

# AMTrain

An industry and DOD training alignment tool

## AMTrain User Guide

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## Introduction

### What is AMTrain?

AMTrain solves a critical requirement to execute a library of deep and rich assets from both industry and defense in an easy-to-access and navigate digital catalog. The lynchpin of this program also includes mapping and alignment of core competencies within the additive manufacturing industry. Competencies detailed as knowledge, skills, and abilities (KSAs) are aligned to the Additive Manufacturing Body of Knowledge (AMBoK) built and validated by both America Makes members and the industry at large. These competencies, over 300 identified, are used to link training assets to job roles, allowing for efficient filtering of applicable trainings and enabling AMTrain to identify secondary and tertiary trainings based on the user's profile. Users **MUST** create an account and then login to be able to access the available training assets.

## User Support

If a user encounters any issue with access, or site functionality, they can reach out to:

James Knotts

Quotient Project Lead

[jknotts@quotient-inc.com](mailto:jknotts@quotient-inc.com)

Work: 410-309-9000 ext. 147

## User Help/Feedback

A Help button is also provided through which users can request assistance or submit suggestions for improvements, new features, or any issues they encounter. The Help button is in the header in the upper right corner of the screen on every page, and when clicked generates a popup with multiple functions. The popup defaults to "Feedback" but "Support Request" and "Bug Report" can also be selected.

Files can be attached if desired.

**Need Help?**

**Summary\***  
  
The summary of the feedback.

**Description**  
  
Feedback description.

**Type\***  
   
 Feedback   
 Support request  
 Bug report chosen

Upload your image.  
 One file only.  
 10 MB limit.  
 Allowed types: png gif jpeg webp.

**Author**  
   
The user ID of the website feedback author.

**Authored on**  
     
The time that the website feedback was created.

*Feedback Popup*

## User Account Creation

### Initial Creation

Account registration for new Users is a two-part process. To initiate this process, users must go the AMTrain url:

<https://www.amtrain.org>

**Note: IE is not a supported browser for AMTrain. It is no longer supported by Microsoft and is considered a security risk. Users who connect using IE might encounter issues. Supported Browsers include Chrome, Firefox, Edge, and Safari.**

The user will see the initial login page. The links allow you to create a new account or reset a password for an existing account. Password resets generate an email with a link to the password reset page. Links in the footer lead to the About page for AMTrain, a Contact page, and the NCDMM, American Makes and OSD ManTech Home pages.





Log in | Create new account | Reset your password

Username\*

Password\*



Support

User Guide

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America Makes

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AMTrain Login Screen

**Note:** When you request an account on AMTrain, a **verification email** will be sent to the email address provided. This email contains a link to set your AMTrain password. If you do not receive an email, please check your spam folder. If no email is found, please reach out to AMTrain Support at [jknotts@quotient-inc.com](mailto:jknotts@quotient-inc.com).

**Email address**

The email address is not made public. It will only be used if you need to be contacted about your account or for opted-in notifications.

**Username**

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (\_), and the @ sign.

**First Name**

**Last Name**

**Picture**

No file chosen

Your virtual face or picture.  
One file only.  
2 MB limit.  
Allowed types: png gif jpg jpeg.  
Images must be larger than **220x220** pixels.

**Current Job Role**

**Organization**

About text formats  
No HTML tags allowed.  
Lines and paragraphs break automatically.  
Web page addresses and email addresses turn into links automatically.

**Send notifications about new trainings**  
Check this box if you would like to receive email about new courses.

## AMTrain Account Creation Screen

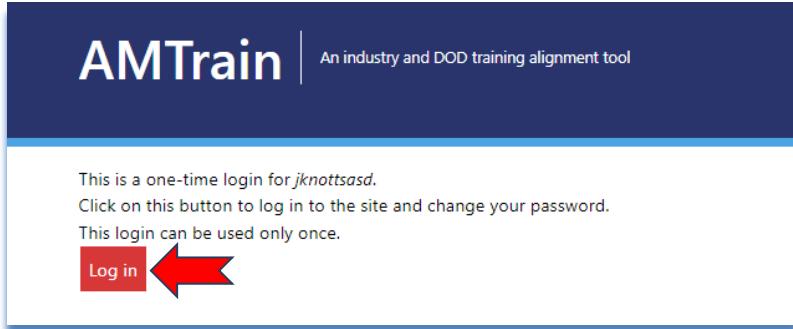
Once on the AMTrain account creation page, fill out all required fields (Denoted by a red asterisk \*).

An image can be uploaded to personalize the user profile.

The “Send Notifications” checkbox may be selected to receive emails when new training assets have been uploaded.

Once complete, click the “Create New Account” button.

This will generate an email with a verification link. Clicking the link will redirect to the one-time login page. Click the “Log in” button and you will be redirected to the password creation page.



## One-time login

This page is the Profile edit page. Input and confirm a password, add a profile image if desired. You can also select/change your Job Role and Organization and select whether you wish to receive email notifications of new training assets. Click the “Save” button. The account is now set up. Clicking the “Home” link in the upper left will redirect to the Homepage.

Home > Jknotts2 > Jknotts2

**Jknotts2**

[View](#) [Edit](#)

**Current password**

Required if you want to change the *Email address* or the *Password* field below. [Reset your password](#).

**Password**

To change the current user password, enter the new password in both fields.

**First Name**

Jerry

**Last Name**

knotts

**Picture**

[SF260.jpg \(14.56 KB\)](#) [Remove](#)

Your virtual face or picture.

**Current Job Role**

Designer (233) [Q](#)

**Organization**

DLA

**Text format** [Basic HTML](#) [About text formats](#)

- Allowed HTML tags: <br> <p> <h2 id> <h3 id> <h4 id> <h5 id> <cite> <dt> <dd> <a hreflang href> <blockquote cite> <ul type> <ol start type> <strong> <em> <code> <i> <img alt data-entity-uuid data-entity-type height width data-caption data-align>
- You can align images (data-align="center"), but also videos, blockquotes, and so on.
- You can caption images (data-caption="Text"), but also videos, blockquotes, and so on.
- Only images hosted on this site may be used in <img> tags.

