

Codes

Forma allows the creation of subscription codes:

Admin > Settings > System configuration > Code

Click add button to insert a new Code:

Code

Add

Title

Title

Description

Description

Insert

Undo

Code features

Code

Add

1

2

3

4

5

6

7

Title	Description	Number of uses							
Tilte	Description	0 / 0							
Code list	Code list example	0 / 50							

Add

1 - Code list: Administrator can add new codes and set an unlimited use.

Code

Code list / Add

Code

Code number

☐ Unlimited use

Insert

Undo

Code list shows used codes, username and unlimited use. Used codes cannot be redeemed anymore.

























Code

Code list

Add

Export as XLS

Export as CSV

Code	Used	Username	Unlimited use		
1W5NT022eE		trova	-		
313muhQXMA	-	None			
629ZSynQp7	-	None	-		
6a58veHs1U	-	None	-		
9KPZdTV97B	-	None	-		
hPmKk6970G	-	None	-		
S1bpca2z26	-	None	-		
t8S673H2Wu	-	None	-		
u5n3QL8W9L	-	None	-		
ZENK4H6YUJ	-	None	-		

Add

Export as XLS

Export as CSV

2 - Generate new codes : Administrator can generate new codes, insert the number and selecting unlimited use, 0-9, a-z or A-Z

Code

how many

5

☐ Unlimited use

☒ 0-9

☒ a-z

☒ A-Z

generate

Undo

Code

Code list / Add

Code

Code number

☐ Unlimited use

Insert

Undo

3 - Import code from a CSV file

Code

Import

CSV file

Nessun file selezionato
(Max. 2048 Mb)

☐ Consider first row as header

File charset

UTF-8

Import

Undo

4 - Course selection

Code

Courses

Category

Communication

Office

Safety

Taxes

test lu

Courses list

☐ Show also children node content

	Code	Course name	Status
<input type="checkbox"/>		Off_01_Office Base	Confirmed
<input type="checkbox"/>		Off_02_Office	Confirmed



Insert

Undo

5 - Code assignment: Administrator can assign code to the users using the organization chart and company roles

Code

Assign users

ORGANIZATION CHART

COMPANY ROLES

Forma

[test lu]

