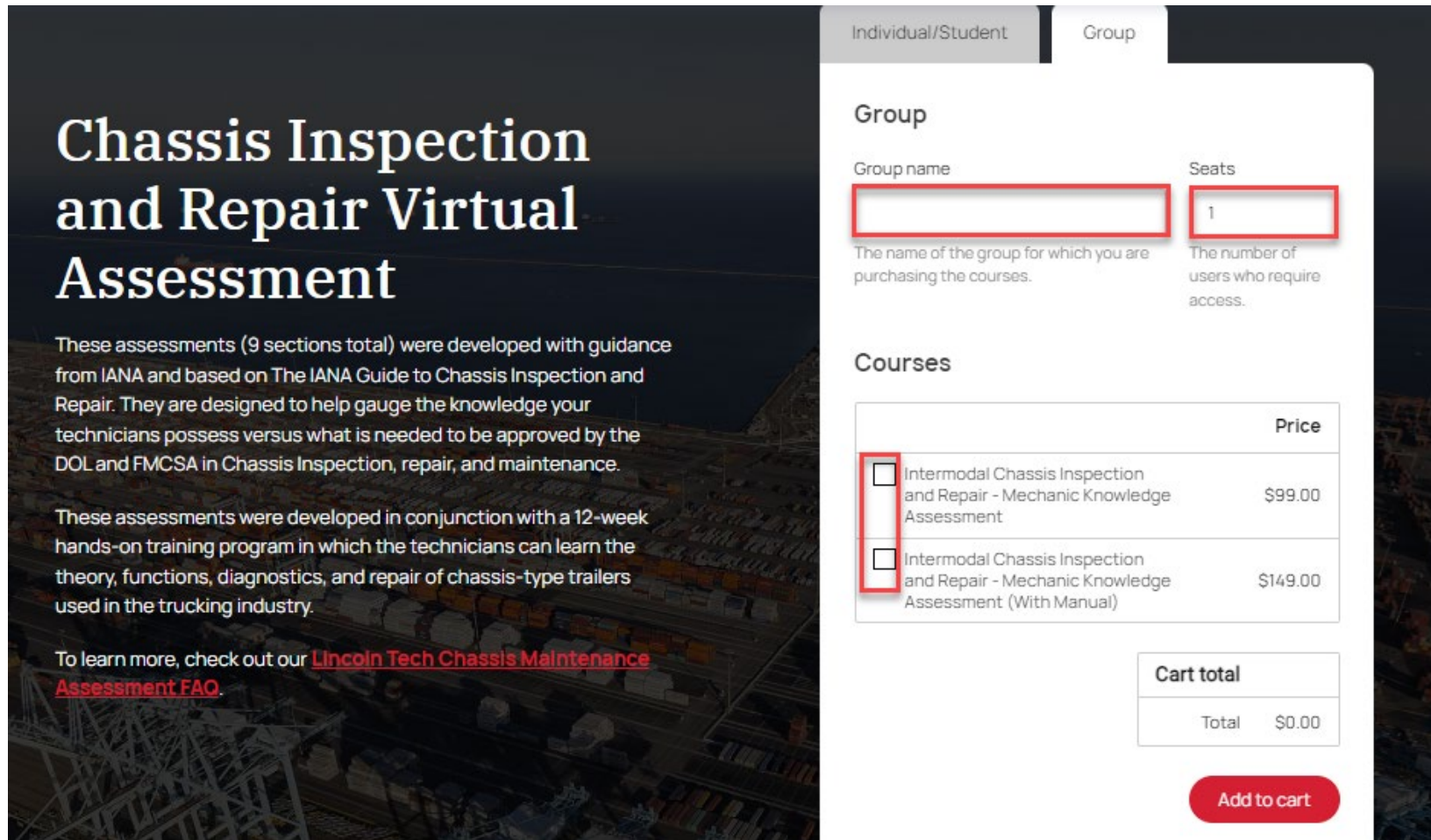


Purchasing, Managing Groups & Reports

Steps for Group Purchasing:

1. Go to the purchasing webpage for IANA.
2. Type in your group name within the “Group name” field box (name provided for your group).
3. Add in the number of seats for your group (those taking the course/receiving course materials).
4. Mark your purchasing selection(s)



Chassis Inspection and Repair Virtual Assessment

These assessments (9 sections total) were developed with guidance from IANA and based on The IANA Guide to Chassis Inspection and Repair. They are designed to help gauge the knowledge your technicians possess versus what is needed to be approved by the DOL and FMCSA in Chassis Inspection, repair, and maintenance.

