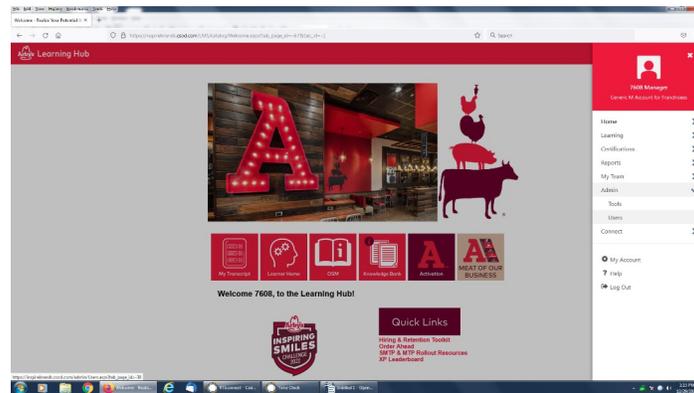


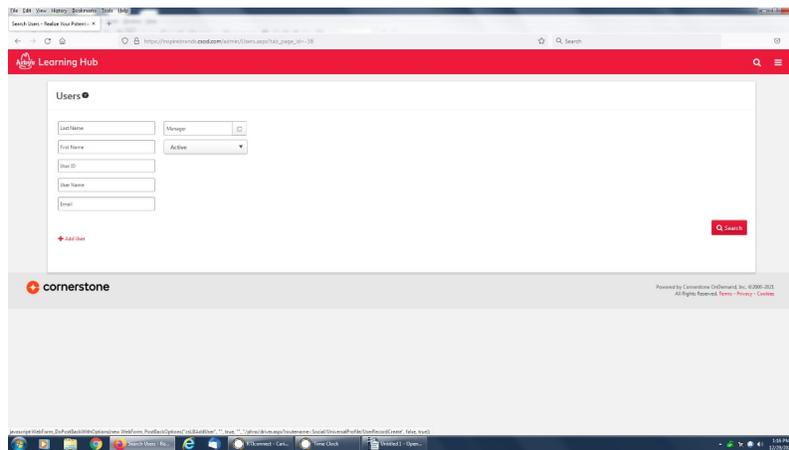
To add a user to learning hub:

Log into manager account

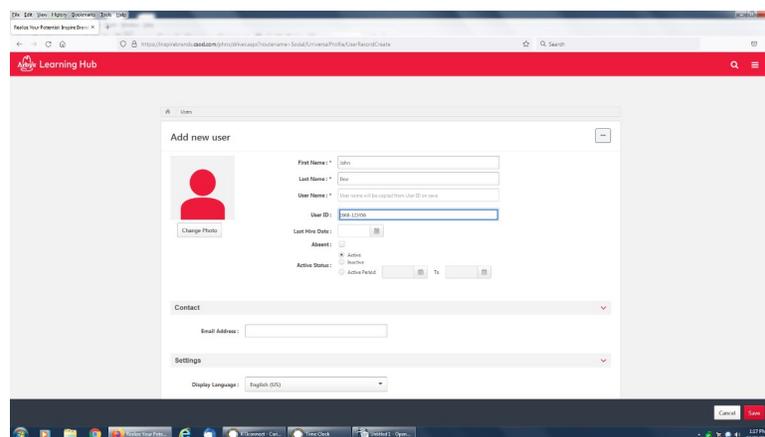
in the upper right hand corner click on the 3 lines and go to admin-->> users



Click on Add user:



Enter the employees name and id number. The id number is 1668-***** and then their number from the time



click.

Scroll down and enter the following information

The screenshot shows a web browser window with a URL starting with 'https://inspirebrands.ccod.com'. The page title is 'Realize Your Potential Inspire Brands'. The form is titled 'User Record Create' and is divided into three main sections:

- Contact:** Includes an 'Email Address' input field.
- Settings:** Includes a 'Display Language' dropdown menu set to 'English (US)'.
- Organization Structure:** Includes a 'Manager' dropdown menu with a 'Select a user' button, a 'Division' dropdown menu, a 'Cost Center' dropdown menu, and nine 'Position' dropdown menus labeled 'Position 1:' through 'Position 9:'.

At the bottom right of the form, there are 'Cancel' and 'Save' buttons.

