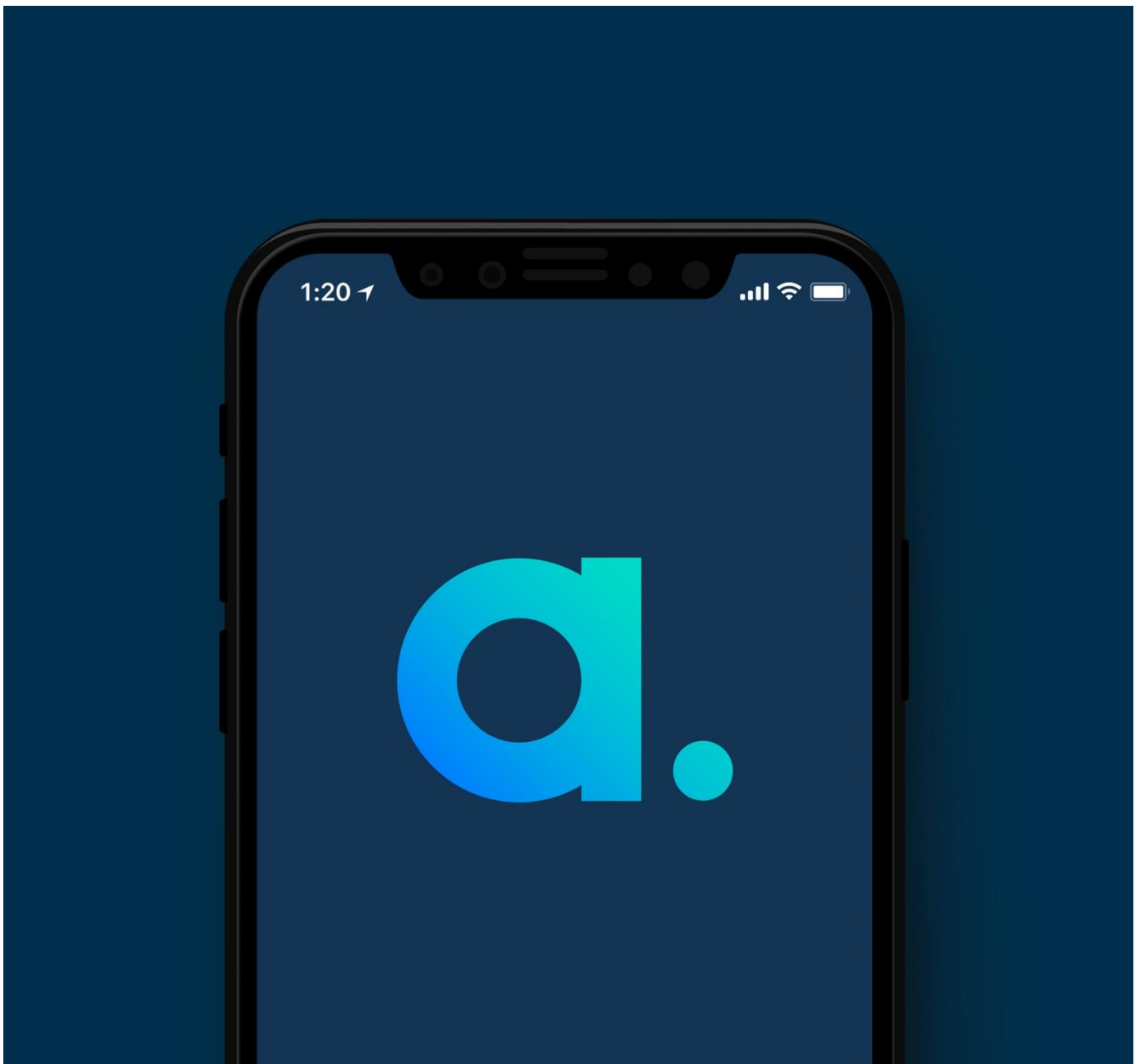




# Onboarding Wizard – custom labels for steps

Version 1.0



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# Introduction

Aptem clients typically follow their own process for onboarding and enrolling users and, in many cases, this involves using their own terminology. To help align the onboarding process to your own flow, we have updated the *Onboarding Wizard* so that you can configure the name of each step with your own custom term.