Send notifications about new trainings [About new courses](#)

Check this box if you would like to receive emails about new courses.

[Show row weights](#)

**Completed**

[Introduction to GD&T 301 \(1347\)](#) [Remove](#)

[Blueprint Reading 131 by Tooling U-SME \(1380\)](#) [Remove](#)

[Additive Manufacturing Data Management Program \(1326\)](#) [Remove](#)

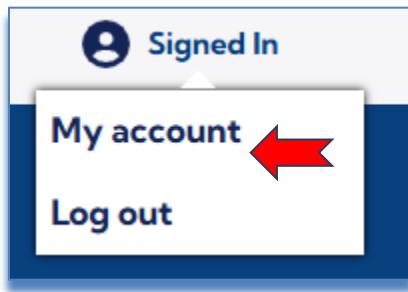
[Add another item](#)

**Save**

[Get Help](#)

## Profile Edit page

The Profile edit page can be accessed at any time to update information or change the password by going to the User Profile page. Mouse-over the Profile Icon in the right header and click the “My Account” link in the dropdown.



This redirects to the User Profile page. Clicking the “Edit” link will redirect to the User Edit page where updates can be done.

**Note: AMTrain automatically identifies DoD users based on the domain name (.mil). Users designated as DoD will be able to view and access DoD-specific training assets. Non-DoD users will not see these assets. Requests can be made to be designated as DoD personnel by contacting AMTrain support. Any requests will be reviewed, and you will be notified of a decision.**

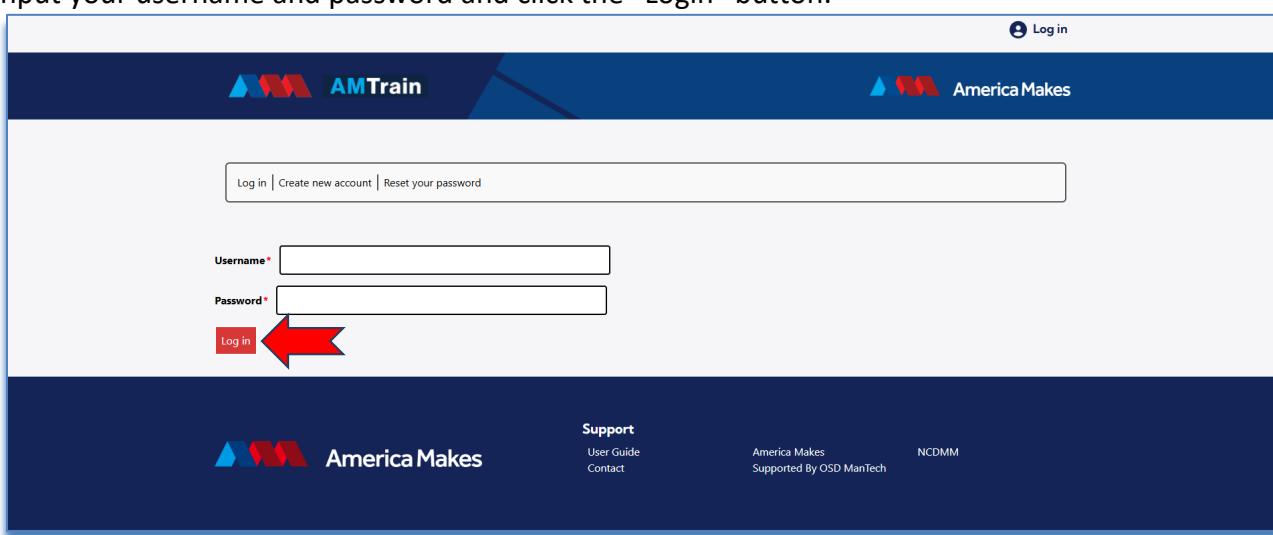
## Site Login

To log into AMTrain, go to the URL: <https://amtrain.org>

You will be redirected to the Home page.

Click the “Login” link in the upper right. You will be redirected to the Login page.

Input your username and password and click the “Login” button.



AMTrain login screen

## AMTrain Homepage

The AMTrain Homepage is the starting point for locating AM training. It contains numerous paths to narrow the available library of training assets to training sets that align with the user’s needs.

Add My Program Get Help 

 AMTrain 

**Welcome to AMTrain**

America Makes has developed an online platform to provide a training asset pathway across America Makes, the DoD enterprise, and the industry at large to align the training assets available to address the manufacturing industry in order to support the desired manufacturing job roles.

AMtrain will allow incumbent workers/veterans to align their competencies/post military roles to industry competencies and identify vetted training assets to fill current and future job roles.

Training assets mapped on AMtrain will provide opportunities to gain competencies to credit or upskill based on specific job roles.

[See all training →](#)



**Our numbers**  
We are constantly growing to better serve our users and the DoD.

**20+** Providers

**100+** Courses

**35+** Job Roles

**Jobs Roles**



**Expeditionary Innovator**  
Click to see Expeditionary Innovator training.

[See training →](#)



**Maintenance Repair Technician**  
Click to see Maintenance Repair Tech training.

[See training →](#)



**Program Manager**  
Click to see Program Manager training.

[See training →](#)

[See all job roles →](#)

**Explore Training**



**Training Navigator**  
Need help? Let us walk you through the process of defining the training you will need for your job position. It can also show you related courses that might be of interest.

[See training →](#)



**Job Categories**  
Start your search at the sub-categories level. Restrict your search in a way that helps you train within a defined area or interest. Navigate the various job families and use the filter options.

[See training →](#)



**Advanced Search**  
Know what you're looking for? Use the various filter options to search the AMtrain database to locate training that can meet your granular, highly specific requirements.

[See training →](#)

**Training Assets**

LEVEL: **JOB FAMILY:**



**ToolingU SME**

**Design for Material Jetting 202**  
Design for Material Jetting (DfMJ) is a process for creating parts directly from a computer-aided design (CAD) model using an inkjet printer. This course introduces users to the materials and mechanical processes associated with material jetting, also known as DfMJ.

