Views

How to Allocate Qualifications, Outcomes or Objectives to a Session Group

Allocating Qualifications, Outcomes or Objectives to a Session Group enables users to quickly attach these items to a Session Group's sessions and attendees. Qualifications, Outcomes and Objectives first need to be created by an Administrator before they can be allocated*.

To allocate a Qualification to a Session Group:

- Hover over **Work** and select **Session Groups**

- Select the relevant Session Group

- Click on **Qualifications** from the **Tools** tab on the left

- Select the Qualification that you wish to allocate

- Click **Save**

To allocate an Outcome to a Session Group:

- Hover over **Work** and select **Session Groups**

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* See the Administration support guides at https://www.substance.net/administration-support/ for more details

- Select the relevant Session Group

- Click on **Outcomes** from the **Tools** tab on the left

- Select the Outcome that you wish to allocate

- Click **Save**

To allocate an Objective to a Session Group:

- Hover over **Work** and select **Session Groups**

- Select the relevant Session Group

- Click on **Objectives** from the **Tools** tab on the left

- Select the Objective that you wish to allocate

- Click **Save**