

Catalyst Administrator Experience

Managing organizations, learners, departments,
and groups

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Overview

The Everything DiSC® on Catalyst™ administrator experience supplies users with a simple method of managing Catalyst for their organization. Catalyst administrators can manage organizations, departments, learners, assignments, and groups directly from the Catalyst platform. All Catalyst-related functionality in EPIC is operational; changes made in Catalyst are visible in EPIC, and vice versa.

Accounts in Catalyst refer to EPIC primary and sub accounts where credits are stored. Administrators who have synchronized their single Catalyst user with multiple EPIC administrators have access to an *Accounts* page in Catalyst. The *Accounts* page acts as a home page for administrators with multiple EPIC accounts. So, they must first select an Account before performing any administrative actions.

Organizations are the companies where Catalyst learners work. An Everything DiSC practitioner in a client's company might only have access to one organization. A Partner servicing multiple companies, however, will have access to multiple organizations.

Everything DiSC® Practitioner
working for one organization



Everything DiSC® Authorized Partner
working with multiple organizations



Users in Catalyst can have the administrator and/or the learner role. The role determines activities the user can perform. Administrators manage access to an organization's Catalyst data, and a learner consumes the interactive Catalyst learning content. A user can be an administrator in multiple organizations, but their learner role can only be associated with one organization.

Learner

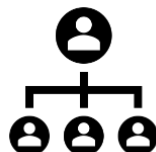


Administrator



Departments and **Groups** offer ways for users to bring meaning to and organize multiple learners. Each organization has its own set of Departments which help identify learners on the *Your Colleagues* page. Groups of learners can be created to further represent interdepartmental and cross-functional teams of people within the same organization. And the Catalyst administrator can organize learners into these Departments and Groups.

Departments



Groups



Content refers to the information learners can access after completing their Catalyst assessments. This content is divided into Workplace, Management, and Agile EQ. All learners receive Workplace content. Management and Agile EQ content can be unlocked for a learner upon creation or added at any time later. The Catalyst content is unlocked for learners using credits from the associated EPIC account.



Workplace*

Build Better Relationships



Management*

Inspire Great Managers



Agile EQ*

Increase Workforce Agility

Getting Started

User Synchronization

To gain access to the Catalyst administrator experience, you must have a Catalyst learner account and an EPIC administrator account. Then you must synchronize your EPIC administrator and Catalyst learner accounts. This synchronization – or user mapping – allows you to access organizations, departments, learners, content, and credits from both platforms. If you are a user in multiple EPIC accounts, then synchronize *each* of your EPIC users with your Catalyst learner by performing the following steps.

1. Log into EPIC at **admin.wiley-epic.com**.
2. Click **Personal Options** and select **My Personal Settings**.
3. Select **Synchronize my EPIC and Catalyst users** from the dropdown.
4. Enter your Catalyst **email address** and **password**.
5. Click **Sync Users**.

Personal Options

My Personal Settings

Why am I being asked to sync my email address?

Wiley has big plans for Everything DISC on Catalyst, and that includes building an administrator experience on the Catalyst platform itself. Syncing your EPIC and Catalyst account will give you immediate access to the new Catalyst Administrator Experience once it is launched.

Stay tuned for further announcements on the launch of the new administrator experience!

Change your personal settings here. Click the **Save** button to update your login information.

NOTE: Passwords are case-sensitive.

Edit User Information ?

Select a function to perform: Synchronize my EPIC and Catalyst users


Enter your Catalyst Email:

Enter your Catalyst Password:


Sync Users

6. Perform steps 1-5 for each of your EPIC users. All EPIC users can be synchronized with the same Catalyst user.

You can review which administrators in your EPIC account have synchronized their users from the *Manage Your Account > Manage Users* page. If an email address appears in the *Learner Email* field, then the user's accounts are synchronized. "Catalyst user is not Synced" appears in the field if the accounts have not been linked.

[View All Users](#) 

Name	Francis Jenkins	Username	fjenkins
Email	fjenkins@noemail.com	User Level	Super Administrator
Learner Email	fjenkins@noemail.com		
<input checked="" type="checkbox"/> Send notification email when a respondent completes a profile			

Name	Bridget Corruthers	Username	bcorruthers	
Email	bcorruthers@noemail.com	User Level	Super Administrator	
Learner Email	Catalyst user is not Synced			
<input checked="" type="checkbox"/> Send notification email when a respondent completes a profile				
Edit				

Login

Catalyst learners and administrators log into Catalyst the same way.

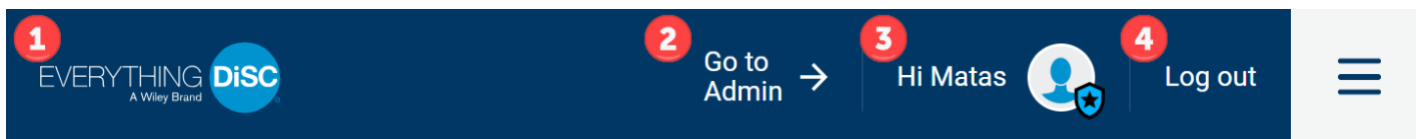
1. Navigate to **catalyst.everythingdisc.com**.
2. Enter your email address and click **Continue**.
3. Enter your password.
4. Click **Sign in**.

Common Components

Header

The persistent Catalyst header allows users to:

1. Return to the *Home* page by clicking the logo,
2. Toggle in between the administrator and learner experiences by clicking the *Go to...* link,
3. Access the user account settings, and
4. Logout.



Note the avatar's blue badge denotes the user is an administrator.

Footer

Find copyright and support information along with links to legal documents in the administrator footer.



The footer is a dark blue horizontal bar. On the left, it features the 'Catalyst.' logo in white. Below the logo, there is copyright text: '© by John Wiley & Sons, Inc. All rights reserved.' and a note about graphics: 'Graphics used under license by tiny_selena/shutterstock.com, GoodStudio/shutterstock.com.' In the center, there are three sections: 'Tech support' with 'Hours' (Daily, 24 hours), 'Email' (catalystsupport@wiley.com), and 'Phone' (Americas: +1 763-762-9025, EMEA: +44 186 552 1556, Asia / Australia: +61 7 3703 1694). On the right, under 'More information', there are links for 'Manage Cookies', 'Terms of use', 'Privacy', and 'Accessibility'. At the bottom center, the 'WILEY' logo is displayed in white.

Account Settings

The *Account Settings* page is the same for learners and administrators. It allows users to modify their name, department, photo, login credentials, and privacy settings.

1. Click **Hi [Name]** in the header to open your Catalyst user's account information.
2. The **Your information** tab allows you to update your photo, name, and department.
3. Click the **Login/password** tab to update your email or password.
4. Click the **Privacy/communication** tab to stop sharing your DiSC information with your colleagues or to update your communication preferences.
5. Click **Save**.

Navigation

Header Link

Clicking **Go to Admin** in the header takes learners to their administrator home page.



When working as an administrator, clicking **Go to Learner** returns the administrator to their learner home page.