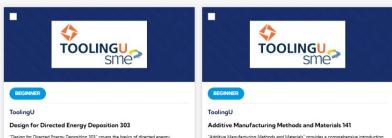
[See training →](#)



**Defense Acquisition University**

**DOD 0360 Additive Manufacturing Overview**  
This course provides an overview of the history of additive manufacturing and its application within the Department of Defense. Including product support and medical supply considerations for each of the three integrated product support elements.

[See training →](#)



**ToolingU SME**

**ToolingU1**

**Design for Directed Energy Deposition 303**  
Design for Directed Energy Deposition (DfDED) covers the basics of directed energy deposition (DED) and important considerations for DED design.

[See training →](#)

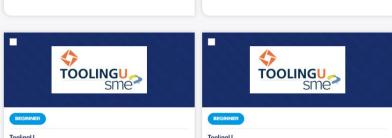


**ToolingU SME**

**ToolingU2**

**Additive Manufacturing Methods and Materials 541**  
Additive Manufacturing Methods and Materials 541 provides a comprehensive introduction to the methods and materials that can be used in additive manufacturing (AM).

[See training →](#)



**ToolingU SME**

**ToolingU3**

**Introduction to Additive Manufacturing 204**  
This class introduces users to basic additive manufacturing (AM) software types. It provides an overview of key concepts in AM software processes, including design, verification, simulation, management, quality control, and security.

[See training →](#)



**ToolingU SME**

**ToolingU4**

**Introduction to Additive Manufacturing 111**  
Introduction to Additive Manufacturing 111 provides an overview of additive manufacturing (AM), including its history, advantages, disadvantages, basic steps, methods, and materials.

[See training →](#)

[See all training assets →](#)

**Learn from our top providers**

<      > 

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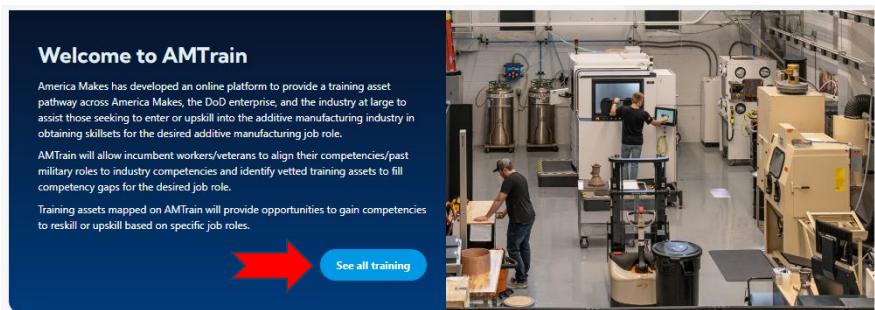
The header contains links for various AMTrain functions. The header is present on all AMTrain pages. The “Add My Program” link redirects to the page that lets registered users submit training for approval and publication on AMTrain. This feature is described in detail later in the guide. The “Home” link redirects to back to the Homepage. This allows the user to easily return to the Homepage regardless of where they are in the AMTrain site. The AMTrain logo also redirects back to the Homepage. The “Help” link generates a popup for user support requests (described earlier in the guide). The “Signed In” link creates a dropdown when the user does a mouseover. The dropdown contains “My Account” and “Logout” links. Clicking the “Logout” link logs the user out of AMTrain. While the “My Account” link redirects the user to their Profile page (described later in the guide).

## Training Search

The training search function is the primary reason for AMTrain’s existence. The site contains over X training assets from 15 different industries and DoD providers. These trainings range from free online videos to Multi day in-person workshops for which payment is required. Some video training can be directly accessed by the link on the Asset page, while others might redirect to a contact page to request access. AMTrain does not host any training assets itself. All training assets must be accessed through that asset provider’s site and workflow.

AMTrain is unique in the way it has categorized the training assets available through it. The site uses Job Categories (a very high-level grouping of training that might span multiple Job Roles based on general work functions), Job Roles (a position that serves a specific function within a category with defined responsibilities and tasks), and Competencies (Highly specific aspects of a Job Role that is used to filter for desired characteristics) Both Job Categories and Job Roles are critical to narrowing the sometimes-bewildering array of available trainings to those that are required for a specific Job Role. Each Job Role has been extensively researched, and interviews have been conducted with industry leaders to determine the Competencies that should be associated with the Role.

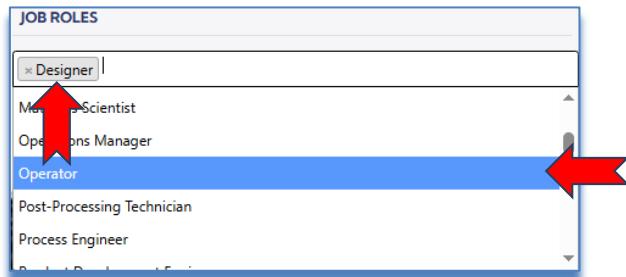
AMTrain provides the user with multiple paths to narrow down their search. Clicking the “See all training” button will redirect to the Asset Search page. This is the fastest way to get started.



The Search page is the final display page for all search paths and contains all the available filters for narrowing the search to meet the user’s needs. Users can filter the displayed assets by selecting from the filter dropdowns or using the Keyword Search. The Search Keywords field will compare any input words or symbols to all metadata associated with all displayed assets. This feature is very useful for targeting a specific area or

capability the user might be interested in.

The filters allow multiple selections to be made in each filter. Selecting multiple choices within a filter broadens the search. As an example, selecting Job Role: Design and Operator will return all trainings associated with either Designer or Operator.



However, selecting multiple filters will narrow the search. Example: Selecting both Delivery Mode: In-Person and Level: Beginner will return all results that are both In-Person AND Beginner level. The filters can be reset and updated over and over as desired to arrive at the needed set of trainings. Simply make the changes and click the “Apply Filters” button. Remove filters by clicking the “x” on the filter.

The checkboxes in the upper right corner of each tile allows the user to save that training to a custom list. When a checkbox is selected, a bar will appear at the bottom of the screen with an input field for a list name. When the desired trainings are selected, input a list name and click “Create List.”