These assessments were developed in conjunction with a 12-week hands-on training program in which the technicians can learn the theory, functions, diagnostics, and repair of chassis-type trailers used in the trucking industry.

To learn more, check out our [Lincoln Tech Chassis Maintenance Assessment FAQ](#).

Individual/Student | **Group**

Group

Group name:

Seats:

The name of the group for which you are purchasing the courses.

The number of users who require access.

Courses

	Price
<input type="checkbox"/> Intermodal Chassis Inspection and Repair - Mechanic Knowledge Assessment	\$99.00
<input type="checkbox"/> Intermodal Chassis Inspection and Repair - Mechanic Knowledge Assessment (With Manual)	\$149.00

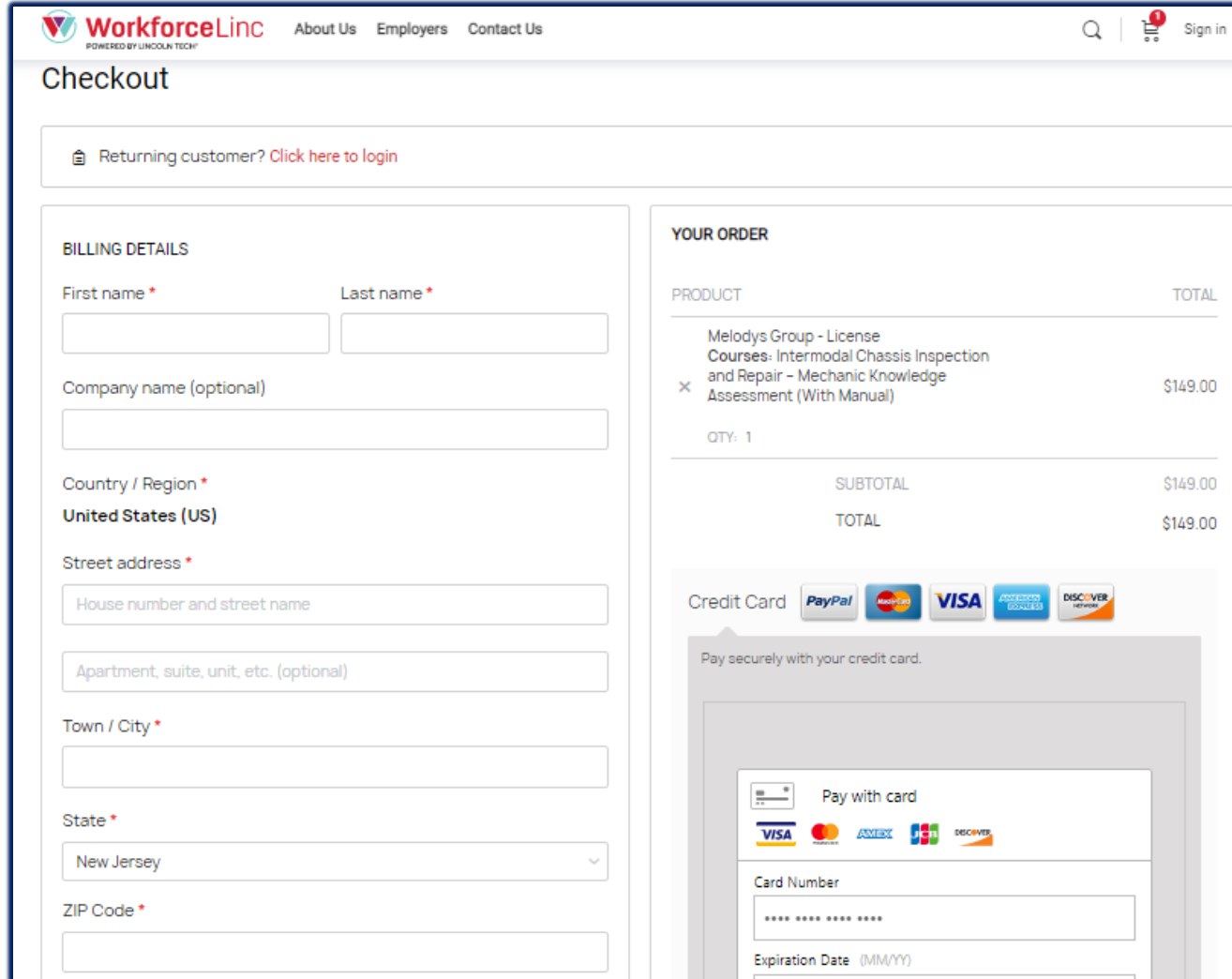
Cart total

Total	\$0.00
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Add to cart

Steps for Group Purchasing continued:

5. Enter your billing information



The screenshot shows the checkout page with the following sections:

- WorkforceLinc** logo and navigation links: About Us, Employers, Contact Us. Search and Sign in icons are also present.
- Checkout** header.
- Returning customer? [Click here to login](#)
- BILLING DETAILS** section with fields for:
 - First name * and Last name *
 - Company name (optional)
 - Country / Region * (United States (US) selected)
 - Street address * (House number and street name, Apartment, suite, unit, etc. (optional))
 - Town / City *
 - State * (New Jersey selected)
 - ZIP Code *
- YOUR ORDER** section with a table:

PRODUCT	TOTAL
Melodys Group - License Courses- Intermodal Chassis Inspection and Repair - Mechanic Knowledge Assessment (With Manual)	\$149.00
QTY: 1	
SUBTOTAL	\$149.00
TOTAL	\$149.00
- Payment options: Credit Card, PayPal, MasterCard, VISA, AMERICAN EXPRESS, DISCOVER.
- Pay securely with your credit card. A modal window titled "Pay with card" is shown with fields for Card Number and Expiration Date (MM/YY).

6. Click on "Place order" when finished.



Place order

Three emails are automatically sent to you from WorkforceLinc after completing your purchase.

The emails should include:

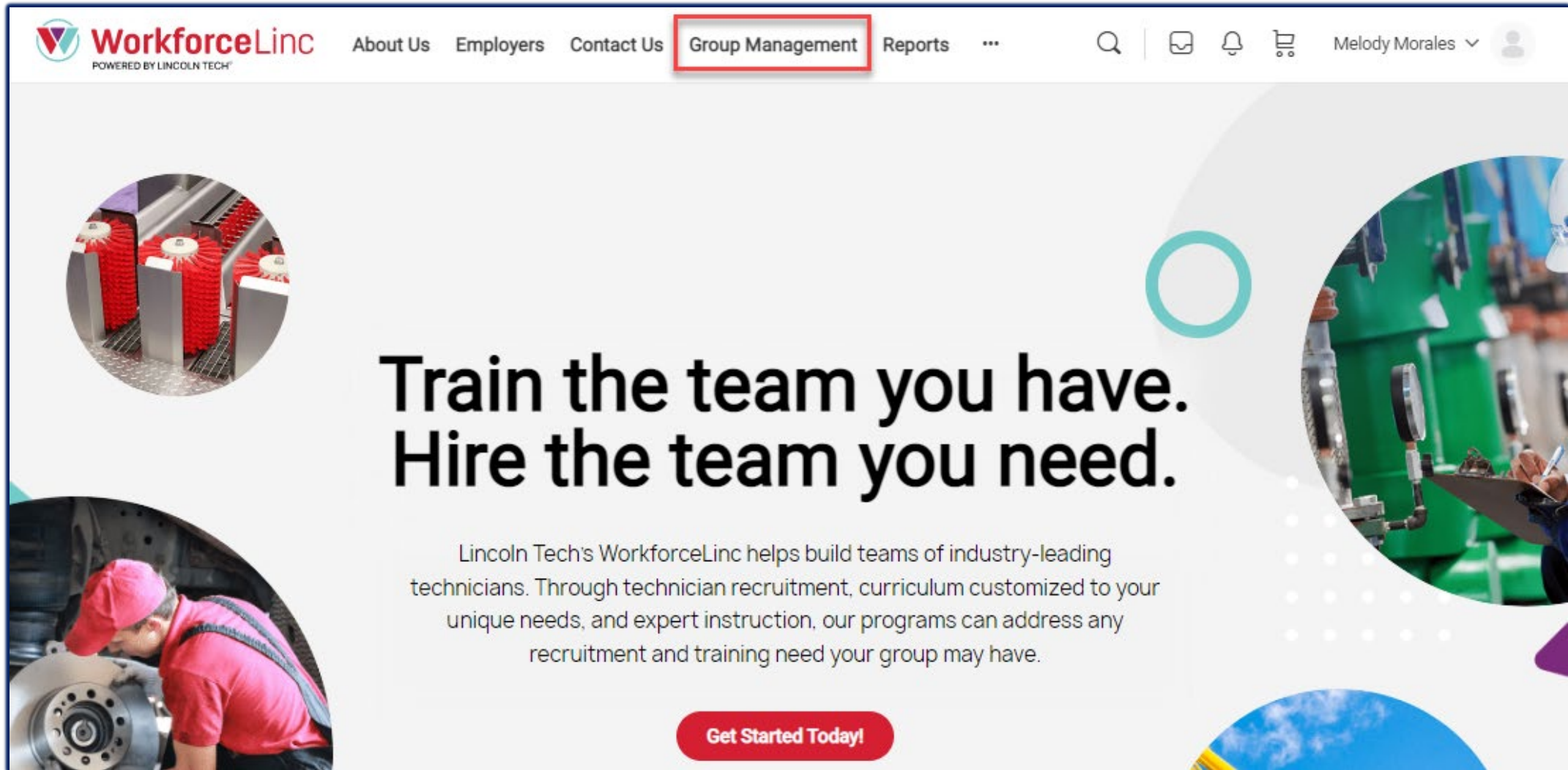
1. Group created,
2. Order complete (purchase receipt) and,
3. WorkforceLinc account created.

Click on your WorkforceLinc account-created email to get started.

WorkforceLinc.com	New group created - Hi Lisa, Thank you for your purchase! Your new group, IANA Mechanics Training ...
WorkforceLinc.com	Your WorkforceLinc order is now complete - Thanks for shopping with us Hi Lisa, We have finished pr...
WorkforceLinc.com	Your WorkforceLinc account has been created! - Welcome to WorkforceLinc Hi lisa.king, Thanks for cr...

Steps for Managing Groups

1. Login to WorkforceLinc
2. Click on “Group Management”



The screenshot shows the WorkforceLinc website interface. The navigation bar includes the WorkforceLinc logo, "About Us", "Employers", "Contact Us", "Group Management" (highlighted with a red box), "Reports", and a menu icon. On the right side of the navigation bar, there are icons for search, email, notifications, and a shopping cart, along with the user name "Melody Morales" and a profile icon.