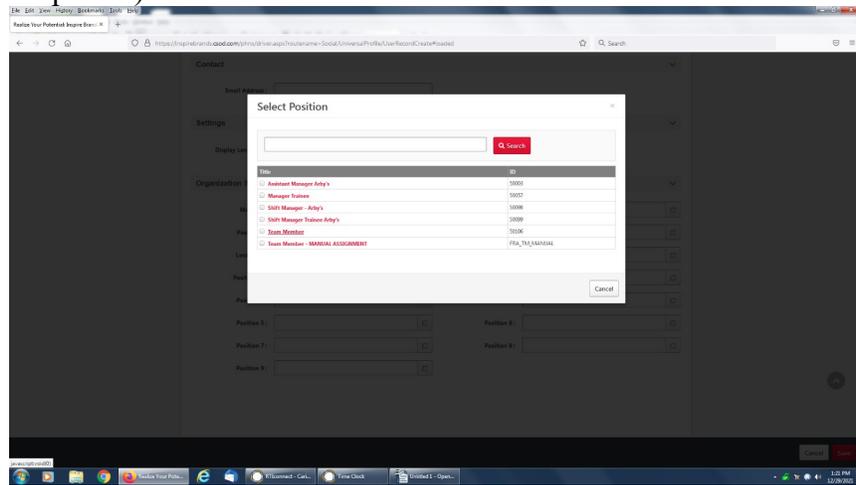
Manager: click the button and when search box comes up search for “m” the manager name is always the generic store manager account NOT the actual store manager

The screenshot shows a 'Select a user' dialog box overlaid on the user creation form. The dialog box contains a search bar and a table of search results. The search bar contains the letter 'm'. The table has three columns: 'Full Name', 'Title', and 'Manager'. The search results are as follows:

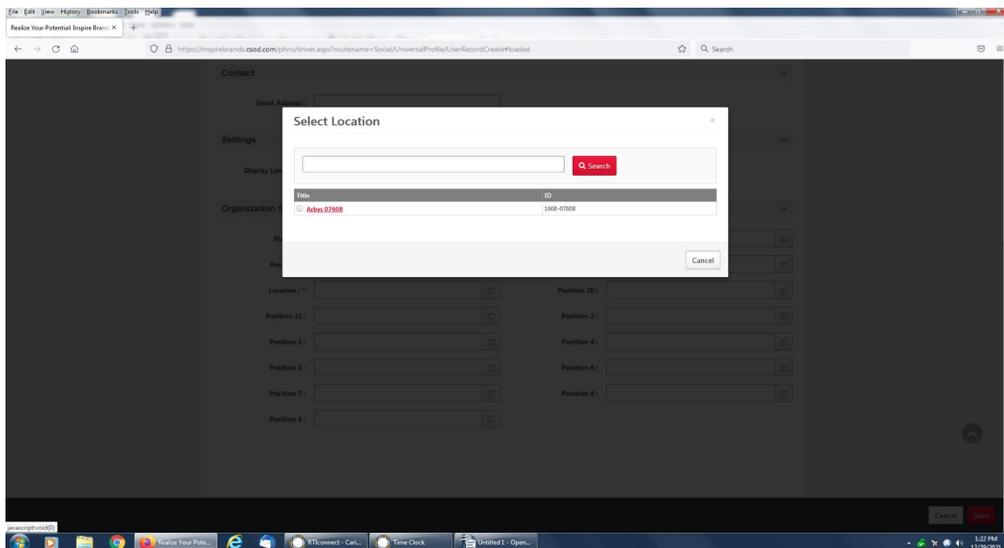
Full Name	Title	Manager
[Redacted]	Team Member	7008 Manager
7008 Manager	Generic M Account for Franchisees	Katie Stiggemann
[Redacted]	Team Member	7008 Manager
[Redacted]	Team Member	7008 Manager
[Redacted]	Team Member	7008 Manager

At the bottom right of the dialog box, there are '1 2' page indicators, '1 to 5 of 10' results, and a 'Cancel' button.

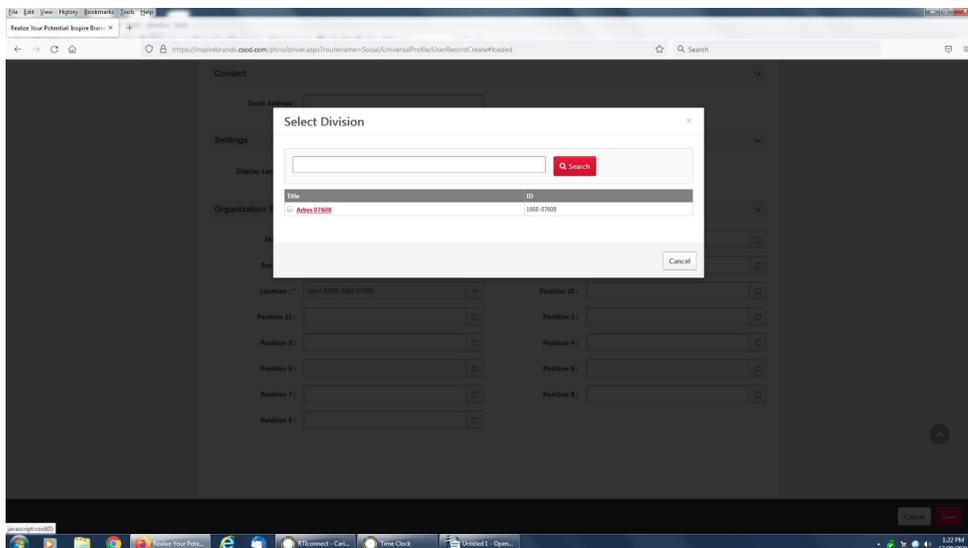
Click on position and then the appropriate position for the new team member (do not use manual assignment unless instructed to by help desk)