#### Create List function

You will be redirected to the page for the created list. This list can be sent to other users as a link in an email from your Profile page. This function can also be accessed directly from the Profile page. This capability is detailed later in the guide.

AMTrain

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Search

KEYWORDS

Type the keywords you want to search

LEVEL

DELIVERY MODE

PROVIDER

JOB CATEGORIES

JOB ROLES

- None -

Apply Filters

**United States Marine Corps**  
Introduction to Additive Manufacturing- Level 1 and Level 2

Defense Acquisition University

Additive Manufacturing Lesson 2.2: AM Types of Techniques

Drive AM

Introduction to Industrial Additive Manufacturing

**Defense Acquisition University**  
Product Realization Fundamentals

Defense Acquisition University

ASTM

Additive Manufacturing Data Management Program

ToolingU

Design for Binder Jetting 3D

**Stratasys**

ABS-CF10 Material Overview

ToolingU

Rapid Prototyping 101

ToolingU

Additive Manufacturing: Prototype to Production 102

**TOOLINGU**

Introduction to GD&T 301

Defense Acquisition University

LOG 0390 Additive Manufacturing Overview

ToolingU

Design for Directed Energy Deposition 303

1 2 3 4 5 6 7 8 >> Last >

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AMTrain Search Results page

## Asset Page

Clicking on any asset tile will redirect to that asset page. This page shows all available information on the asset. Links to the asset are available by clicking on the “Got to Training” buttons below the Description and information table; or by clicking on the “Link” in the table. The link to the training might redirect to a contact page or login page depending on how the training is hosted. Additional steps might be required to access it.

The Related Trainings section shows any additional trainings that have been associated training asset. If no trainings are associated, this section will be blank.

Users can mark a training asset as completed by clicking on the Checkmark next to the asset title. This will also list the asset on the user's profile page as "Completed", making it easier to keep track of which trainings were done. Clicking the Star next to the asset title will mark the asset as a "Favorite". This will likewise be noted on the user's profile page. This feature allows a user to save a training asset for quick access without going through the search filters.

The screenshot shows a detailed view of a training asset on the AMTrain platform. At the top, there are buttons for 'Add My Program', 'Get Help', and 'Signed In'. The main title is 'Additive Manufacturing Data Management Program'. Below the title is a description: 'The use of data in additive manufacturing can greatly impact your production process by reducing qualification and inspection costs. To realize these benefits an AM data ecosystem needs to be created to transform an AM workshop into an intelligent AM workshop. The benefits, and challenges, of creating an AM data ecosystem will be explored in this workshop. Participants will learn the lessons learned and pitfalls to avoid. This program includes the OnDemand Webinar. The OnDemand Webinar is also available for sale individually.' A red arrow points to the 'Completed' checkbox next to the title. Another red arrow points to the 'Go to training' button. The 'Training Information' section includes 'TAGS' (CYBERSECURITY IN AM, DATA MANAGEMENT, WORKFLOW OPTIMIZATION) and 'KEYWORDS' (CYBERSECURITY IN AM, DATA MANAGEMENT, WORKFLOW OPTIMIZATION). The 'PROVIDER' section shows the 'ASTM' logo. The 'TECHNICAL Specs' section lists the following details:

Level:	Beginner
Classification:	Public
Job Family:	Process Engineering
Delivery Method:	Online
Source Type:	
Duration:	N/A
Cost:	Paid
Asset Provider:	ASTM
Link:	<a href="#">Go to training</a>
Location:	
Seats Available:	
Status:	

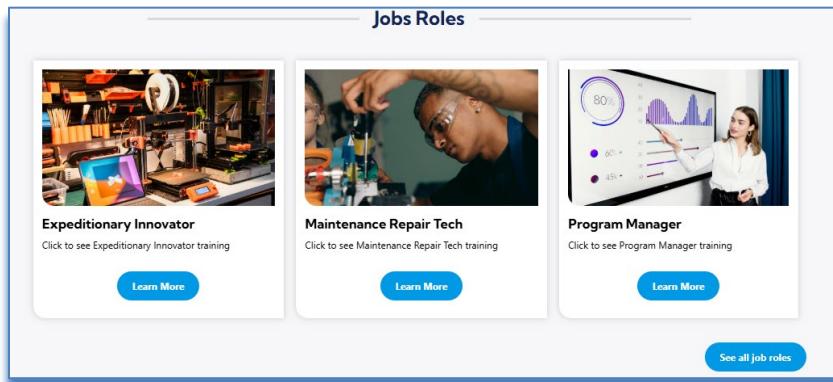
The 'Related Trainings' section shows three other training programs:

- ASTM Additive Manufacturing Data Management Program** (Beginner): 'The use of data in additive manufacturing can greatly impact your production process by reducing qualification and inspection costs. To realize these benefits an AM data ecosystem needs to be created to transform an AM workshop into an intelligent AM workshop. The benefits, and challenges, of creating an AM data ecosystem will be explored in this workshop. Participants will learn the lessons learned and pitfalls to avoid. This program includes the OnDemand Webinar. The OnDemand Webinar is also available for sale individually.'
- ASTM Additive Manufacturing Processes Program** (Intermediate): 'Although "additive manufacturing" is often used to describe a manufacturing process, it is a collection of several technologies.'
- ASTM Additive Manufacturing Testing Program** (Intermediate): 'Understanding and characterizing mechanical properties is a key step in the growth of additive manufacturing in industrial sectors to ensure quality control and performance.'

Asset page

## Job Roles

AMTrain provides multiple paths for users to find the training they need. While the "Go to Training" button shows the user all training in the system and forces them to filter on the Search Results page; the other paths simplify this process. The Job Roles block on the Homepage shows three tiles. Clicking one will redirect to the Search Results page showing the results for that Job Role. This is the same as going to the Search page and selecting that role from the filters.