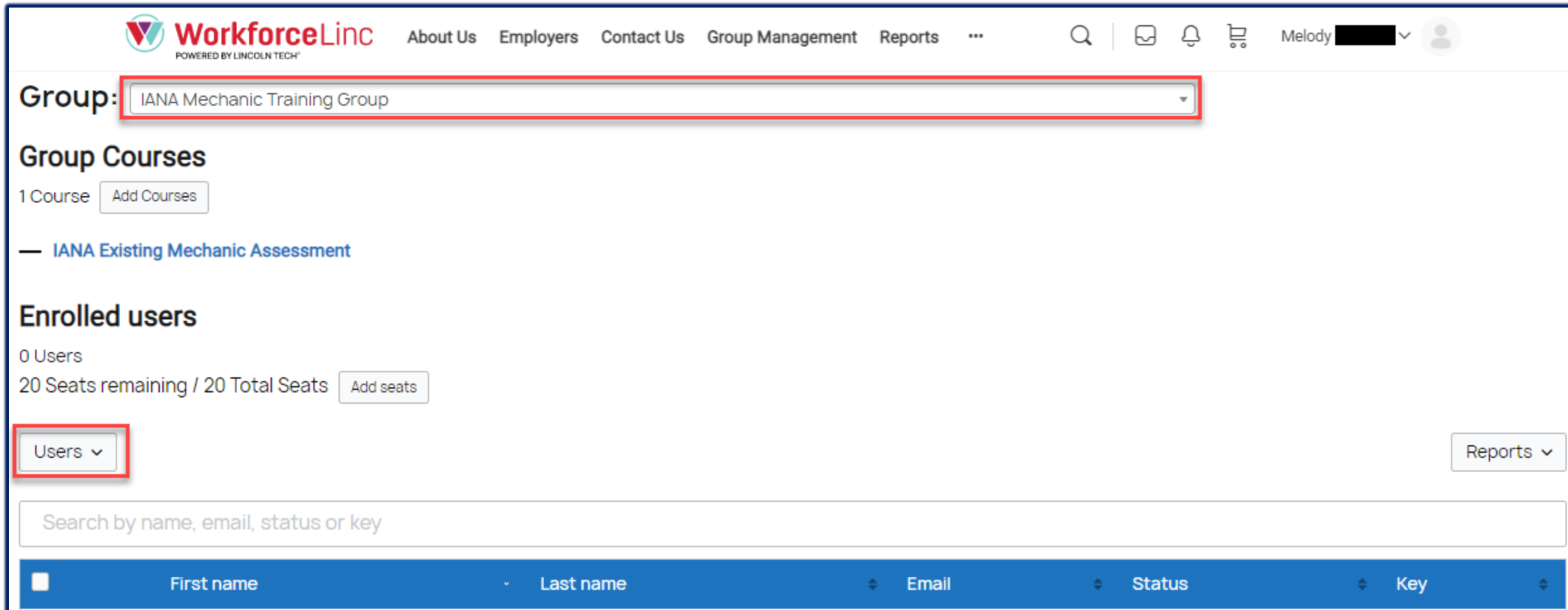
**Train the team you have.
Hire the team you need.**

Lincoln Tech's WorkforceLinc helps build teams of industry-leading technicians. Through technician recruitment, curriculum customized to your unique needs, and expert instruction, our programs can address any recruitment and training need your group may have.

[Get Started Today!](#)

Steps for Managing Groups Continued...

3. Select your Group
4. Click on the arrow next to “Users” to add the names of those in your group.



The screenshot shows the WorkforceLinc Group Management interface. At the top, there is a navigation bar with the WorkforceLinc logo and menu items: About Us, Employers, Contact Us, Group Management, Reports, and a search icon. The user's name, Melody, is displayed in the top right corner. Below the navigation bar, the "Group:" dropdown menu is highlighted with a red box and contains the text "IANA Mechanic Training Group". Underneath, the "Group Courses" section shows "1 Course" and an "Add Courses" button. A blue link for "IANA Existing Mechanic Assessment" is visible. The "Enrolled users" section shows "0 Users" and "20 Seats remaining / 20 Total Seats" with an "Add seats" button. A "Users" dropdown menu is highlighted with a red box, and a "Reports" dropdown menu is also visible. At the bottom, there is a search bar with the placeholder text "Search by name, email, status or key" and a table header with columns: First name, Last name, Email, Status, and Key.

A pop-up box will appear

Type in the field boxes:

- First name
- Last name
- Email

Click on **Add user** when complete.

*You can set a password for each user or simply leave this field blank and WorkforceLinc will automatically send a generated password to that user after you add them.

Add and invite user
 Send enrollment key

First name*

Last name*
Email*
Password

Set an optional password for new users. If no password is entered, a random password will be generated. If the user already exists, the user's password will not be changed and this value will be ignored.

