

# Enrolment Rules

## Overview

With the enroll rules feature, it is possible to create automatic subscription rules based on different criteria.

You can set the enroll rules from:

*Admin > Elearning > Enroll Rules*

Enrollment rules

Add

Show logs

« Start

« Previous

1

Next »

End »

1 - 3 of 3

25

▼

Language	Title	Type	✓	☰	📄	✗
	New user	Base	✓	☰		
english	Onboarding	Organization chart	✓	☰	📄	✗
All	Trainers	Groups	✓	☰	📄	✗

Add

Show logs

« Start

« Previous

1

Next »

End »

1 - 3 of 3

25

▼

## Adding Rules

When you add a new rule, you can set:

**Title:** a name for the rule

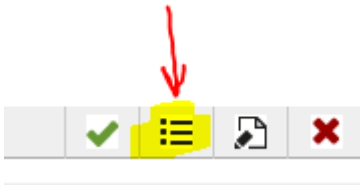
**Language:** the rule will apply only for users with the same language set for their profile, or for all users

**Type:** set the main criteria for selecting the users to apply this rule to. It won't be possible to change the rule type once it is saved. You can select users based on their:

- Orgchart Node
- Group
- Company Role

# Managing Rules

Click on this icon to manage the rule:



## Selecting Users

You will be able to select the nodes, groups, or company roles to apply this rule to, based on the type of rule chosen upon creation.

When the rule is active, all the users added to the selected node, group, or role will be automatically subscribed to some course.

Note:

Rules will automatically apply automatically only to users added to the selected nodes/groups/roles after its creation. To apply the rule also to users already within the selected criteria, see the "apply rule" button below



## Selecting Courses

Here, you can select the courses to automatically enroll users. You can set different courses for each of the nodes, groups, or roles you selected



Enrollment rules

Manage: Onboarding

Organization chart Courses Apply rule « Start « Previous 1 Next » End » 1 - 4 of 4 25 ▾

Organization chart	Basic Compliance Procedures	Welcome Kit
Asia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Europe	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Noth-America	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Middle-East	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Organization chart Courses Apply rule « Start « Previous 1 Next » End » 1 - 4 of 4 25 ▾

Save changes Undo

# Applying the Rule

Click this button to automatically enroll all the existing users based on the selected criteria.

Organization chart Courses Apply rule



# Logs

In this page you will see a list of all the applied rules. It will be possible to:

- Check a list of all the users subscribed through the rule
- Rollback the subscription, in case the rule was applied by mistake

Enrollment rules > Show logs

« Start « Previous 1 Next » End » 1 - 3 of 3 25 ▾

Date	Type	Details	Rollback
2020-06-04 22:36:05	Assignment of users to a functional role	Details	Rollback
2020-05-02 11:55:33	Assignment of users to a group	Details	Rollback
2020-05-01 23:04:54	log users to orgchart	Details	Rollback

« Start « Previous 1 Next » End » 1 - 3 of 3 25 ▾

Revision #2  
Created 6 February 2024 16:29:12 by Lorenzo Polizzi  
Updated 14 October 2024 19:42:04 by Lorenzo Polizzi