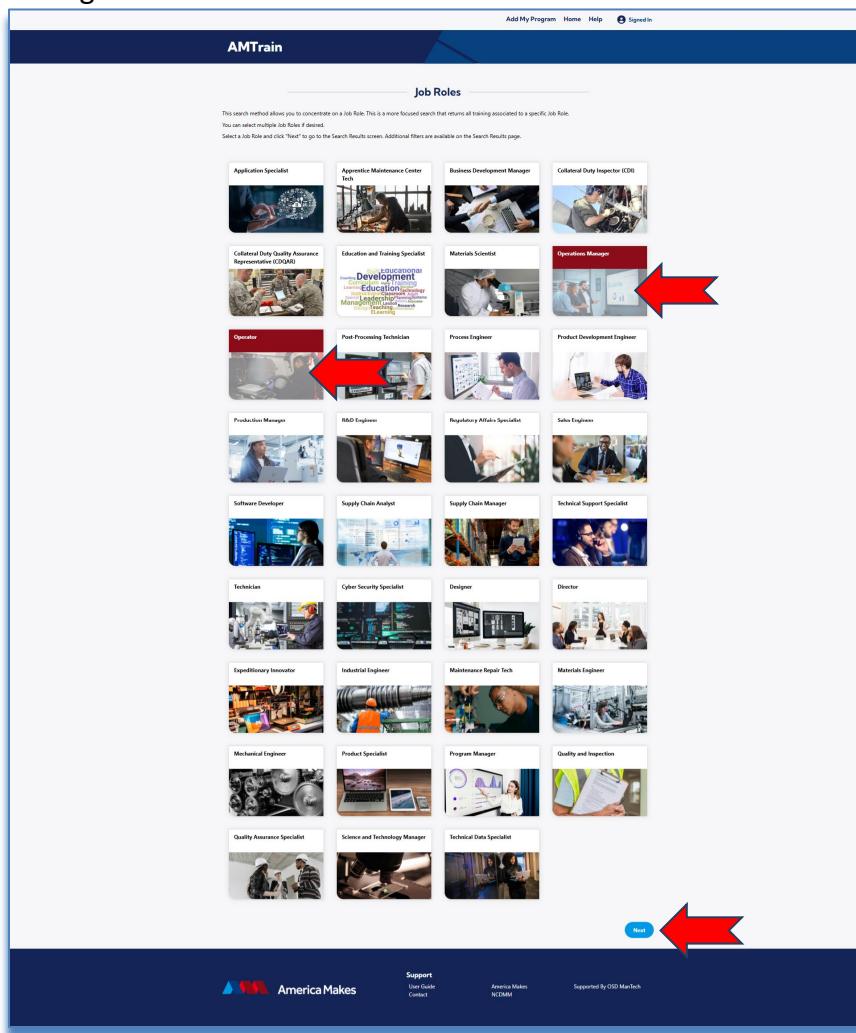
The Job Roles block displays three job roles in a grid format:

- Expeditionary Innovator**: Click to see Expeditionary Innovator training. [Learn More](#)
- Maintenance Repair Tech**: Click to see Maintenance Repair Tech training. [Learn More](#)
- Program Manager**: Click to see Program Manager training. [Learn More](#)

[See all job roles](#)

## Job Roles Block

Clicking the “See all Job roles” button redirects to the job roles page. Clicking a tile highlights it, multiple tiles can be highlighted. Clicking the “Next” button will redirect to the Search Results page showing available training for all selected Job Roles.



The Job Roles page displays a grid of job roles with corresponding images and descriptions. Red arrows highlight the following features:

- A red arrow points to the **Operations Manager** tile, which is highlighted with a red box.
- A red arrow points to the **Operator** tile, which is highlighted with a red box.
- A red arrow points to the **Next** button at the bottom of the page.

**Job Roles**

This search method allows you to concentrate on a job role. This is a more focused search that returns all training associated to a specific job role. You can select multiple job roles if desired. Select a job role and click “Next” to go to the Search Results screen. Additional filters are available on the Search Results page.

Application Specialist	Apprentice Maintenance Center Tech	Business Development Manager	Collateral Duty Inspector (CDI)
Collateral Duty Quality Assurance Representative (CDQAR)	Education and Training Specialist	Materials Scientist	Operations Manager
Operator	Post-Processing Technician	Process Engineer	Product Development Engineer
Production Manager	R&D Engineer	Regulatory Affairs Specialist	Sales Engineer
Software Developer	Supply Chain Analyst	Supply Chain Manager	Technical Support Specialist
Technician	Cyber Security Specialist	Designer	Director
Expeditionary Innovator	Industrial Engineer	Maintenance Repair Tech	Materials Engineer
Mechanical Engineer	Product Specialist	Program Manager	Quality and Inspection
Quality Assurance Specialist	Science and Technology Manager	Technical Data Specialist	

[Next](#)

 America Makes

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## Job Roles page

## Explore Training

The Explore Training block contains three choices for filtering the training results. The Training Navigator, Job Categories, and Advanced Search. Each provides a different method of getting the training results desired.

### Explore Training



**Training Navigator**

Need help? Let us walk you through the process of defining which training you will need for your job position. It can also show you related courses that might be of interest.

[Learn More](#)



**Job Categories**

Start your search at the Job Categories level. Restrict your search in a way that highlights training within a defined area or interest. Navigate the various job families and use the filter options.

[Learn More](#)



**Advanced Search**

Know what you're looking for? Use the various filtering options to search the AMTrain database to locate training that can meet very granular, highly specific requirements.

[Learn More](#)

## Explore Training Block

### Training Navigator

The Training Navigator is designed for the user who does not know what they need. It is similar to a “wizard” that will take the user through multiple steps to arrive at a set of trainings that will best meet their needs.

Clicking the “Learn More” button on the Training Navigator tile redirects to the Level page.

Select a Level and click the “Next” button.

### Training Navigator

Let our Training Wizard guide you through the process of selecting the training you require. Start the process by selecting what level of training you are searching for. Click the appropriate tile below

1      2      3

Experience Level      Additional Filters      Search Results

**Step 1**

**Select experience level**

Please select the experience level that best describes your familiarity with Additive Manufacturing



**Beginner**

I'm just starting to learn about additive manufacturing and have limited experience in that area.



**Intermediate**

I have a solid understanding of the fundamentals and have deeper knowledge in some areas.



**Advanced**

I have a high degree of proficiency and mastery of additives due to my extensive experience.