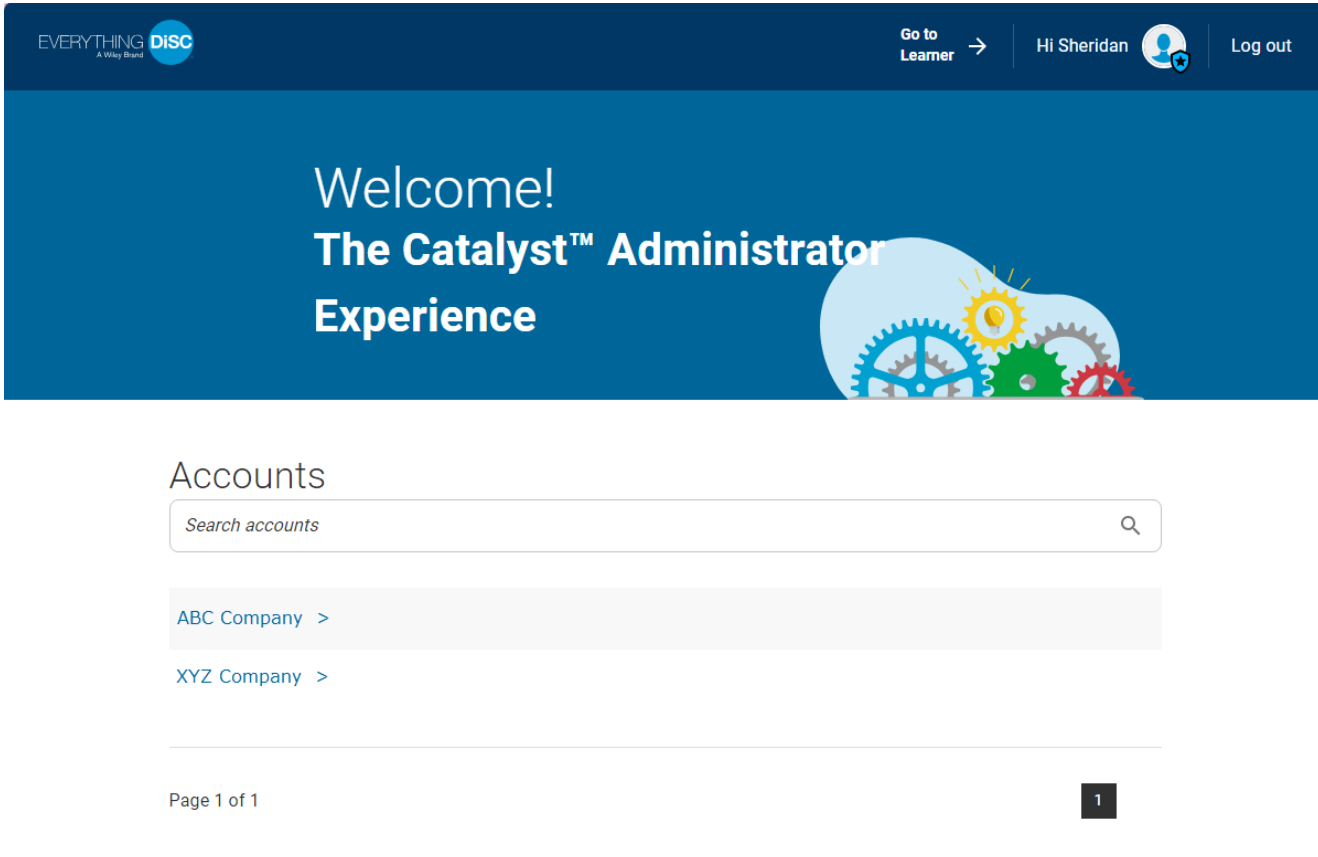
Sidebar

When working in an organization, the sidebar displays your EPIC account name and available EPIC credits. Clicking the credit balance opens the EPIC account in a new browser tab. The sidebar also provides access to the organization's Learners, Departments, and Groups.

The screenshot shows the EPIC interface. At the top, there is a dark blue header with the 'EVERYTHING DiSC' logo on the left, and 'Go to Learner', 'Hi Sheridan', and 'Log out' on the right. The main content area is titled 'Learners'. On the left, there is a sidebar with a red border. The sidebar contains: 'ABC Company Current Account' with a '753 EPIC credits' button; 'ABC Company Current Organization'; 'Learners' (selected); 'Departments'; and 'Groups'. The main content area has a search bar with the placeholder 'Search by either name or email address', '+ Add', and 'Import' buttons. Below the search bar is a light blue notification: 'Catalyst will check for existing learners on Catalyst and will not duplicate assignment.' There are 'Filter', 'SEND REMINDER EMAIL', and 'UNLOCK CONTENT' buttons. A table with columns 'Email' and 'Status' contains one row: 'ida@noemail.com' with status 'Complete'. A '1' badge is visible in the bottom right of the table area. At the bottom of the table area, it says '0 out of 1 learners are selected. Clear all'.

Accounts

After clicking the *Go to Admin* link on the header, the *Accounts* page appears for users that synchronized more than one EPIC administrator to their Catalyst Learner. Each EPIC account appears alphabetically, and you must click an account before you can begin working as a Catalyst administrator. If you have only synchronized one EPIC user with your Catalyst user, then you will see the *Accounts* page.



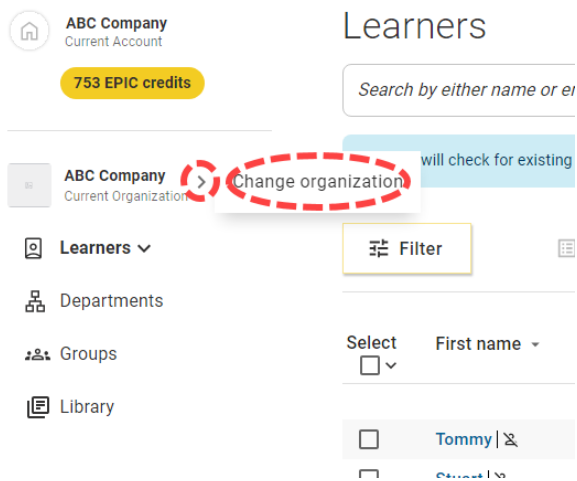
The screenshot shows the Catalyst Administrator Experience interface. At the top, there is a dark blue header with the 'EVERYTHING DiSC' logo on the left. On the right side of the header, there are three items: a 'Go to Learner' button with a right-pointing arrow, the user name 'Hi Sheridan' next to a profile icon, and a 'Log out' button. Below the header is a large blue banner with the text 'Welcome! The Catalyst™ Administrator Experience' in white. To the right of the text is a graphic of several interlocking gears in blue, yellow, green, and red. Below the banner is the 'Accounts' section, which features a search bar with the placeholder text 'Search accounts' and a magnifying glass icon. Underneath the search bar, there are two account entries: 'ABC Company >' and 'XYZ Company >'. At the bottom left of the page, it says 'Page 1 of 1', and at the bottom right, there is a small black square containing the number '1'.

Organizations

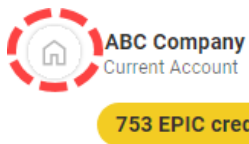
Before you can work with a department, learner, or group, you first must select an organization from the *Organizations* page. This page displays the different organizations associated with your Account; any organizations created on this page will also appear in EPIC and vice versa.

If you have synchronized only one EPIC user with your Catalyst user, then after clicking the *Go to Admin* link, you will automatically land on the *Organizations* page. If you manage multiple accounts, then you must first select an Account to see Organizations.

If after selecting an organization you decide you need to switch to another organization in the same Account, you can hover over the > to the right of the organization name from the sidebar. Then click **Change organization** to return to the *Organizations* page where you can select a different organization.



If you synchronized your Catalyst user with multiple EPIC accounts, you might need to change accounts before switching organizations. In that case, first click the “home” link to pick a new account so you can then select a different organization.



Create Organizations

If the organization you need to work with does not appear on the *Organizations* page, then you must create it.

1. From the *Organizations* page, click **Add Organization +**.



2. Enter the organization's name and location.
3. Click **Upload organization logo** to browse for an image. A logo is not required.
4. Click **Add organization**.


Add new organization ×

Enter organization name *
Name 2

Enter organization location *
Location 2

** Required*


Upload organization logo 3




Cancel Add organization 4


Update Organizations


1. From the *Organizations* page, click the organization name.
2. Click the organization name from the sidebar.


 **ABC Company**
Current Account

753 EPIC credits

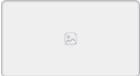
 **ABC Company** >
Current Organization

 **Learners** ▾

 **Departments**

 **Groups**

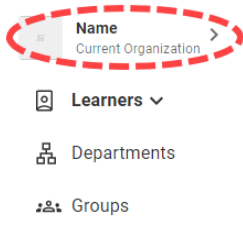
3. Click the corresponding **Edit** link to update the name, logo, or location.
4. Click the corresponding **View** link to see a list of learners who have completed an assigned assessment.

ABC Company		Delete Edit
Logo		Edit
Location	Anytown	Edit
Organization ID	1000010	Copy
Assigned assessments in organization	2	View

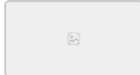
Delete Organizations

Organizations can only be deleted if they do not have learners.

1. From the *Organizations* page, click the organization name.
2. Click the Organization name from the sidebar.



3. Click **Delete organization**.

Name		3 Delete Edit
Logo		Edit
Location	Location	Edit
Organization ID	1000082	Copy
Assigned assessments in organization	0	View

Departments

Learners organize themselves into departments, but administrators can create, edit, and delete departments in addition to viewing and managing the learners in each.

