'Description' text area with the text 'The product type will be for company Standard Operating Procedures.', and a 'Status' field with a green checkmark and the text 'Active'. At the bottom, there are two buttons: 'Create' and 'Back to List'. A character count at the bottom of the description field reads 'You have 133 characters left for your description'.

3. Select the fields available when creating or editing the product type. Insert a check mark for each allowable field.

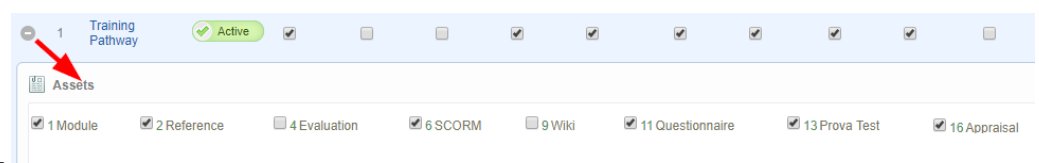
ID	Name	Status	Create From Desktop	Enable Product CData1	Enable Product CData2	Enable Product Dates	Display Desktop Container	Enable Product Price	Enable Product Duration	Enable Product Retakes	Enable Product Auto Approve	Enable Product External ID	Enable Product In Report	Enable Product Registration	Enable Product In Bundle	Enable Product In Certification	Enable Product Registration Email	Enable Product In Internal Catalog
1	Online Course	Active	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Field Descriptions

Field	Description
Create From Desktop	Allow course authors the ability to create this product type (e.g. Publishers). If not selected, then only Site Managers can create this product type.
Enable Product CData1/CData2	Show the custom input fields Data1 or Data2 in the product's Edit Details area.
Enable Product Dates	Allow the option to apply publishing dates.
Display Desktop Container	Make this product type appear in a container on the home page when logged in with non-site manager accounts.
Enable Product Price	Allow the option to enter a price. Note that this is not an eCommerce feature.
Enable Product Duration	Allow the option to apply an expiry.
Enable Product Retakes	Allow the option to allow retakes.
Enable Product Auto Approve	Places the Automatic Approval toggle on the product edit/create pages. This allows course authors to determine which products have automatic enrolment and which require supervisor approval. Note that this

Field	Description
	should not be enabled for systems that automatically enrol based on user group or use the eCommerce storefront feature.
Enable Product External ID	Show the External ID field in the product's Edit Details area.
Enable Product In Report	Allow this product type to be available in reports.
Enable Product Registration	Make the product type available for enrolment.
Enable Product In Bundle & Enable Product In Certifications	Allow this product type to be available in for bundles and certifications.
Enable Product Registration Email	Allow this product type to send product registration email alerts.
Enable Product in Internal Catalogue	Allow this product type to be shown or hidden from the course catalogue.

4. Expand the product type to define the assets available to this product. Insert a check mark for

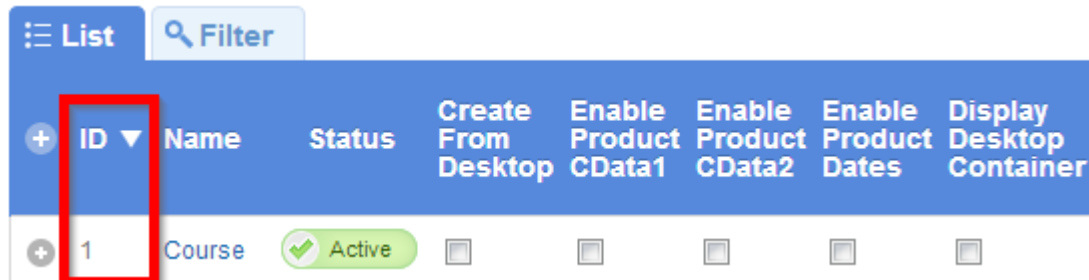


each allowable asset.

5. Update the corresponding product type labels within dictionaries. The name created on the manage product types page does not change the default system name; you must also change the dictionary labels. The ID number on each product type identifies the label to define in the

dictionary. The variable label names are as follow:

- product_1, product_2, etc.
- product_1_plural, product_2_plural, etc.



The screenshot shows a table with a blue header and a white body. The header has columns: ID (with a dropdown arrow), Name, Status, Create From Desktop, Enable Product CData1, Enable Product CData2, Enable Product Dates, and Display Desktop Container. The first row in the body has the value '1' in the ID column, 'Course' in the Name column, and 'Active' in the Status column. A red rectangle highlights the 'ID' column header.

ID ▼	Name	Status	Create From Desktop	Enable Product CData1	Enable Product CData2	Enable Product Dates	Display Desktop Container
1	Course	Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In this example, the course product type is ID 1.

The variable label, product_1, is defined as Course.



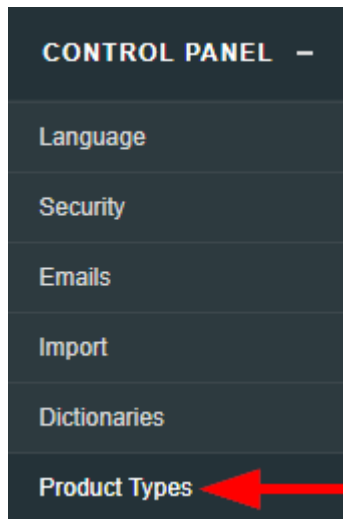
For more information on how to define dictionary labels, please see [Languages and Dictionaries](#).

Delete Product Types

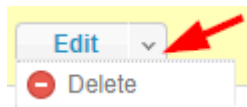


This feature is available to Site Managers depending on system configuration.

1. Log in with a Site Manager account.
2. Select Product Types from the Control Panel menu on the home page.



- 3.
4. Select the drop-down arrow on the **Edit** button.
5. Select **Delete**.



You can only delete product types that have no products attached to them.

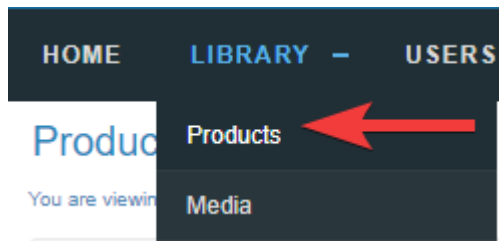
If you try to delete a product type where products of that type exist, then the deletion tool will notify you that it cannot be deleted.

Change Product Type



This feature is available to Site Managers depending on system configuration.

1. Log in with a Site Manager account.
2. Select Products from the Library menu on the home page.



3. Select a different product type from the Type drop down menu for any given product.

ID	Name	Type
7423	24L COVID-19 Policies	Critical Training
7422	29L COVID-19 Workplace Safety For Employers	Critical Training
7416	covid 19	Instructor Led Course



There may be restrictions when changing a product type. This can occur when the destination type and the original type have very different configurations. The system will let you know if this is the case.

Product Revision Log



This feature is available to Site Managers depending on system configuration.

You can view the revisions that have been made to a specific product. The log identifies the name of the product or asset the date the change was made, who made the change, and what account type they are.

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1. [Navigate to products](#) .
 2. Select a specific product to open it.
 3. Select **Revision Log** from the Properties menu. If you cannot see the menu, show the [Tool Panel](#) .