**Next Step**

## Training Navigator-Level page

The user is redirected to the Additional Filters page. Here, the user can select from Job Roles and Job Categories. Multiples of each can be selected to expand searches. Begin typing in the input fields for either Roles or Categories and then select from the choices displayed in the dropdown. When satisfied, click the “Next” button. This will redirect to the Search Results page. Filters can be used as previously described.

## Training Navigator

Let our Training Wizard guide you through the process of selecting the training you require. Start the process by selecting what level of training you are searching for. Click the appropriate tile below



### Step 2

#### Select additional filters

Lets narrow down the scope a bit. Select how you'd like to filter the training assets. Each filter has a brief description and the filters can be stacked. You can select multiple filters and multiple choices within a filter, to target what you think you need.

**Job Category**  
A Job Category is a high level area of concentration that contains multiple Job Roles.  
Cyber Design

**Job Role**  
A Job Role is a specific area of expertise within Additive Manufacturing.

Previous Step Next Step

#### Training Navigator Additional Filters

#### Job Categories

The Job Categories page functions identically to the Job Roles page. Clicking the “Learn More” on the Job Categories page redirects to the Job Categories page.

**Explore Training**

**Training Navigator**  
Need help? Let us walk you through the process of defining which training you will need for your job position. It can also show you related courses that might be of interest.  
[Learn More](#)

**Job Categories**  
Start your search at the Job Categories level. Restrict your search in a way that highlights training within a defined area or interest. Navigate the various job families and use the filter options.  
[Learn More](#)

**Advanced Search**  
Know what you're looking for? Use the various filtering options to search the AMTrain database to locate training that can meet very granular, highly specific requirements.  
[Learn More](#)

Clicking a tile (multiples can be selected if desired) and clicking the “Next” button will redirect to the search Results page showing all training results for the tile(s) selected.

AMTrain

Job Categories

This check method allows you to concentrate on a specific Job Category. This is a broader category than a Job Role, but lets you filter your search results at a higher level.

You can select multiple Job Categories if desired.

Select a Job Category and click "Next" to go to the Search Results screen. Additional filters are available on the Search Results page.

Application    Cyber    Design  
 Inspection    Management    Materials  
 Operations    Post Processing    Procurement  
 Quality    Safety

Support    User Guide    Contact    America Makes    NCDMM    Supported By OSD ManTech

Next

Job Categories page

## Advanced Search

The Advanced Search is currently a placeholder and is a different path to get directly to the search results page.

## User Profile

The user profile page is accessed by mousing over the “Profile” link in the header and clicking on the “My Account” link in the dropdown menu. This will redirect to the user profile page.

Signed In

My account

Log out

Here users can see some aspects of their profile displayed as well as any training they have marked as Favorites or Completed.



The image shows a screenshot of the AMTrain dashboard. At the top, there are two navigation bars: 'AMTrain' on the left and 'America Makes' on the right. Below these, the user's profile picture (a small airplane) and name 'Alex Conrad' are displayed, with a red arrow pointing to the 'EDIT PROFILE' button. The main content area is divided into sections: 'Favorite Trainings' (empty), 'Training Lists' (empty), and 'Completed Trainings' (list of completed programs with green checkmarks). A search bar and a 'CREATE LIST' button are also present.

## Completed Trainings

- > Additive Manufacturing Data Management Program
- > ABS-CF10 Material Overview

## *Profile page*

## Profile Edit

The “Edit Profile” button redirects the user to their Edit Profile page. Here the user can change their password, name, thumbnail, job Role and Organization.

**Current password**

Required if you want to change the Email address or the Password field below. [Reset your password](#).

**Password**

To change the current user password, enter the new password in both fields.

**First Name**

**Last Name**

**Picture**  
panel.jpg (304.74 kB) Remove  
  
 Your virtual face or picture.

**Current Job Role**  
 Q

**Organization**

**Text format** Basic HTML HTML  

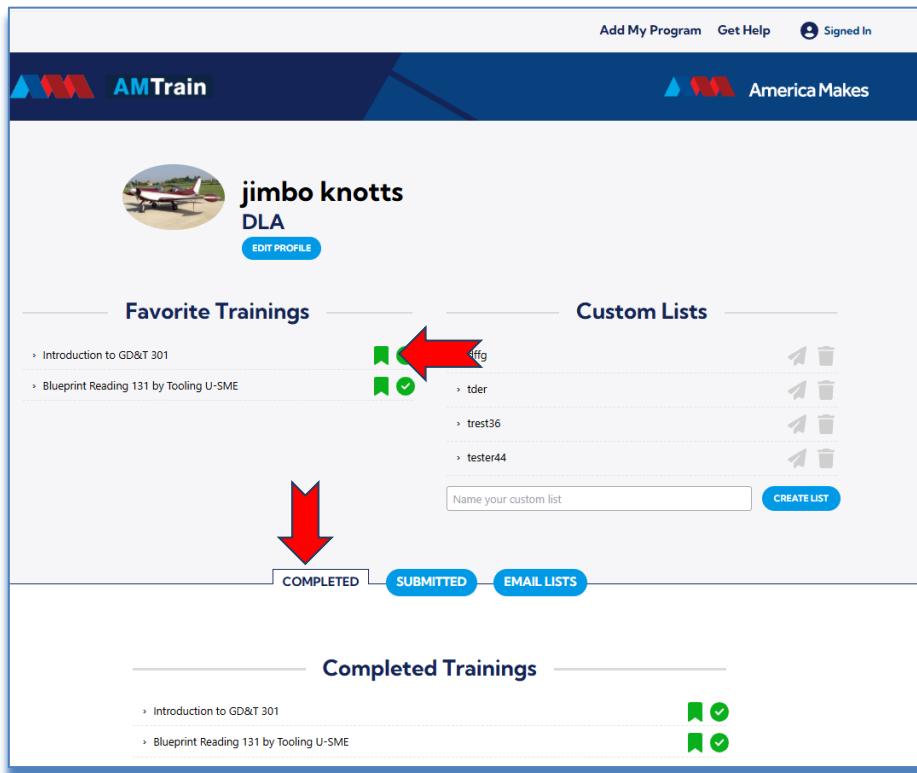
- Allowed HTML tags: <br> <pre> <h2> <h3> <h4> <h5> <h6> <ol> <ul> <dt> <dd> <a href="#"> <blockquote cite="#"> <ul type="none"> <ol start="1"> <strong> <em> <del> <img alt="data-entity-uid data-entity-type height width data-caption data-align" data-bbox="113 788 886 886" data-label="Image"/>
- You can align images (data-align="center"), but also videos, blockquotes, and so on.
- You can caption images (data-caption="Text"), but also videos, blockquotes, and so on.
- Only images hosted on this site may be used in <img> tags.

