



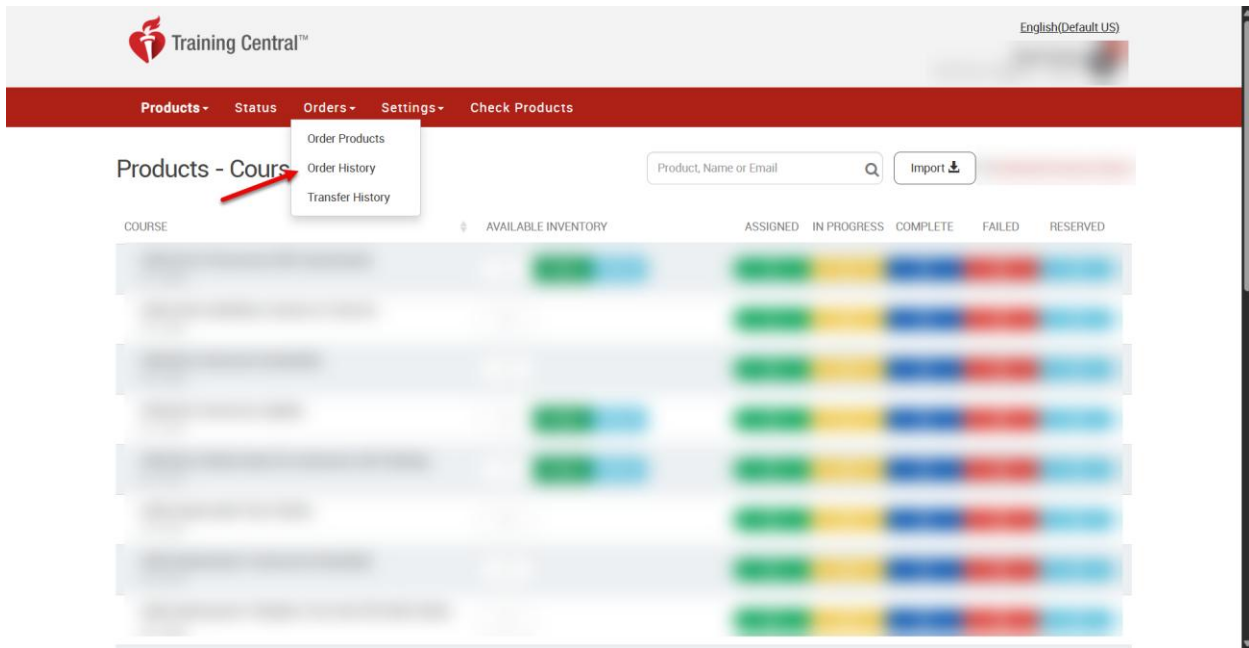
How to Transfer Inventory from Parent Training Central account to Child

Pre-requisite: To ensure your purchase appears correctly in Training Central, you must enter the appropriate purchase code at the time of checkout, whether you buy through ShopCPR or through an authorized distributor. If the purchase code is not used, the order will not populate in Training Central and cannot be transferred.

Step 1: Navigate to <https://eLearning.Heart.org/trainingcentral> and select **Sign In**

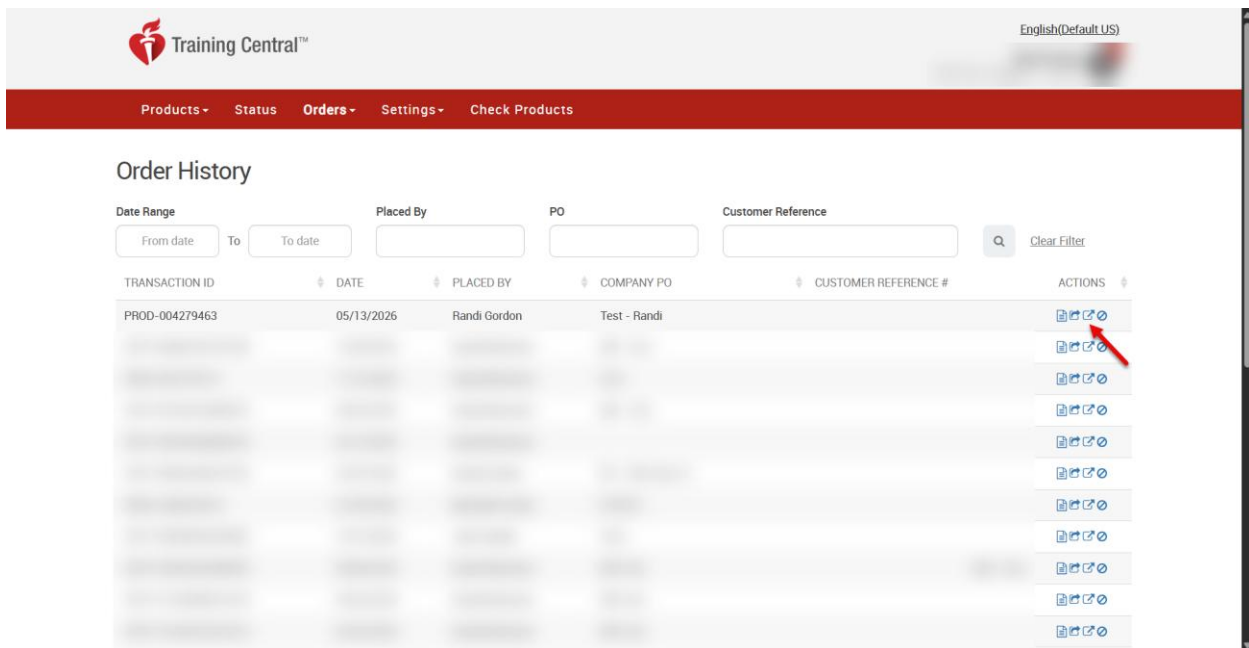
A screenshot of the American Heart Association's eLearning Training Central website. The page has a dark grey header with the "eLearning" logo and "Certificate Validator" text. Below the header, a red "Sign In" button is prominently displayed and highlighted with a red arrow. The main content area features a "Welcome to Training Central™" message, a sub-header "Your new home for managing and assigning AHA eLearning and eBooks!", and the tagline "Easy. Convenient. Secure." Below this, a section titled "Designed for You:" lists several bullet points detailing the platform's features, such as easy navigation, straightforward course assignment, customizable email templates, flexible student management, and centralized reporting. The footer of the page is dark grey and contains the American Heart Association logo and name.