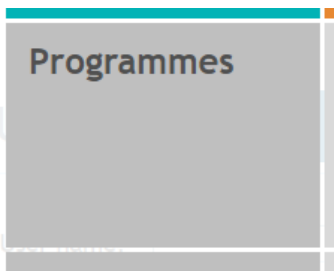
# Set up custom step labels in an Onboarding Wizard

## Configure your custom labels

1. Open the navigation by clicking the *Tiles* menu selector:



2. Navigate to the *Programmes* section by selecting the *Programmes* tile:



3. Using the *Programmes* grid and search option, identify the programme that you wish to configure:

Programmes

Name:  See archived:  Tags:  Search Reset

Name ↑	Users	Clone	Edit	Delete/Archive
Account programme for ABC Training	6			
Auto generated account programme for ABC Training				
Customer Service Practitioner Level 2	9			
Functional Skills - English 3 Months - Level 2	0			Archive
Functional Skills - English 6 Months - Level 2	1			
Functional Skills - English 9 Months - Level 1+2	0			

4. Edit the programme that you wish to amend by clicking the *Edit* option. Click this:

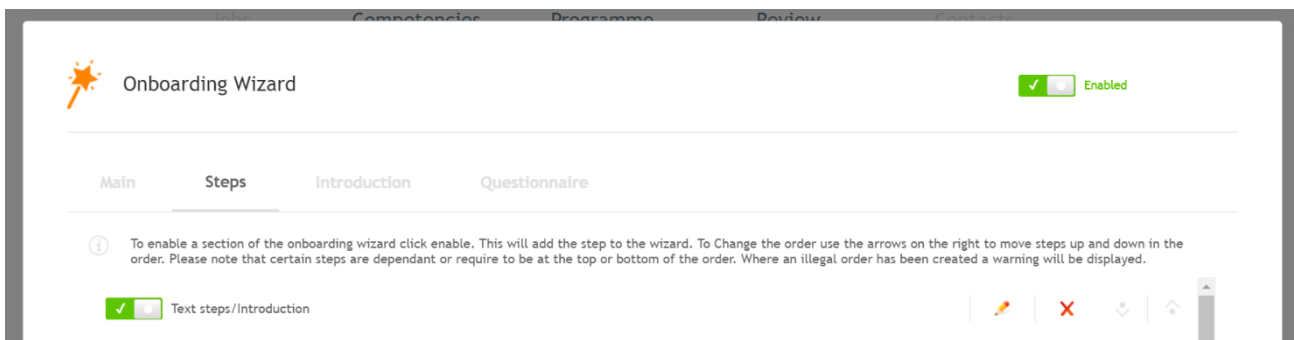


5. From the *Programme Builder* screen, click the *Onboarding Wizard* menu option to launch the *Onboarding Wizard* modal.



Onboarding  
Wizard

6. Navigate to the second tab of the *Onboarding Wizard* modal called *Steps*.



7. Click the *Edit* link next to the step that you wish to amend the default title for.



8. Enter the amended title into the textbox that is presented and click *Apply* when finished.

Introduction

9. Click the *Confirm* button on the *Onboarding Wizard* window to save your changes.

10. Click the *Confirm* button on the *Programme Builder* window to save your changes.

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# View the result for a user

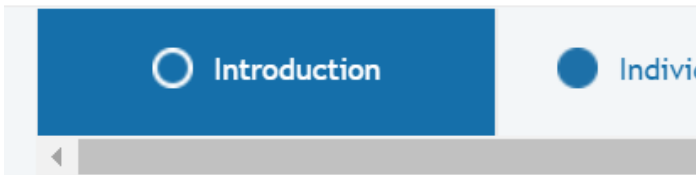
## In Aptem Classic

- Your custom label for the onboarding step will be applied as a page title when viewing the onboarding step:

## Introduction

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- It will also appear as a tab in the wizard steps at the top of the *Onboarding Wizard*:



## In the Aptem Console

- It will also appear in the wizard steps overview on the right-hand side of the *Onboarding Wizard*:

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### ONBOARDING WIZARD

100%

1 Introduction

✓ Individual Learner Record

✓ Extended ILR

✓ Skills Radar

✓ Documents

✓ Next Steps ...