

Recycle Unconsumed Pool Quantities

When to use: When you wish to “reclaim” quantity from Cancelled, Complete, or Closed sessions that had learners that were assigned but did not consume a quantity.

Navigate to the Manage Pools Screen

- 1) In the **CLIENTS** tab, click “**Manage Client**”
- 2) Locate and click the name of your organization or sub-client in the **CLIENT TREE**
- 3) In the **PRODUCT POOLS** section, click “**Add/Edit**”

Navigate to the Recycle Learning Elements Screen

- 1) Locate the pool in which you wish to recycle quantities
- 2) Click “**Recycle**” in the row corresponding to the active pool ID for the pool in which you wish to recycle quantities

Choose Unconsumed Pools and Enter Recycle Details

- 1) In the **Recycle Learning Elements** screen, enter an explanation for the recycle transaction in the “**Description**” field
- 2) Select the checkbox next to each eligible quantity that you wish to recycle, or click “**Select All**” to select all eligible quantities

Execute the Recycle Transaction

- 1) Click “**Recycle Now**”
- 2) Read the pop-up message that appears – click “**OK**” if you understand the effects of recycling quantities and wish to proceed. Click “**Cancel**” if you wish to cancel the transaction.
- 3) Review the results on the **Recycle Learning Elements Results** screen, then click “**Return to Manage Pools**”