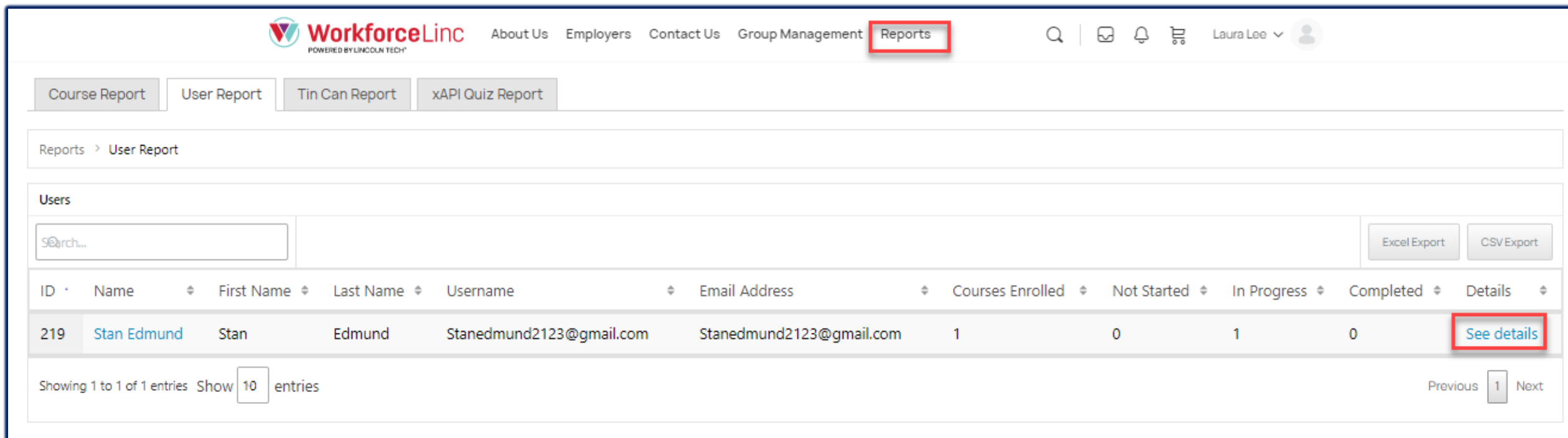
Add user

Congratulations, you have successfully added users to your group!

Each person you added will receive a WorkforceLinc email. They can follow the steps in that email to log in to WorkforceLinc and take their assigned course.

Steps for Reviewing Reports

1. Log in to WorkforceLinc
2. Click on “Reports” on the top toolbar.
3. Search for the employee/student you want to review, and select “See details.”



The screenshot shows the WorkforceLinc interface. At the top, the navigation bar includes the WorkforceLinc logo, "About Us", "Employers", "Contact Us", "Group Management", and "Reports" (highlighted with a red box). Below the navigation bar, there are tabs for "Course Report", "User Report", "Tin Can Report", and "xAPI Quiz Report". The "User Report" tab is selected. Below the tabs, there is a breadcrumb trail "Reports > User Report". A search bar is present with the text "Search...". To the right of the search bar are "Excel Export" and "CSV Export" buttons. Below the search bar is a table with the following columns: ID, Name, First Name, Last Name, Username, Email Address, Courses Enrolled, Not Started, In Progress, Completed, and Details. The table contains one entry for Stan Edmund. The "Details" column for this entry has a "See details" link highlighted with a red box. At the bottom of the table, there is a pagination control showing "Showing 1 to 1 of 1 entries" and a "Show 10 entries" dropdown. On the right side of the pagination control, there are "Previous", "1", and "Next" buttons.

WorkforceLinc
POWERED BY LINCOLN TECH

About Us Employers Contact Us Group Management **Reports**

Course Report User Report Tin Can Report xAPI Quiz Report

Reports > User Report

Users

Search... Excel Export CSV Export

ID	Name	First Name	Last Name	Username	Email Address	Courses Enrolled	Not Started	In Progress	Completed	Details
219	Stan Edmund	Stan	Edmund	Stanedmund2123@gmail.com	Stanedmund2123@gmail.com	1	0	1	0	See details