Create Departments

1. From the *Organizations* page, click the organization name.
2. Click **Departments** from the sidebar.
3. Click **Add department +**.

Departments

Search departments 3 Add department +

4. Enter the department name.
5. Click **Add department**.

Add new department ×

Enter department name * 4

Name

* Required

Cancel 5 Add department

View & Update Departments

1. From the *Organizations* page, click the organization name.
2. Click **Departments** from the sidebar.
3. Click the meatball menu to the right of the department.
4. Click **Edit** to change the department name.
5. Click **Transfer entire department** to move all the associated learners to a new department.

Departments

Search departments + Add department +

You have 7 learner(s) not assigned to a department. Assign

Department name	Learners in department	
Engineering and Development	1	4 3
Customer Service	1	5 Edit
Sales	1	Transfer
Human Resources	0	Delete

Manage Learners

View Learners in a Department

1. From the *Organizations* page, click the organization name.
2. Click **Departments** from the sidebar.
3. Click the department name from the list. The learners are alphabetically displayed by first name.
4. To sort by last name, click the **Last name** column header.
5. Learners that are not sharing their information have a symbol to the left of their name.

Sales Delete Edit

Learners in department **4** Transfer

First name ^	Last name 4	Transfer to new department	Remove from department
Ida	Exuberance	↔	×
5 Matas	Patton	↔	×
Sheridan	Murphy	↔	×

Page 1 of 1 1

Add Learners to a Department

All Learners without a Department

1. From the *Organizations* page, click the organization name.
2. Click **Departments** from the sidebar.
3. Click **Assign** to see all learners not assigned to a department.

Departments

You have 7 learner(s) not assigned to a department. **3** Assign

4. Enter and select the department name for each learner.

Assign learners in your organization ×

Search by either name or email address 🔍

Name ▾	Email	Department
Ida Exuberance	ida@noemail.com	Sales ×
Jane Doe	janedoe774@gmail.co	4 Customer
Matas Patton	matas@noemail.com	Customer Service (2 people)

Cancel 5 Done

5. Click **Done**.

Individually from the Department

1. From the *Organizations* page, click the organization name.
2. Click **Departments** from the sidebar.
3. Click the department name from the list.
4. Click **+ Add**.

Sales

Delete Edit

Learners in department

0

Transfer

Search learners within this department 🔍 4 + Add 📄 Import

5. Enter the name or email address of learners to select their names from the dropdown.

Add learners to Sales ×

ida 🔍 2

Ida Exuberance (ida@noemail.com)

6. Click **Add Learners to [department name]**.

Add learners to Sales ×

Ida Exuberance × Q

All learners in ABC Company

Name	Email	Department	Select
<i>There are no learners here</i>			

Cancel3 Add learners to Sales

7. Click **Confirm**.

8. Click **Okay**.

Individually from the Learner

You can update the department for learners that have already registered their Catalyst users.

1. From the *Organizations* page, click the organization name.
2. Click the learner's name.
3. Click **More Options**.
4. Select the department from the **Department** field.

Assigned department and groups

4

Engineering and Development (people)

Executive (people)

Human Resources (people)

Sales (people)

< BackSave

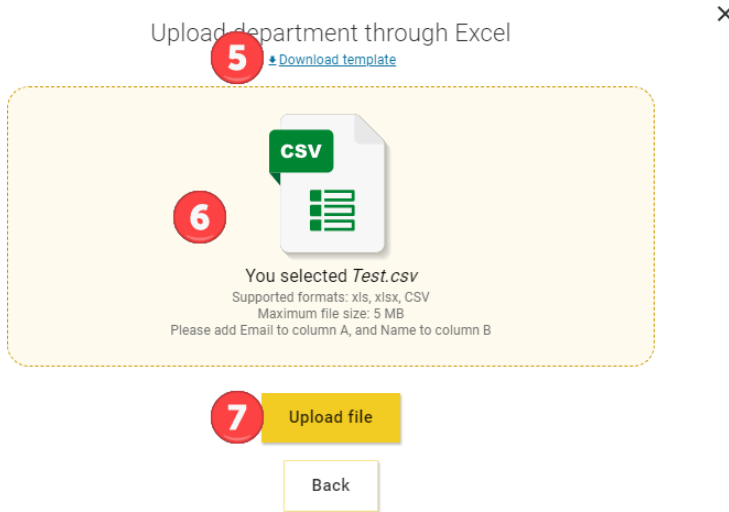
5. Click **Save**.

Bulk Import from the Department

You can update the department in bulk for learners that have already registered their Catalyst users.

1. From the *Organizations* page, click the organization name.
2. Click **Departments** from the sidebar.
3. Click the department name from the list.
4. Click **Import**.

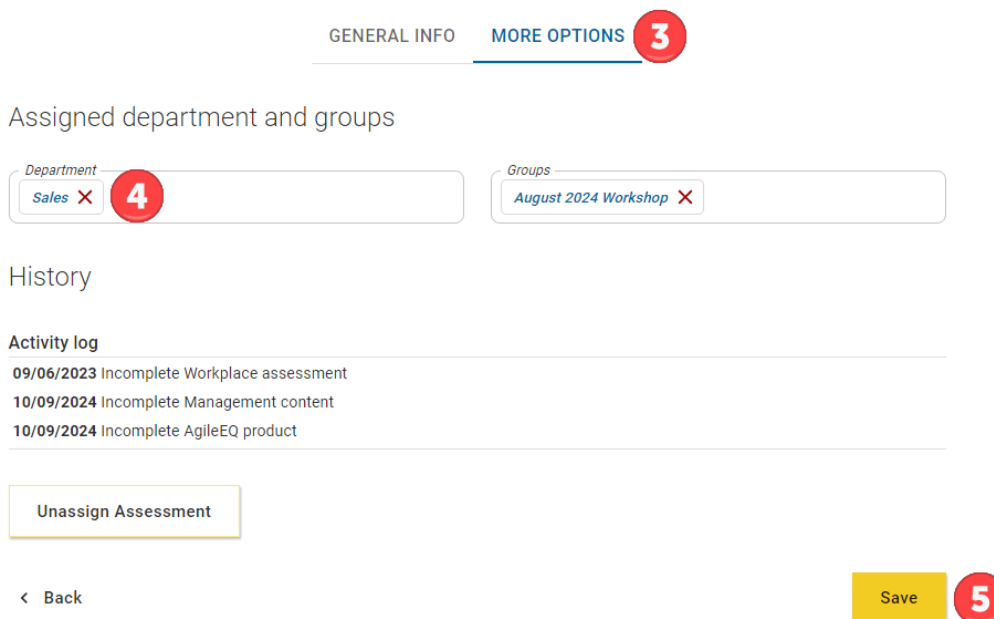
5. Click **Download template** to download an Excel template.
6. Drag and drop or browse to find the completed Excel file.
7. Click **Upload file**.



Remove Learners from a Department

From the Learner

1. From the *Organizations* page, click the organization name.
2. Click the learner's name.
3. Click **More Options**.
4. Click the **X** to remove the department.
5. Click **Save**.



From the Department

1. From the *Organizations* page, click the organization name.
2. Click **Departments** from the sidebar.
3. Click the department name from the list.

- Click the **X** to remove the learner.

Sales Delete Edit

Learners in department 2 Transfer

Q
+ Add
Import

First name ^	Last name	Transfer to new department	Remove from department
Curt	Cautious	↔	X 4
Matas	Patton	↔	X 4

Page 1 of 1 1

- Click **Remove** to confirm.

Transfer Learners Between Departments

All Learners from the Departments Page

Please note that once you make this transfer, you cannot undo it; the learners will be moved to the selected department, and the existing department will be deleted.

- From the *Organizations* page, click the organization name.
- Click **Departments** from the sidebar.
- Click the meatball menu to the right of the department.
- Click **Transfer**.

Departments

Q
Add department +

You have 7 learner(s) not assigned to a department. Assign

Department name	Learners in department ^	
Sales	5	...
Customer Service	2	4 Edit ... 3
Technology	0	Transfer ...
Human Resources	0	Delete ...

- Select a department.
- Click **Transfer entire department**.

All Learners from the Individual Department Page

Please note that once you make this transfer, you cannot undo it; the learners will be moved to the selected department, and the existing department will be deleted.

