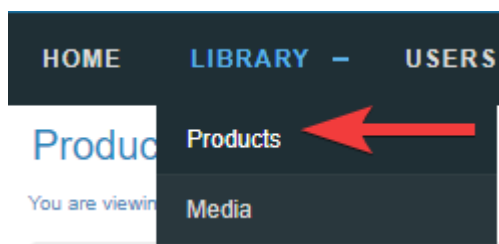


Change Product Type



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 | Instructor Led Course |
| 7416 | covid 19 | Preceptorship |



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.