Showing 1 to 1 of 1 entries Show 10 entries Previous 1 Next

4. Select “See details” again.

Course Report | User Report | Tin Can Report | xAPI Quiz Report

Reports > User Report > Stan Edmund

Profile

 **Stan Edmund**
Stanedmund2123@gmail.c...

Overview

Courses Enrolled	Not Started	In Progress	Completed
1	0	1	0

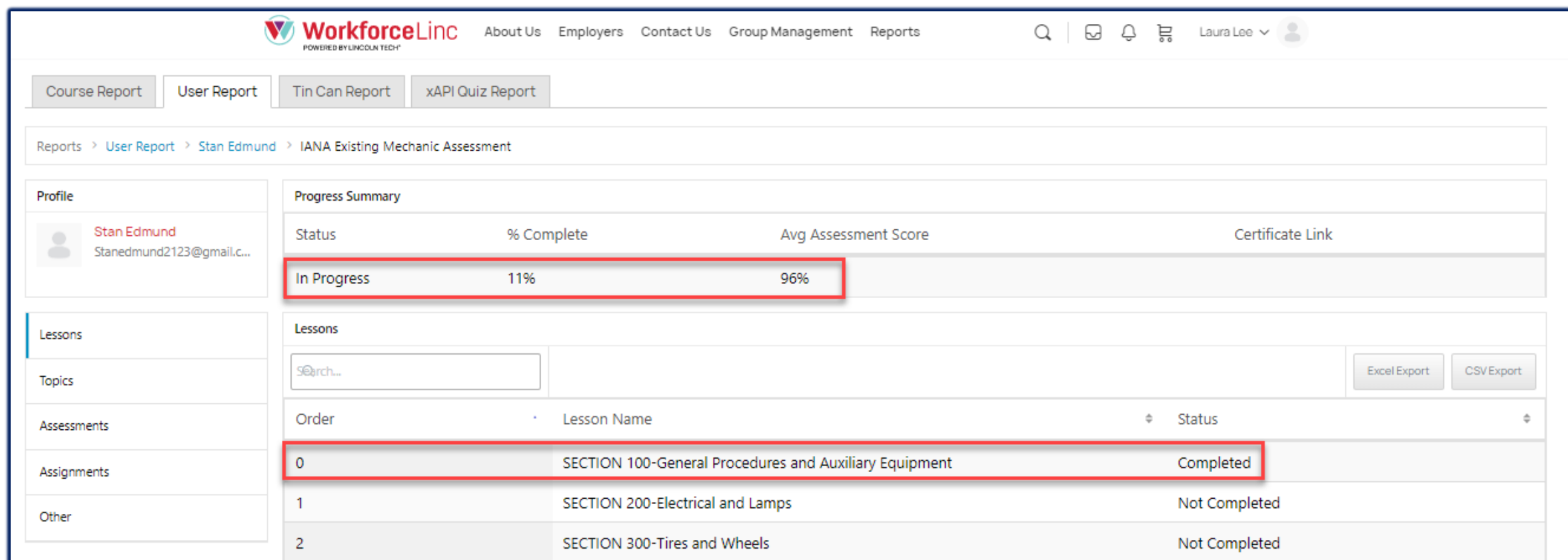
User's Course List

Search... Excel Export CSV Export

Course	% Complete	Completion Date	Avg Assessment Score	Details
IANA Existing Mechanic Assessment	11%		96%	See details

Showing 1 to 1 of 1 entries Show entries Previous Next

5. Review the progress, % of completion, and assessment score.



The screenshot displays the WorkforceLinc interface for a user report. The top navigation bar includes the WorkforceLinc logo, navigation links (About Us, Employers, Contact Us, Group Management, Reports), and user information (Laura Lee). Below the navigation, there are tabs for Course Report, User Report, Tin Can Report, and xAPI Quiz Report. The breadcrumb trail shows: Reports > User Report > Stan Edmund > IANA Existing Mechanic Assessment.

The main content area is divided into two sections:

- Profile:** Shows the user's name, Stan Edmund, and email address, Stanedmund2123@gmail.com.
- Progress Summary:** A table showing the overall progress of the assessment.

Status	% Complete	Avg Assessment Score	Certificate Link
In Progress	11%	96%	

Below the Progress Summary is the **Lessons** section, which includes a search bar and two export buttons (Excel Export and CSV Export). A table lists the individual lessons and their completion status:

Order	Lesson Name	Status
0	SECTION 100-General Procedures and Auxiliary Equipment	Completed
1	SECTION 200-Electrical and Lamps	Not Completed
2	SECTION 300-Tires and Wheels	Not Completed

Congratulations, you have successfully reviewed reports!