1. From the *Organizations* page, click the organization name.
2. Click **Departments** from the sidebar.
3. Click the department name from the list.
4. Click **Transfer**.


Sales Delete Edit

Learners in department 5 **4** Transfer

Search learners within this department

5. Select a department.
6. Click **Transfer entire department**.

One Learner

1. From the *Organizations* page, click the organization name.
2. Click **Departments** from the sidebar.
3. Click the department name from the list.
4. Click  to the right of the learner.

Sales Delete Edit

Learners in department 3 Transfer

Search learners within this department

First name ^	Last name	Transfer to new department	Remove from department
Ida	Exuberance		
Matas	Patton	4	
Sheridan	Murphy		

Page 1 of 1 1

- Select the new department.
- Click **Add to department**.

Transfer department

Name	Number of people in department	Select
Editors	105	<input type="checkbox"/>
Sales	88	<input type="checkbox"/>
Technology	84	<input checked="" type="checkbox"/> 5
People Organization	80	<input type="checkbox"/>

Cancel **6**
Add to department

- Click **Transfer** to confirm.

Delete Departments

Departments can only be deleted if they do not have learners. You must first transfer learners from a department to delete it.

- From the *Organizations* page, click the organization name.
- Click **Departments** from the sidebar.
- Click the meatball menu to the right of the department.
- Click **Delete**.

Departments

Add department +

You have 7 learner(s) not assigned to a department. Assign

Department name	Learners in department	
Sales	5	...
Customer Service	2	...
Technology	0	...
Human Resources	0	...
Executive	0	...
Engineering and Development	0	<div style="display: flex; align-items: center;"> ✎ Edit ↔ Transfer ☒ Delete ... </div>

Learners

Assign Catalyst to New Learners

Administrators can create Catalyst learners by entering their information one learner at a time or in bulk by uploading a comma-delimited file. The only required information is each learner's name and email address. All available content can be assigned when the learner is created, or applications like Management and Agile EQ can be unlocked later. After the learner is created, an email inviting the learner to complete an Everything DiSC assessment.

One-by-One

1. From the *Organizations* page, click the organization name.
2. Click **+ Add** from the *Learners* page.

Learners

Search by either name or email address

+ Add Import

Catalyst will check for existing learners on Catalyst and will not duplicate assignment.

3. Enter the learner's name and email address. These fields are required.
4. Click **Add+**. Repeat steps 3 and 4 until all the Learners you want to create appear.
5. Click in the **Connect to Group** field to select one or more existing groups or create a new group to which you want to add the learner(s). This field is optional; learners do not have to be added to groups. However, organizing learners by groups may help you find them later.
6. Click **Add Learner**.

1 Add Learner — 2 Unlock content — 3 Summary — 4 Email Options

Add learners

3 First name Lily Last name Pad Learner email address * LilyPad@gmail.com Add + 4

5 Connect to Group: Marketing team x Product Team x

Name	Email	Remove
Jonathan Fisher	JFisher@gmail.com	x
Izzy Davis	Izzydavis@gmail.com	x
Leonard Geraldine	LeoG.@wiley.com	x
Katherine Fogle	KFogle@wiley.com	x
Leonard Geraldine	LeoG.@wiley.com	x

< Back Add Learner 6

7. Select the content to unlock and click **Unlock Content**.

1 Add Learner — 2 **Unlock content** — 3 Summary — 4 Email Options

Unlock product content Current EPIC credits: 180
Spending credits: 50
Remaining credit: 120

Workplace * ✔

15 CREDITS PER USER

Engages each participant in building more effective relationships at work

- ✔ Everything DiSC Assessment
- ✔ Colleagues
- ✔ Groups
- ✔ Get Advice Tools
- ✔ Conversation Starters
- ✔ DISCology

Management ○

10 CREDITS PER USER

Helping anyone in a management role successfully engage, motivate, and develop their people—from anywhere.

Agile EQ ○

10 CREDITS PER USER

Teaching participants to read the emotional and interpersonal needs of a situation and respond accordingly.

< Back
Unlock Content
7

8. Confirm selections and click **Confirm Content**.

1 Add Learner — 2 **Unlock content** — 3 **Summary** — 4 Email Options

View Confirmation Current EPIC credits: 180
Spending credits: 0
Remaining credit: 0

Connect to Group: Marketing team Product Team

Name	Email	Workplace 15 credits	Agile EQ 10 credits	Management 10 credits	Remove
Jonathan Fisher	JFisher@gmail.com	+	+	+	×
Izzy Davis	Izzydavis@gmail.com	✔	✔	✔	×
Leonard Geraldine	LeoG.@wiley.com	✔	+	+	×
Katherine Fogle	KFogle@wiley.com	✔	✔	+	×
Mandy McGuire	MMguire@wiley.com	+	+	+	×

< Back
Confirm Content
8

9. Edit email settings and click **Send assessments**.

1 Adding new learner — 2 Unlock content — 3 Summary — 4 **Email options**

Schedule invitation

Deliver email: Immediately On this date

11/15/2024 03:24 PM

Reminder email: Never If not completed by

Custom message

0/2000

< Back Cancel **Send assessments** 9

Bulk Import

Quickly assign Catalyst to new and existing learners by uploading a list of names and email addresses. Just fill out the template, upload the file, and select the content to unlock. Catalyst does the rest.

1. From the *Organizations* page, click the organization name.
2. Click **Import**.

Learners

Search by either name or email address

+ Add 2 Import

Catalyst will check for existing learners on Catalyst and will not duplicate assignment.

3. Click **Download template**.
4. Enter the names and email addresses of the learners.

	A	B	C	D	E	F	G	H	I
1	FirstName	LastName	Email						
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									

1. Do not change cells A1, B1 or C!

2. Enter a valid Email address, FirstName and LastName value for each Learner.

3. Verify that you have data in both columns (A and B) for each Learner. Catalyst will not upload this template if any row is missing information for a Learner.

4. Leave columns A, B and C completely empty beneath the last Learner.

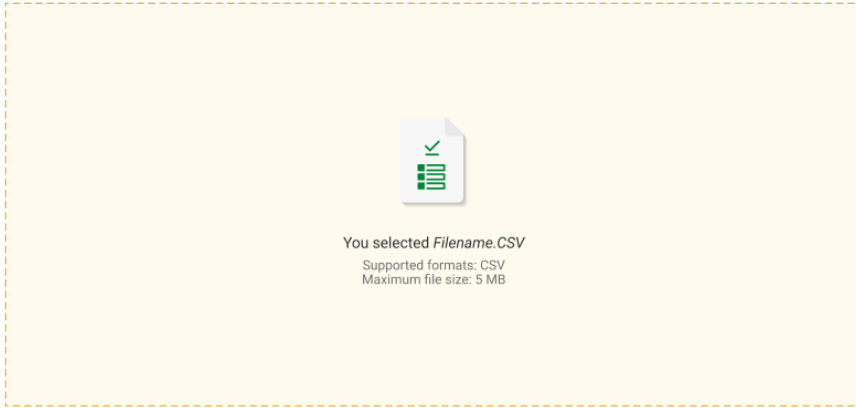
Here's an example:

Column A FirstName	Column B LastName	Column C Email
Albert	Wesker	albert@inscape.com
Jill	Valentine	jill@inscape.com
Leon	Kennedy	leon@inscape.com
Chris	Redfield	chris@inscape.com

5. Drag and drop the file you created or click **Browse** to find the file.
6. Click **Upload file**.

1 Upload learners — 2 Unlock content — 3 Summary — 4 Email Options

Upload learners



< Back

Upload file

6

7. Optionally, add the learners to a group.
8. Click **Add Learner**.

1 Add Learner — 2 Unlock content — 3 Summary — 4 Email Options

Add learners

Connect to Group:

Name	Email	Remove
Jonathan Fisher	JFisher@gmail.com	×
Izzy Davis	Izzydavis@gmail.com	×
Leonard Geraldine	LeoG.@wiley.com	×
Katherine Fogle	KFogle@wiley.com	×
Leonard Geraldine	LeoG.@wiley.com	×

< Back

Add Learner

8

9. Select the content to unlock and click **Unlock Content**

1 Add Learner — 2 **Unlock content** — 3 Summary — 4 Email Options

Unlock product content

Current EPIC credits: 180
 Spending credits: 50
 Remaining credit: 120

Workplace * ✔

15 CREDITS PER USER

Engages each participant in building more effective relationships at work

- ✔ Everything DiSC Assessment
- ✔ Colleagues
- ✔ Groups
- ✔ Get Advice Tools
- ✔ Conversation Starters
- ✔ DiSCology

Management

10 CREDITS PER USER

Helping anyone in a management role successfully engage, motivate, and develop their people—from anywhere.