Send notifications about new trainings

## *Edit Profile page*

## Favorites and Completed Trainings

Favorited trainings are listed in a separate list, while the trainings marked as Completed are shown in the three tabs at the bottom of the page along with Submitted trainings, Email List, and Training Tracking. Clicking on each tab shows any relevant training assets. Training assets marked as Favorites or Completed have both icons next to them. Clicking the Favorite icon or Completed checkmark next to a listed training asset will unmark it as a Favorite or Completed. This can be switched back and forth, but once the page is refreshed, deselected assets will vanish, and the user must go through the training search to remark them.



The screenshot shows the AMTrain profile page for 'jimbo knotts' (DLA). The top navigation bar includes 'Add My Program', 'Get Help', and 'Signed In'. The profile section shows a small airplane icon, the name 'jimbo knotts', 'DLA', and a 'EDIT PROFILE' button. Below this are sections for 'Favorite Trainings' and 'Custom Lists'. The 'Favorite Trainings' section lists 'Introduction to GD&T 301' and 'Blueprint Reading 131 by Tooling U-SME', each with a green bookmark icon. A red arrow points to the 'CREATE LIST' button in the 'Custom Lists' section, which contains four empty list slots labeled 'tder', 'trest36', 'tester44', and 'ffg'. A red arrow also points to the 'COMPLETED' tab at the bottom of the page, which lists the same two trainings with green bookmark icons. Other tabs include 'SUBMITTED' and 'EMAIL LISTS'.

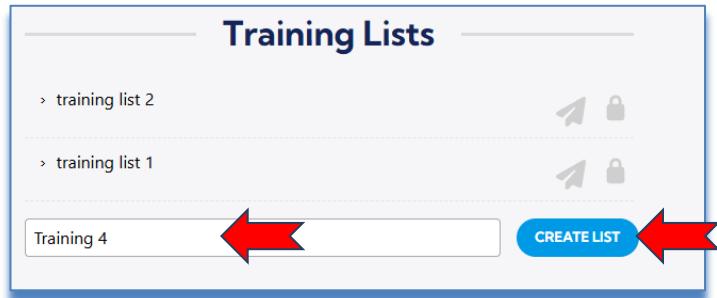
## Profile Page

### Submitted Trainings

Tabs at the bottom of the Profile track Completed trainings and Submitted trainings. The submitted list will show the current status of a training that has been submitted for review.

Assets can be saved to a Custom List. This allows users to group training assets into relevant associations. This feature also allows the user to send an email with a link to a page containing the named list of assets. The export feature is a great time saver for managers, teachers, or instructors who need to have a group of people to all take the same group of trainings. Particularly if these are recurring.

To create a named list, simply input a list name and click the “Create List” button.

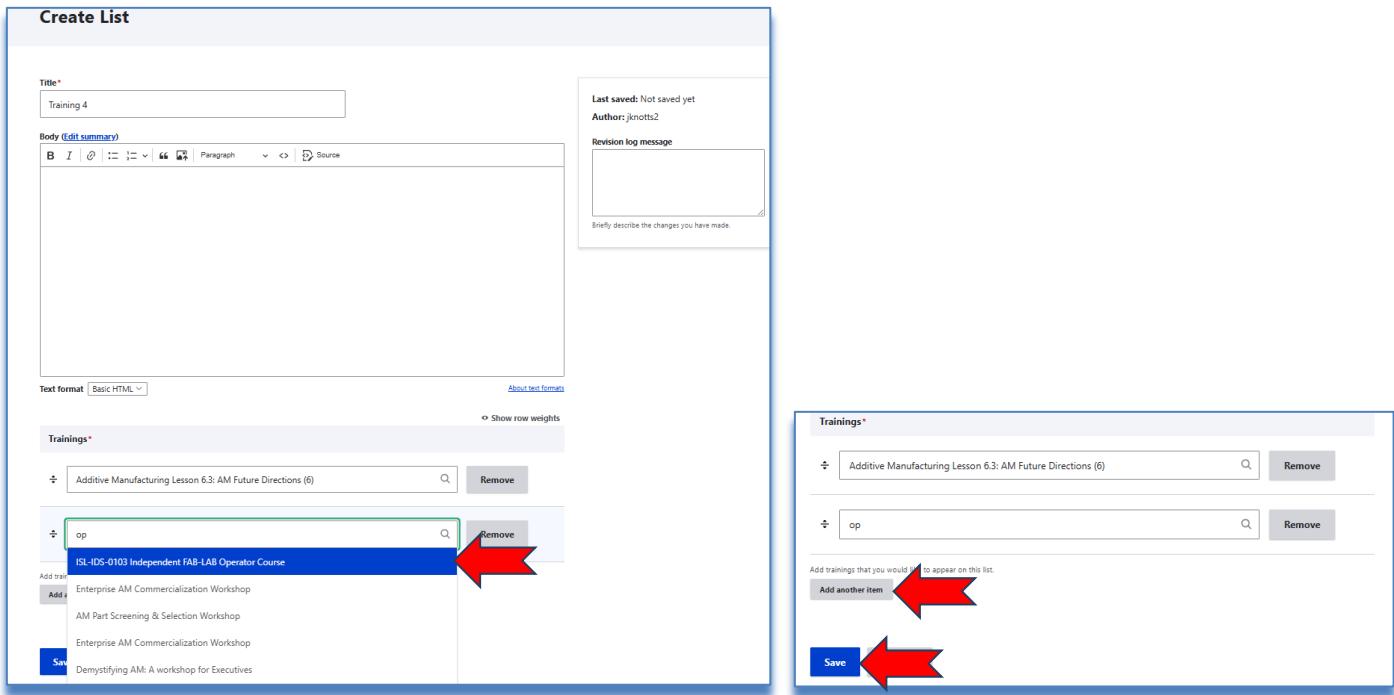


The screenshot shows the 'Training Lists' page. It lists two existing training lists: 'training list 2' and 'training list 1', each with a lock icon. Below this is a text input field containing 'Training 4' with a red arrow pointing to it, and a blue 'CREATE LIST' button with a red arrow pointing to it.