cliente1

cliente2

clienti FC

Demo

demo users

Ecodime Francia

Ecodime Italia

Folder

codasaprotaleg

No

No

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

Yes

Unselect all

Save changes

Undo

6 - Administrator can edit code title and code description

Code

Edit

Title

Tilte

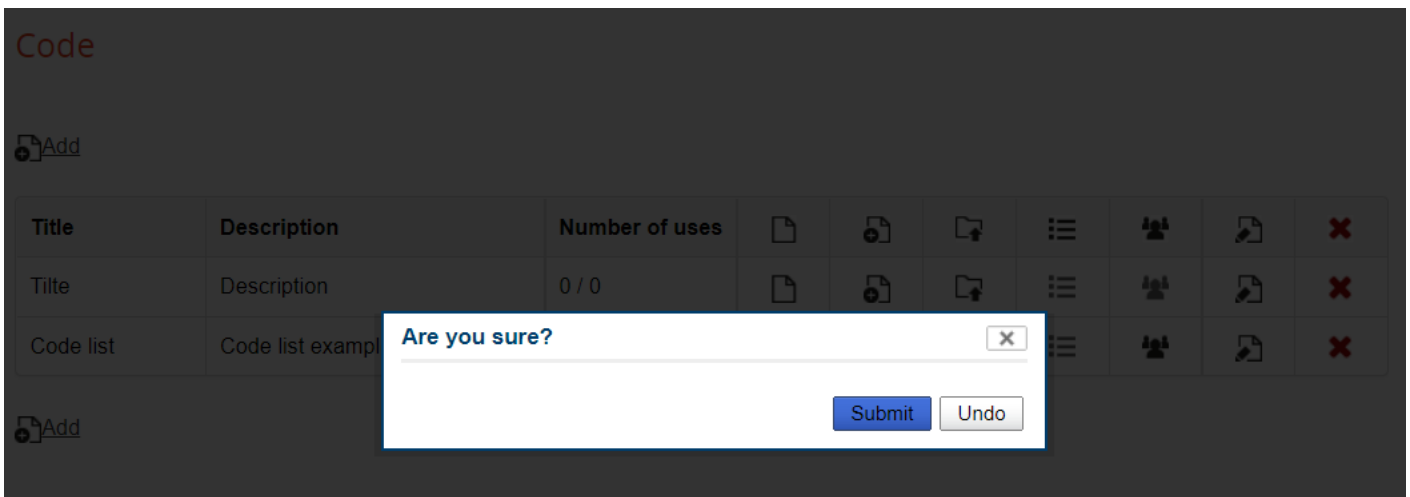
Description

Description

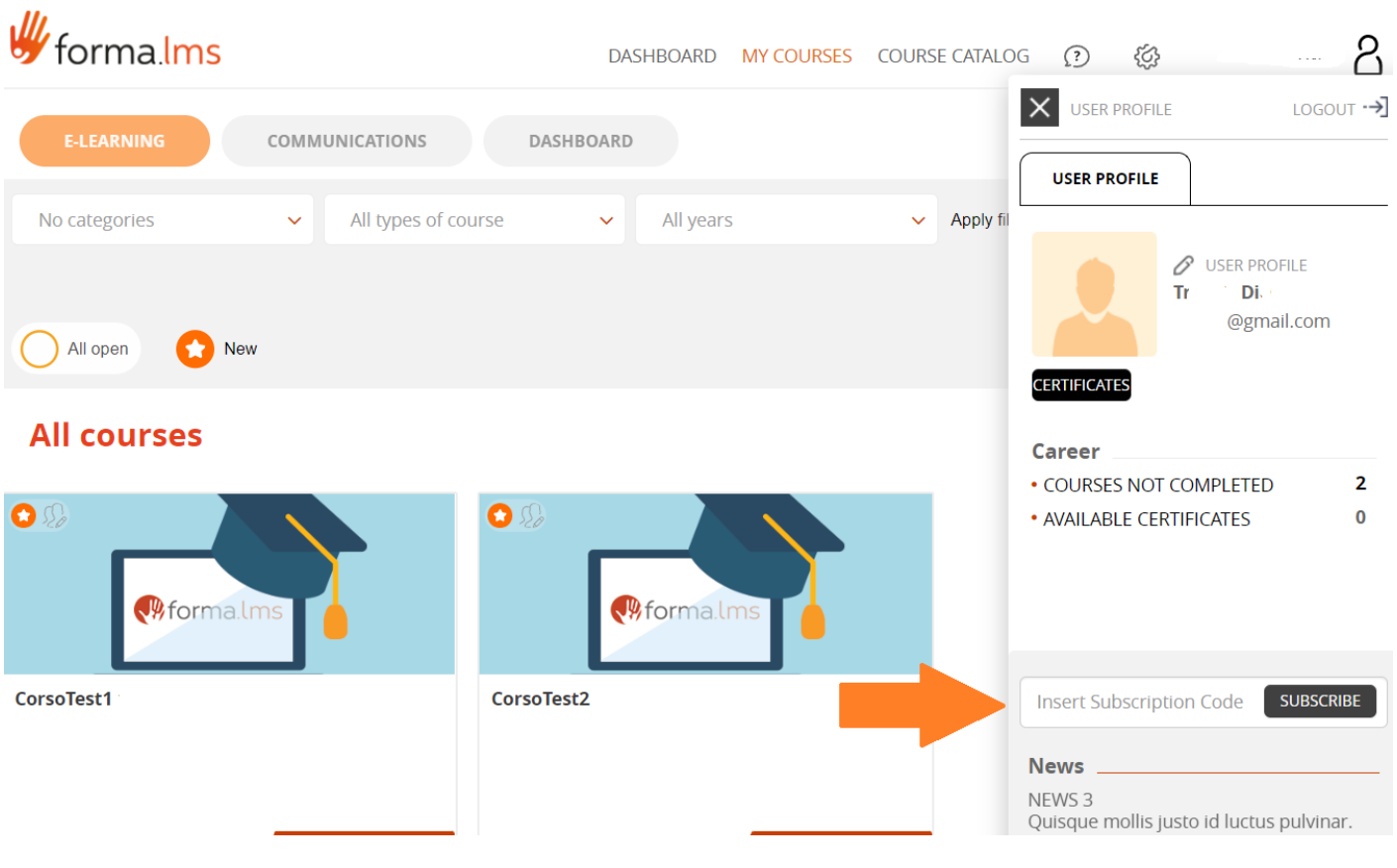
Edit

Undo

7 - Administrator can delete the codes



Once the code has been created and assign, the user can redeem it from the login frame:



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