Agile EQ

10 CREDITS PER USER

Teaching participants to read the emotional and interpersonal needs of a situation and respond accordingly.

< Back
Unlock Content
9

10. Confirm selections and click **Confirm Content**.

1 Add Learner — 2 Unlock content — 3 **Summary** — 4 Email Options

View Confirmation

Current EPIC credits: 180
 Spending credits: 0
 Remaining credit: 0

Connect to Group: Marketing team Product Team

Name	Email	Workplace 15 credits	Agile EQ 10 credits	Management 10 credits	Remove
Jonathan Fisher	JFisher@gmail.com	+	+	+	×
Izzy Davis	Izzydavis@gmail.com	✔	✔	✔	×
Leonard Geraldine	LeoG.@wiley.com	✔	+	+	×
Katherine Fogle	KFogle@wiley.com	✔	✔	+	×
Mandy McGuire	MMguire@wiley.com	+	+	+	×

< Back
Confirm Content
10

11. Edit email settings and click **Send assessments**.

1 Adding new learner — 2 Unlock content — 3 Summary — 4 **Email options**

Schedule invitation

Deliver email: Immediately On this date

Reminder email: Never If not completed by

Custom message

0/2000

< Back Cancel Send assessments **11**

Scheduled Invitations & Reminders

Invitations and reminders scheduled for the future are found on the *Scheduled invitations* page. From here administrators can edit the dates and times for the emails.

1. From the *Organizations* page, click the organization name.
2. Click **Learners** from the sidebar.
3. Click **Scheduled invitations**.

ABC Company
Current Account

4454 EPIC credits

Scheduled invitations (UTC -5:00) ⓘ

➤ CHANGE SEND DATE/TIME ➤ CHANGE REMINDER DATE/TIME

Select	First name	Last name	Email	Send date	Reminder date
<input type="checkbox"/>					
<input type="checkbox"/>	Learner	Two	ltwo@noemail.com	📅 07/15/24 06:00 AM	📅 07/22/24 06:30 AM
<input type="checkbox"/>	Learner	Four	lfour@noemail.com	📅 07/15/24 06:00 AM	📅 07/22/24 06:30 AM
<input type="checkbox"/>	Learner	Three	lthree@noemail.com	📅 07/15/24 06:00 AM	📅 07/22/24 06:30 AM
<input type="checkbox"/>	Learner	One	lone@noemail.com	📅 07/15/24 06:00 AM	📅 07/22/24 06:30 AM

Page 1 of 1 1

2 **Learners** ^

Active learners

Archived learners

Generated reports

3 **Scheduled invitations**

Departments

Groups

Change Invitation Send Date/Time

1. From the *Organizations* page, click the organization name.

2. Click **Learners** from the sidebar.
3. Click **Scheduled invitations**.
4. Select the invitations to change.
5. Click **CHANGE SEND DATE/TIME**.

ABC Company
Current Account

4454 EPIC credits

ABC Company
Current Organization

2 Learners ^

- Active learners
- Archived learners
- Generated reports

3 Scheduled invitations

- Departments
- Groups

Scheduled invitations

(UTC -5:00) ⓘ

5 ➤ CHANGE SEND DATE/TIME ➤ CHANGE REMINDER DATE/TIME

Select	First name	Last name	Email	Send date	Reminder date
<input type="checkbox"/>					
<input checked="" type="checkbox"/>	Learner	Two	ltwo@noemail.com	07/15/24 06:00 AM	07/22/24 06:30 AM
<input type="checkbox"/>	Learner	Four	lfour@noemail.com	07/15/24 06:00 AM	07/22/24 06:30 AM
<input type="checkbox"/>	Learner	Three	lthree@noemail.com	07/15/24 06:00 AM	07/22/24 06:30 AM
<input type="checkbox"/>	Learner	One	lone@noemail.com	07/15/24 06:00 AM	07/22/24 06:30 AM

Page 1 of 1

1

6. Edit the date and/or time.
7. Click **Save Changes**.

Change Send Date

04/17/2022 📅 03:30 PM ⌚ **6**

First name	Last name	Email	Send date
Learner	Two	ltwo@noemail.com	07/15/24 06:00 AM

Cancel **7** Save Changes

Change Reminder Send Date/Time

1. From the *Organizations* page, click the organization name.
2. Click **Learners** from the sidebar.
3. Click **Scheduled invitations**.
4. Select the invitations to change.
5. Click **CHANGE REMINDER DATE/TIME**.

ABC Company
Current Account
4454 EPIC credits

ABC Company
Current Organization

2 Learners ^

Active learners

Archived learners

Generated reports

3 Scheduled invitations

Departments

Groups

Scheduled invitations

(UTC -5:00) ⓘ

CHANGE SEND DATE/TIME **5** CHANGE REMINDER DATE/TIME

Select	First name	Last name	Email	Send date	Reminder date
(1/4) <input type="checkbox"/>					
<input checked="" type="checkbox"/>	Learner	Two	ltwo@noemail.com	07/15/24 06:00 AM	07/22/24 06:30 AM
<input type="checkbox"/>	Learner	Four	lfour@noemail.com	07/15/24 06:00 AM	07/22/24 06:30 AM
<input type="checkbox"/>	Learner	Three	lthree@noemail.com	07/15/24 06:00 AM	07/22/24 06:30 AM
<input type="checkbox"/>	Learner	One	lone@noemail.com	07/15/24 06:00 AM	07/22/24 06:30 AM

Page 1 of 1

1

6. Edit the date and/or time.
7. Click **Save Changes**.

Change Send Date

04/17/2022 03:30 PM **6**

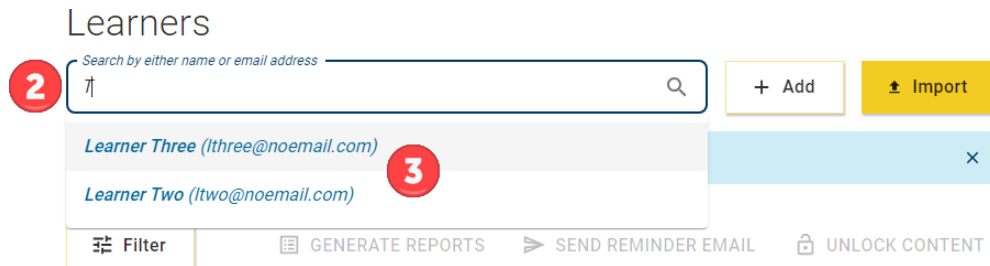
First name	Last name	Email	Send date
Learner	Two	ltwo@noemail.com	07/15/24 06:00 AM

Cancel **7** Save Changes

Search for Learners & Filter Search Results

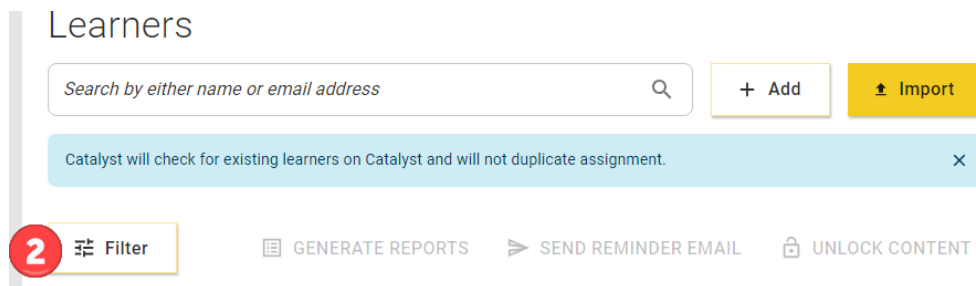
Administrators can search for learners by name or email address.

1. From the *Organizations* page, click the organization name.
2. Begin typing a name or email address to see matching learners appear.
3. Select the name.



But you can also filter your learners by assessment status, product content, groups, and departments.