Step 2: Navigate to **Orders** and select **Order History**



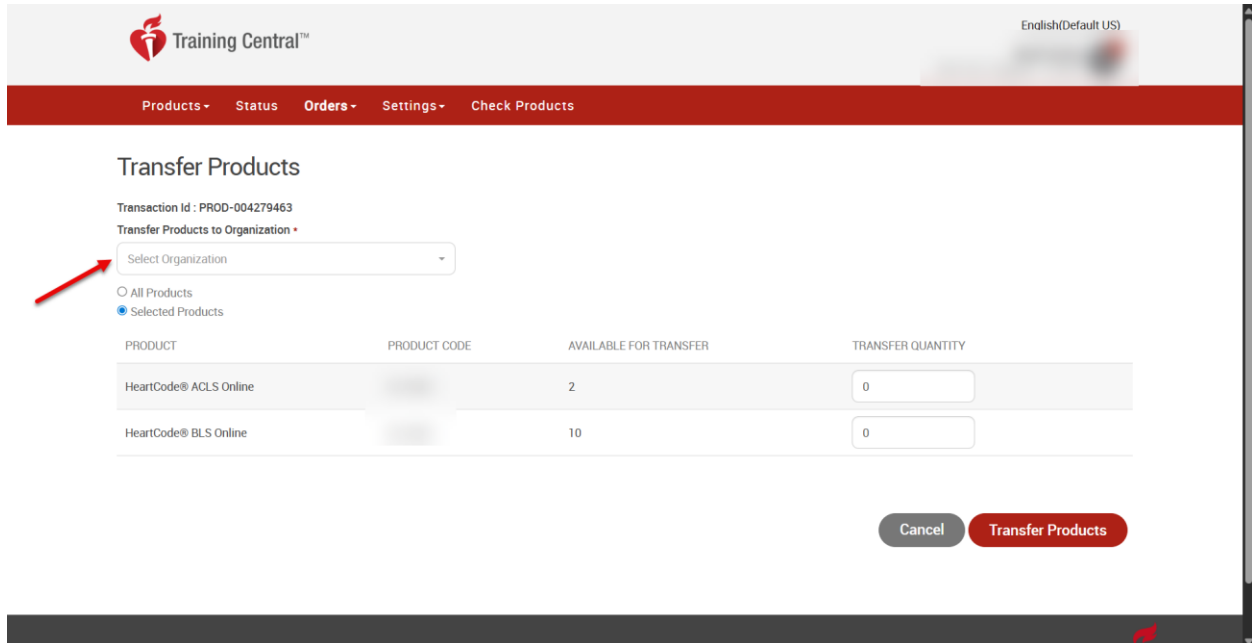
The screenshot shows the Training Central interface. At the top, there is a navigation bar with the Training Central logo and the text "English(Default US)". Below this is a red navigation bar with the following menu items: "Products", "Status", "Orders", "Settings", and "Check Products". The "Orders" menu is open, showing a dropdown with three options: "Order Products", "Order History", and "Transfer History". A red arrow points to the "Order History" option. Below the navigation bar, there is a search bar with the placeholder text "Product, Name or Email" and an "Import" button. The main content area displays a table with columns: "COURSE", "AVAILABLE INVENTORY", "ASSIGNED", "IN PROGRESS", "COMPLETE", "FAILED", and "RESERVED". The table contains several rows of data, each with a colored bar representing the status of the course.