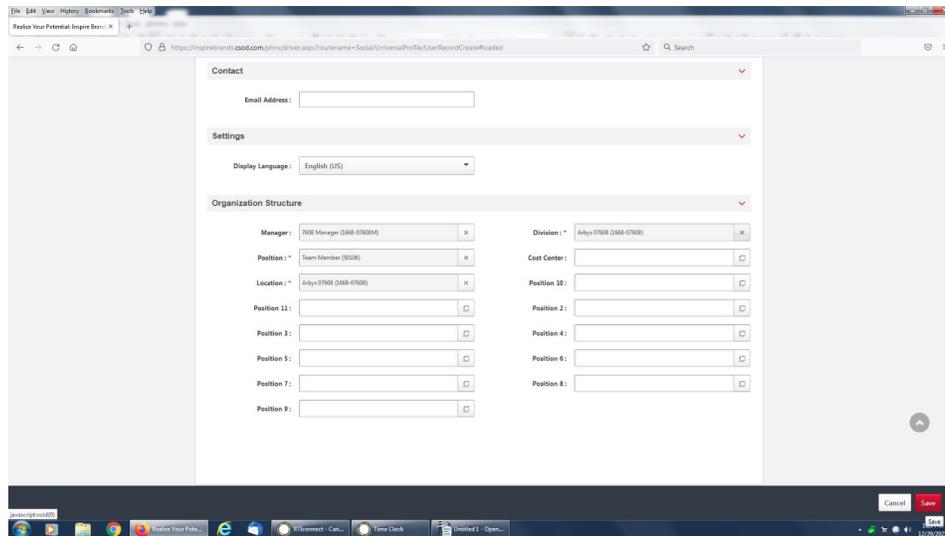
Location: only one location should be shown and it should be the store the employee is hired at click it to add them to that store.



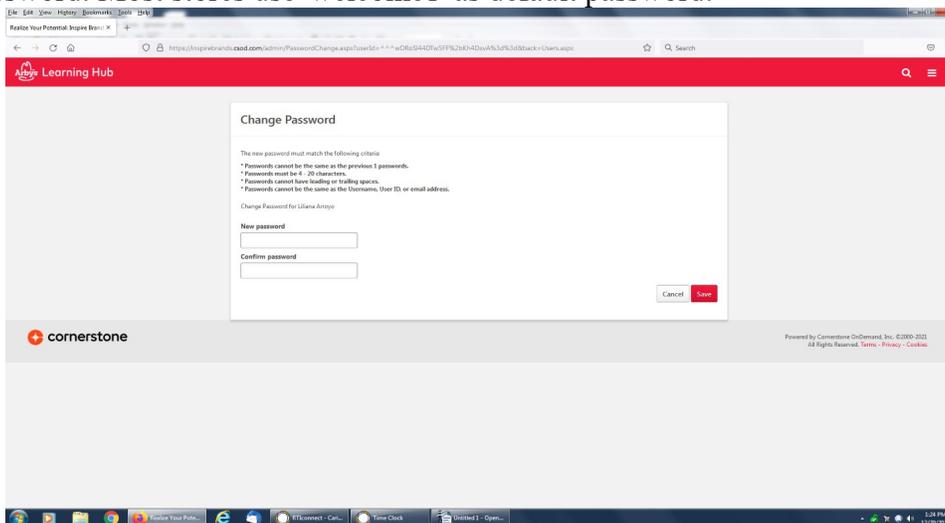
Division: same as location only one should show up and that should be the one they are added to



Click save



Enter a default password. Most stores use 'welcome1' as default password.



Once you hit save the new employees information is saved.

Log in as that new employee and change their password to “Welcome2” this password is used across the board with stores in our region as the password for all employees. Once you reset their password it will log you out and you must log back in with the new password to make a security question. Do not change the question that populates, just put the answer as 'Arbys' , which once again is standard across the board.

Once you click save there will be a short time where no training will be shown. You can manually put in some training for the employee to do or do these steps before the employee shows up. To determine which training the employee gets please follow the current set in the “Training Binder” supplied by Arbys.

Any questions please reach out to your area supervisor.

This information is current and correct as of 4/1/23