1. From the *Organizations* page, click the organization name.
2. Click **Filter**.



3. Select filters:
 - a. Assessment Status – Complete or incomplete
 - b. Product Content – Agile EQ and Management, Locked and Unlocked
 - c. Groups – Search by group name
 - d. Departments – Search by department name
4. Click **Update**.

Filter learners 3 ×

ASSESSMENT STATUS ^

Complete

Incomplete

PRODUCT CONTENT ^

Locked Unlocked

Agile EQ

Management

GROUPS ^

🔍

DEPARTMENTS ^

🔍

Clear all 4 Update

Send Ad Hoc Reminders to Learners

Administrators can send reminders to one or more learners at any time from the *Learners* page.

1. From the *Organizations* page, click the organization name.
2. Search and select learners with incomplete assessments.
3. Click **SEND REMINDER EMAIL**.

Learners

Search by either name or email address

Catalyst will check for existing learners on Catalyst and will not duplicate assignment.

Select	First name	Last name	Email	Status
<input checked="" type="checkbox"/>	Tommy	Tester	tommytester@noemail.com	Incomplete
<input checked="" type="checkbox"/>	Stuart	Sales	stuartsales@noemail.com	Incomplete
<input checked="" type="checkbox"/>	Sam	Evens	sevens@noemail.com	Incomplete
<input checked="" type="checkbox"/>	Learner	Two	ltwo@noemail.com	Incomplete
<input checked="" type="checkbox"/>	Learner	Three	lthree@noemail.com	Incomplete
<input checked="" type="checkbox"/>	Learner	Six	lsix@noemail.com	Incomplete
<input checked="" type="checkbox"/>	Learner	One	lone@noemail.com	Incomplete
<input checked="" type="checkbox"/>	Learner	Four	lfour@noemail.com	Incomplete
<input checked="" type="checkbox"/>	Learner	Five	lfive@noemail.com	Incomplete

4. Optionally, enter a custom message.
5. Click **Send Reminder**.

Send Reminder

Only learners who have not completed the assessment will receive a reminder email.

0/2000

Generate Reports

Administrators can generate reports for any learner with a completed assessment. Reports can be generated from the main Learners page or from individual Learner records. Note, the Supplement for Facilitator Report can only be generated in batch for multiple learners.

Multiple Learners

1. From the *Organizations* page, click the organization name.
2. Search and select learners with incomplete assessments.
3. Click **GENERATE REPORTS**.

Learners

Catalyst will check for existing learners on Catalyst and will not duplicate assignment.

Select	First name	Last name	Email	Style
<input checked="" type="checkbox"/>	demo	atest	demotest021323@noemail.com	C
<input type="checkbox"/>	Deidre ✕	Daring	smarch@wiley.com	Incomplete
<input type="checkbox"/>	Darren ✕	Vokel	dvokel@noemail.com	Incomplete
<input type="checkbox"/>	D ✕	Stiles	dstiles@noemail.com	Incomplete
<input type="checkbox"/>	Curt	Cautious	curt@noemail.com	Incomplete
<input type="checkbox"/>	Braden ✕	Edwards	def@nemail.com	Incomplete
<input type="checkbox"/>	- ✕	-	ursulaupdate@noemail.com	Incomplete

Page 2 of 2 < Previous 1 2 Next >

21 out of 27 learners are selected. [Clear all](#)

- Select the content. Note, the Supplement for Facilitator Report can only be generated through this batch method.
- Click **Add to batch**.

×

Catalyst™ profile report

4 Workplace Agile EQ Management Supplement for Facilitator report

Learner list

Enter name or email 🔍

Name	Email	Remove from report list
Sheridan Murphy	smooreadams@gmail.com	×
Matas Patton	matas@noemail.com	×
Laurel Schrementi	lschrement@wiley.com	×
demo atest	demotest021323@noemail.com	×

5

Add to batch

Cancel

The Generated Reports page opens. It may take a few minutes to generate multiple reports.

Generated report batches

We are generating your reports now. This may take a few minutes. When complete, click each report to download to your computer. Then, find your reports in the downloads folder and unzip the file to view your reports. Some items may fail to generate.

Report	Generation status	Size	Expires	Download
Report batch #398681	● Waiting	- MB	11/19/2024	↓

Page 1 of 1

1

- When complete, download the associated ZIP file to your computer. Each batch stays available for download from the *Generated Reports* page for seven days and will disappear after the expiration date.

ABC Company
Current Account

4439 EPIC credits

ABC Company >
Current Organization

Learners v

Departments

Groups

Generated report batches

We are generating your reports now. This may take a few minutes. When complete, click each report to download to your computer. Then, find your reports in the downloads folder and unzip the file to view your reports. Some items may fail to generate.

Report	Generation status	Size	Expires	Download
Report batch #398681	✔ Report generation complete	42 MB	11/19/2024	↓ 6

Page 1 of 1 1

Note, the *Generation status* column will also show if there were issues generating any reports.

- ✔ **Report generation complete**
4 items out of 10 failed to generate
- ✘ **Report generation failed**

Individual Learner

- From the *Organizations* page, click the organization name.
- Enter the learner's name or email to search for their record.
- Click the learner's name from the list.
- Click **Download Profile**. The file will automatically download to your computer.

GENERAL INFO
MORE OPTIONS

Learner information ...

First Name
Curt

Last Name
Cautious

Email
curt@noemail.com

Unlock product content

Workplace Agile EQ Management

4

Download Profile

[< Back](#)

Save

Unlock Additional Content for Existing Learners

Multiple Learners

Manual Method

You can unlock additional content for existing learners from the Learners page.

1. From the *Organizations* page, click the organization name.
2. Search for and select the learners.
3. Click **UNLOCK CONTENT**.

Learners

Search by either name or email address

Catalyst will check for existing learners on Catalyst and will not duplicate assignment.

Select	First name	Last name	Email	Style
<input checked="" type="checkbox"/>	Tommy	Tester	tommytester@noemail.com	Incomplete
<input checked="" type="checkbox"/>	test<img	src=1 onerror...	eh2@cyberninjas.com	Incomplete
<input checked="" type="checkbox"/>	Stuart	Sales	stuartsales@noemail.com	Incomplete
<input checked="" type="checkbox"/>	Sheridan	Murphy	smooreadams@gmail.com	C
<input checked="" type="checkbox"/>	Sharon	July	sharonjuly@noemail.com	Incomplete
<input checked="" type="checkbox"/>	Sam	Evens	sevens@noemail.com	Incomplete

4. Select the product content.
5. Click **Confirm content**.

Unlock product content

Current EPIC credits 1582
Spending credits 40
Remaining credits 1542

- Workplace * (15 credits) Agile EQ (10 credits) Management (10 credits)



- A list of the learners from the file and the content you selected appears. The green + indicates the content will be unlocked. Click the red X to remove a learner from the list.
- Click **Assign content**.

Confirm your selections

Current EPIC credits 1582
 Spending credits 40
 Remaining credits 1542

Name	Email	Workplace 15 credits	Agile EQ 10 credits	Remove
Learner Two	ltwo@noemail.com	✓	+	✗
Learner Three	lthree@noemail.com	✓	+	✗
Learner One	lone@noemail.com	✓	+	✗
Learner Four	lfour@noemail.com	✓	+	✗

6

< Back

Cancel **7** Assign content

- Click **Assign content**.

Assign learner content

Current EPIC credits 1582

Your selections will cost **40 EPIC credits**. Is that okay?



< Back

Cancel **8** Assign content

- Click **Done**. Emails are sent at once. Existing learners with a pending assessment get a reminder. Learners with a complete assessment receive the “add-on content” email notification.

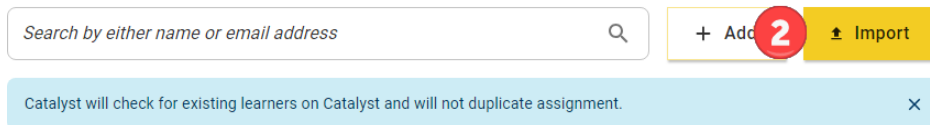
Import Method

You can also import a list of existing learners and then request to unlock additional content. This method allows you to add a custom message to the invitation in addition to scheduling a future delivery of the invitation and reminder emails.

Warning: Use the import template provided; do not change the column headers. Verify that you have data in both columns A and B for each learner. The template will not upload if any row is missing all three pieces of learner information.