Step 3: Find the order and select the **Transfer Products** icon



The screenshot shows the Training Central interface with the "Order History" page. At the top, there is a navigation bar with the Training Central logo and the text "English(Default US)". Below this is a red navigation bar with the following menu items: "Products", "Status", "Orders", "Settings", and "Check Products". The "Orders" menu is open, showing a dropdown with three options: "Order Products", "Order History", and "Transfer History". The "Order History" option is selected. Below the navigation bar, there is a search bar with the placeholder text "Product, Name or Email" and an "Import" button. The main content area displays a table with columns: "TRANSACTION ID", "DATE", "PLACED BY", "COMPANY PO", "CUSTOMER REFERENCE #", and "ACTIONS". The table contains several rows of data. The first row is highlighted, and a red arrow points to the "ACTIONS" column for that row, which contains three icons: a document icon, a refresh icon, and a delete icon.

Step 4: Select the name of the transfer organization



Training Central™ English(Default US)

Products - Status Orders - Settings - Check Products

Transfer Products

Transaction Id : PROD-004279463

Transfer Products to Organization •

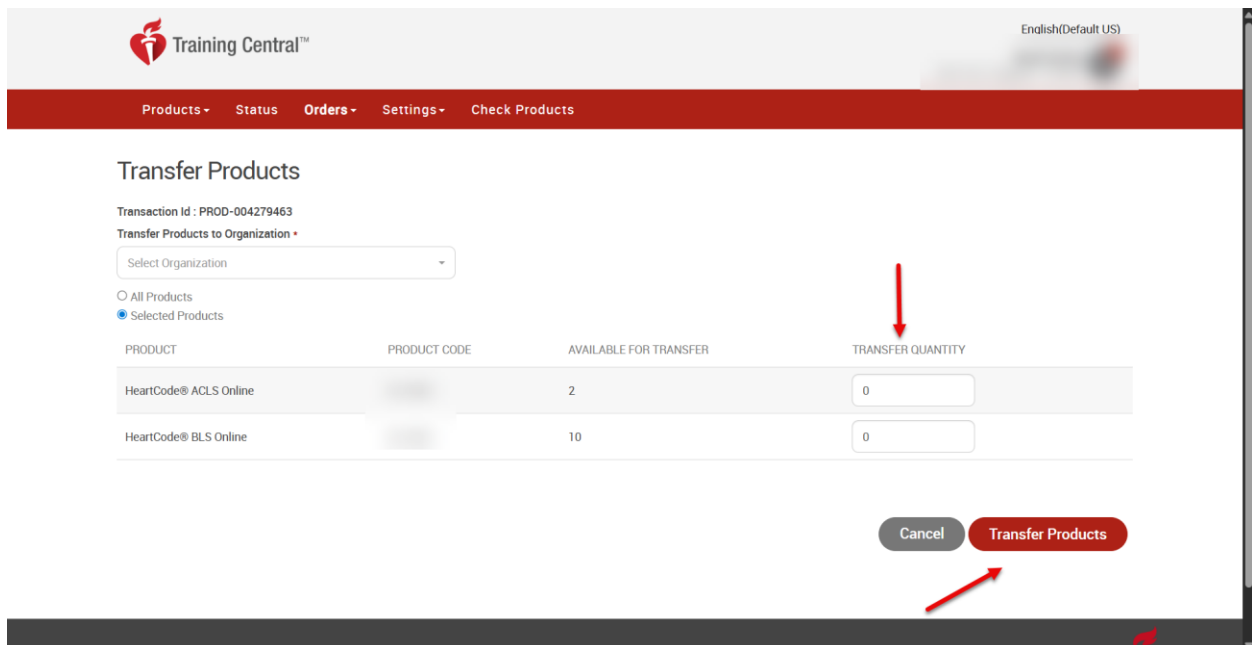
Select Organization ▾

All Products
 Selected Products

PRODUCT	PRODUCT CODE	AVAILABLE FOR TRANSFER	TRANSFER QUANTITY
HeartCode® ACLS Online		2	<input type="text" value="0"/>
HeartCode® BLS Online		10	<input type="text" value="0"/>

Cancel Transfer Products

Step 5: Enter the transfer quantity and select **Transfer Products**



Training Central™ English(Default US)

Products - Status Orders - Settings - Check Products

Transfer Products

Transaction Id : PROD-004279463

Transfer Products to Organization •

Select Organization ▾

All Products
 Selected Products

PRODUCT	PRODUCT CODE	AVAILABLE FOR TRANSFER	TRANSFER QUANTITY
HeartCode® ACLS Online		2	<input type="text" value="0"/>
HeartCode® BLS Online		10	<input type="text" value="0"/>

Cancel Transfer Products