1. From the *Organizations* page, click the organization name.
2. Click **Import** as if you are importing a file of new learners.

Learners

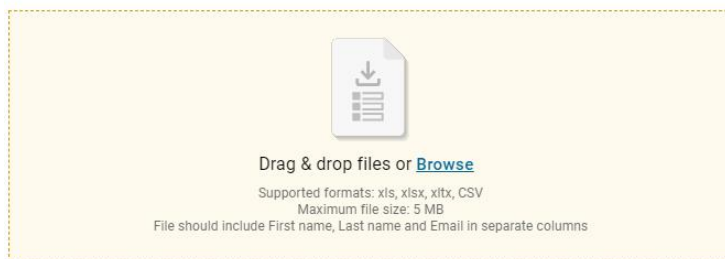


The screenshot shows the 'Learners' section of a web application. It features a search bar with the placeholder text 'Search by either name or email address' and a magnifying glass icon. To the right of the search bar are two buttons: '+ Add' and 'Import'. A red circle with the number '2' is overlaid on the '+ Add' button. Below the search bar is a light blue notification bar with the text 'Catalyst will check for existing learners on Catalyst and will not duplicate assignment.' and a close 'x' icon.

3. Click **Download template**.

Upload learners

[Download template](#) **3**



The screenshot shows the 'Upload learners' interface. It features a large yellow dashed box representing a file upload area. Inside the box is a document icon with a download arrow. Below the icon, the text reads: 'Drag & drop files or [Browse](#)'. Further down, it lists 'Supported formats: xls, xlsx, xltx, CSV' and 'Maximum file size: 5 MB'. At the bottom of the box, it states 'File should include First name, Last name and Email in separate columns'.

Cancel

Upload

4. Enter the names and email addresses of the **existing** learners and save.

	A	B	C	D	E	F	G	H	I
1	FirstName	LastName	Email						
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									

1. Do not change cells A1, B1 or C1!

2. Enter a valid Email address, FirstName and LastName value for each Learner.

3. Verify that you have data in both columns (A and B) for each Learner. Catalyst will not upload this template if any row is missing information for a Learner.

4. Leave columns A, B and C completely empty beneath the last Learner.

Here's an example:

Column A	Column B	Column C
FirstName	LastName	Email
Albert	Wesker	albert@inscape.com
Jill	Valentine	jill@inscape.com
Leon	Kennedy	leon@inscape.com
Chris	Redfield	chris@inscape.com

5. Drag and drop the file you created or click **Browse** to find the file.

6. Click **Upload**.

Upload learners

[Download template](#)

5

You selected *XYZ Learner Bulk Template.xlsx*

Supported formats: xls, xlsx, xltx, CSV
Maximum file size: 5 MB
File should include First name, Last name and Email in separate columns

Cancel **6** Upload

7. Click **Assign**.

Successful learner upload!

7

You selected *XYZ Learner Bulk Template.xlsx*

Supported formats: xls, xlsx, xltx, CSV
Maximum file size: 5 MB
File should include First name, Last name and Email in separate columns

Cancel **7** Assign

- Select the content to unlock.
- Click **Confirm content**.

Unlock product content

Current EPIC credits 1582
 Spending credits 40
 Remaining credits 1542

- Workplace * (15 credits)
- Agile EQ (10 credits) **8**
- Management (10 credits)



Cancel **9** Confirm content

- A list of the learners from the file and the content you selected appears. The ✓ indicates the content was previously unlocked. The green + indicates the content will be unlocked. Click the red X to remove a learner from the list.

- Click **Assign content**.

Confirm your selections

Current EPIC credits 1582
 Spending credits 30
 Remaining credits 1492

Name	Email	Workplace 15 credits	Agile EQ 10 credits	Remove
Learner Two	ltwo@noemail.com	✓	+	✗
Learner Three	lthree@noemail.com	✓	+	✗
Learner Four	lfour@noemail.com	✓	+	✗

10

< Back

Cancel **11** Assign content

12. Adjust invitation delivery and reminder options, as necessary.
13. Optionally, enter comments.
14. Click **Schedule Assessments**.

Delivery and Auto Reminder Options

Deliver email: Immediately On this date

11/15/2024 03:34 PM

Reminder email: Never If not completed by

Custom message

0/2000

< Back Cancel Send assessments **14**

15. Click **Done**.

Individual Learner

1. From the *Organizations* page, click the organization name.
2. Enter the learner’s name or email to search for their record.
3. Click the learner’s name from the list.
4. Select the content.
5. Click **Save**.

GENERAL INFO MORE OPTIONS

Learner information ...

First Name James Last Name Aiken

Email jaiken@noemail.com

Unlock product content

4 Workplace Agile EQ Management

Download Profile

< Back Save **5**

Update Learners

Name and Email

Administrators can update a learner from the list if the learner has not completed their assessment.

1. From the *Organizations* page, click the organization name.
2. Enter the learner's name or email to search for their record.
3. Click the learner's name from the list.
4. Edit the name or email address.
5. Click **Save**.

[GENERAL INFO](#) [MORE OPTIONS](#)

Learner information ...

4

Unlock product content

Workplace Agile EQ Management

[Download Profile](#)

[< Back](#) [Save](#) **5**

Department and Groups

Learners can only be assigned to one department, but they can be a member of multiple groups. Whether or not these fields are editable on the learner's record depends on whether the learner has created their account.

1. From the *Organizations* page, click the organization name.
2. Click the learner's name.
3. Click **More Options** to view the learner's Department and Groups.
4. If editable, click in either the Department or Group fields to select a department or group.
5. Click **Save**.

GENERAL INFO MORE OPTIONS **3**

Assigned department and groups

4 Department Groups

History

Activity log

11/22/2024 Completed Workplace assessment

[← Back](#) **5**

View a Learner's History

Catalyst allows administrators to view the following activity about each learner:

- Date Catalyst was assigned
 - Who Catalyst was Assigned by
 - Date the assessment was completed
 - Date additional products were unlocked
1. From the *Organizations* page, click the organization name.
 2. Click the learner's name.
 3. Click **More Options**. A list of activities associated with the learner are displayed.

GENERAL INFO MORE OPTIONS **3**

Assigned department and groups

Department
Executive X

Groups
Executives X

History

Activity log

11/22/2024 Completed Workplace assessment

Unassign Assessment

< Back Save

Archive Learners

Learners that have completed an assessment can be archived. Archiving a learner will remove them from their Groups and Department. Also, they will no longer be visible to other learners within their Catalyst organization. The learner will only be able to view their own profile and style information.

1. From the *Organizations* page, click the organization name.
2. Enter the learner's name or email to search for their record.
3. Click the learner's name.
4. Click the meatball menu.
5. Click **Archive learner**.

The screenshot shows a learner profile page with two tabs: 'GENERAL INFO' (selected) and 'MORE OPTIONS'. Under 'GENERAL INFO', there is a section titled 'Learner information' with three input fields: 'First Name' containing 'Matas', 'Last Name' containing 'Patton', and 'Email' containing 'matas@noemail.com'. To the right of the 'Last Name' field is a red circle with the number '4' and a meatball menu icon. A dropdown menu is open, showing the option 'Archive learner' with a red circle '3' next to it. Below this section is 'Unlock product content' with three checked checkboxes: 'Workplace', 'Agile EQ', and 'Management'. At the bottom left is a yellow 'Download Profile' button, and at the bottom right is a grey 'Save' button. A '< Back' link is also visible.

6. Click **Archive**.

Reactivate Learners

Archived learners can be reactivated at any time.

Multiple Learners

1. From the *Organizations* page, click the organization name.
2. Click **Learners** from the sidebar.
3. Click **Archived Learners**.
4. Select one or more learners to reactivate.
5. Click **REACTIVATE**.

The screenshot displays the 'Archived learners' page. On the left sidebar, the 'Learners' menu item is highlighted with a red circle '2', and the 'Archived learners' sub-item is highlighted with a red circle '3'. The main content area features a search bar with the placeholder text 'Search by either name or email address'. Below the search bar is a 'Filter' button. To the right of the filter are two buttons: 'REACTIVATE' (highlighted with a red circle '5') and 'GENERATE REPORTS'. A table of archived learners is shown with columns for 'Select', 'First name', 'Last name', 'Email', and 'Style'. The first row, 'Matas | Patton' with email 'matas@noemail.com', is selected (highlighted with a red circle '4'). The second row, 'demo' with email 'demotest021323@noemail.com', is not selected. At the bottom right, a '1' button is visible, and a status message reads '1 out of 2 learners are selected. Clear all'.

Select	First name	Last name	Email	Style
<input checked="" type="checkbox"/>	Matas	Patton	matas@noemail.com	C
<input type="checkbox"/>	demo	atest	demotest021323@noemail.com	C

Individual Learner

1. From the *Organizations* page, click the organization name.
2. Enter the learner's name or email to search for their record.
3. Click the learner's name.

4. Click the meatball menu.
5. Click **Reactivate learner**.

GENERAL INFO MORE OPTIONS

Learner information

First Name
Matas

Last Name
Patton

Email
matas@noemail.com

Reactivate learner

Unlock product content

Workplace Agile EQ Management

Download Profile

< Back Save

Unassign Assessments

Administrators can unassign assessments for learners with an incomplete assessment.

1. From the *Organizations* page, click the organization name.
2. Click the learner's name.
3. Click **More Options**.
4. Click **Unassign Assessment**.

GENERAL INFO MORE OPTIONS

Assigned department and groups

Department Groups

History

Activity log

11/15/2024 Incomplete Workplace assessment
11/15/2024 Incomplete AgileEQ product
11/15/2024 Incomplete Management content

Unassign Assessment

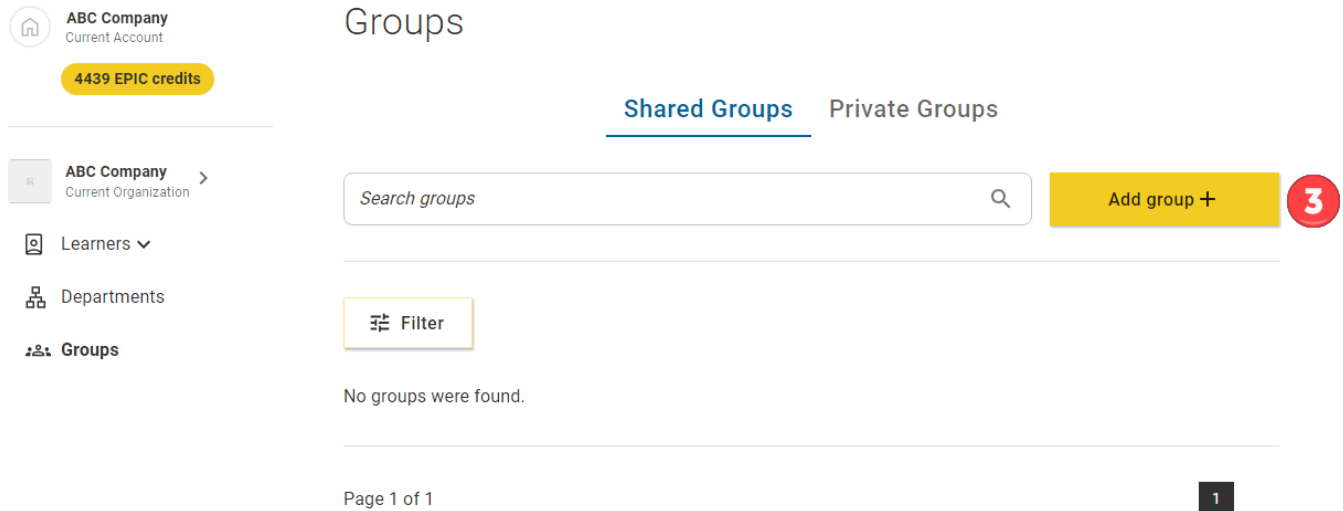
< Back Save

Groups

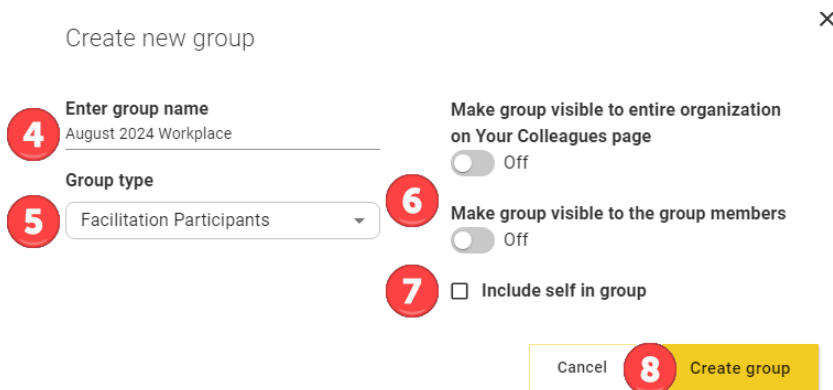
Administrators can create shared groups of learners that allow group members to see each other after completing their assessments. Administrators can also create private groups that are only available in the administrator experience. Private groups allow admins to organize learners for quicker retrieval later.

Create Groups

1. From the *Organizations* page, click the organization name.
2. Click **Groups** from the sidebar.
3. Click **Add group**.



4. Enter the group name.
5. Select the group type.
6. Select visibility options for the *Your colleagues* page and individual group members. You can change these settings at any time.
7. Select whether to include yourself in the group.
8. Click **Create group**. The next step is to add group members to the group.



Manage Group Members

You may add up to 500 people to a group. Note learners set to “Not shared with colleagues” will not appear in groups shared with learners but will remain in the group and visible to admins for this organization.

You can add people to a group one-by-one, in bulk, or you can even upload an import file.

Add People Individually

1. Click **+ Add** to access learners that belong to this organization.

August 2024 Workplace

Delete Edit

Facilitation Participants

Learners in group

0

Download group map

Download CSV

Search learners within this group

1

+ Add

Import

2. Enter the name or email address of learners to select their names from the dropdown.

Add learners to August 2024 Workplace

ida|

Ida Exuberance (ida@noemail.com)

2

Name Email Department (Unselect all)

3. Click **Add learners to [group name]**.

Add learners to August 2024 Workplace

Ida Exuberance X

Name Email Department Select (Unselect all)


There are no learners here

Cancel 3 Add learners to August 2024 Workplace

4. Click **Okay**.

Upload group through Excel

[Download template](#)



Drag & drop files or [Browse](#)

Supported formats: xls, xlsx, CSV
Maximum file size: 5 MB
Please add Email to column A, and Name to column B

Upload file 5

Back

6. Click **X** to remove a learner from the group.
7. Click **Edit** to change the group's visibility, name, or type.

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Delete Edit 7

Facilitation Participants

Learners in group 3 Download group map

Download CSV

+ Add Import

First name	Last name	Email	Remove from group
Ida	Exuberance	ida@noemail.com	✕
Matas	Patton	matas@noemail.com	6 ✕
Sheridan	Murphy		✕

Page 1 of 1 1

Download Group Information

Group Map Image

You can download a PNG image of the group's DiSC map. All learners with a shared profile will appear on the group map.

1. From the *Organizations* page, click the organization name.
2. Click **Groups** from the sidebar.




3. Select the tab: Shared Groups or Private Groups.
4. Click the group name.

Groups

Shared Groups **Private Groups** **3**

Filter

August 2024 Workplace **4** ...

Ida Exuberance Matas Patton Sheridan Murphy

Page 1 of 1 **1**

5. Click **Download group map**.

August 2024 Workplace Delete Edit

Facilitation Participants

Learners in group **3** **5**

Group Map List

You can download a CSV file containing each group member’s name, email address, DiSC style, and Workplace Extra Priorities.

1. From the *Organizations* page, click the organization name.
2. Click **Groups** from the sidebar.
3. Select the tab: Shared Groups or Private Groups.
4. Click the group name
5. Click **Download CSV**.

August 2024 Workplace Delete Edit

Facilitation Participants


Learners in group **3** **5**

Delete Groups


1. From the *Organizations* page, click the organization name.
2. Click **Groups** from the sidebar.
3. Select the tab: Shared Groups or Private Groups.
4. Click the meatball menu the right of the group.
5. Click **Delete**.

Groups


Shared Groups Private Groups


Search groups 


Add group +


 Filter


[August 2024 Workplace](#)


 Ida Exuberance

 Matas Patton

 Sheridan Murphy

 **4** ...

 Edit

 **5** Delete

Page 1 of 1 **1**