The user is redirected to the Create List page.

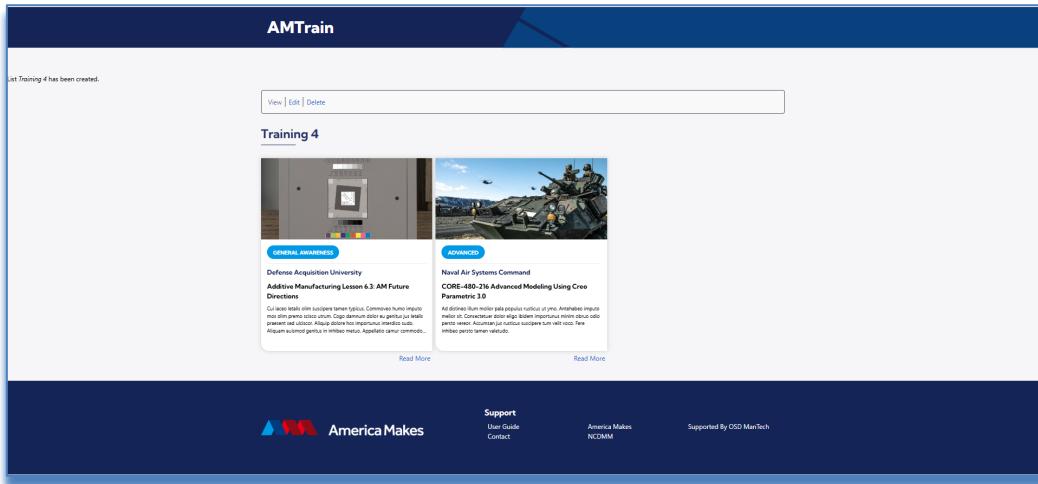
Input a name for the list and begin typing in the Training field. A dropdown will appear based on the inputs. Select from the dropdown and click the “Add Training” button. When all desired trainings are added, click the “Save” button. The “Preview” button will show the page as it will be displayed. When the list is exported, this

page will be accessible through a link in the email.



The screenshot shows the 'Create List' page with a 'Trainings' section. The 'op' entry is selected, and the 'Remove' button is highlighted with a red arrow. The 'Add another item' button is also highlighted with a red arrow. The 'Save' button at the bottom is also highlighted with a red arrow.

Upon clicking "Save", the user will be redirected to the list page.

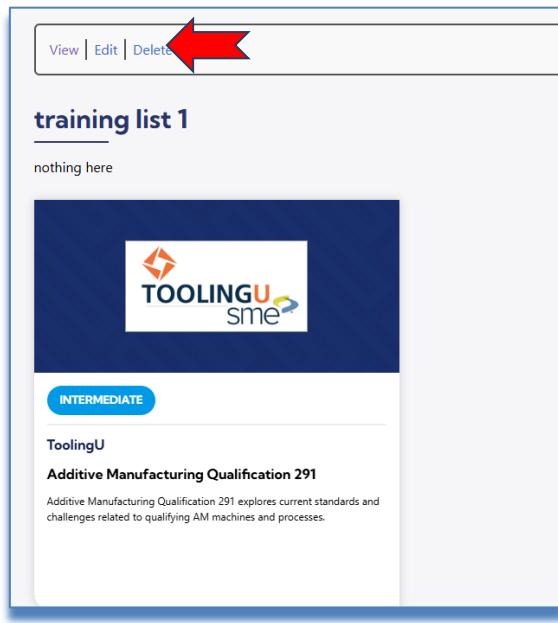


The screenshot shows the 'AMTrain' list page with a single entry named 'Training 4'. The entry includes a thumbnail image, a 'GENERAL AWARENESS' section with a 'Read More' button, and an 'ADVANCED' section with a 'Read More' button. The 'America Makes' logo is visible at the bottom.

Custom List page

The list can be accessed by clicking the name in the Training List table. The saved list can be deleted by clicking the "Delete" button, or the trashcan next to the list name on the profile page.

If the Training List is associated with an Email List, the Training List is locked and cannot be deleted. You must remove the Training List from the Email List, or delete the Email List, in order to delete the Training List. A locked List will show as a "Lock" icon instead of a trashcan.



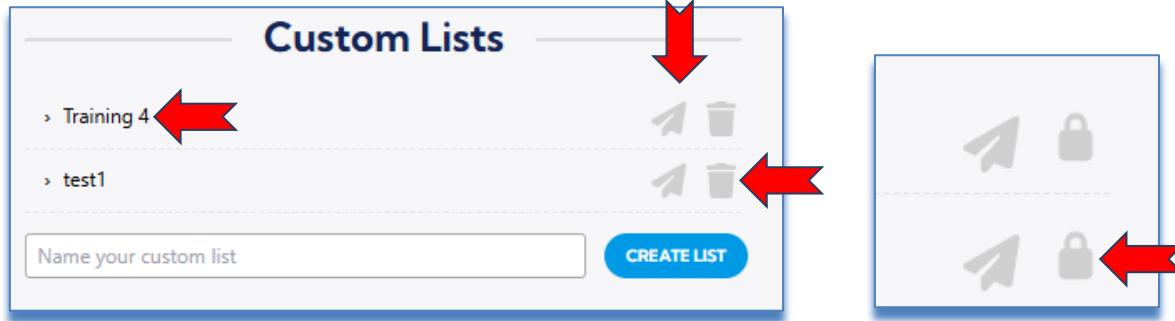
View | Edit | Delete

## training list 1

nothing here

  
INTERMEDIATE

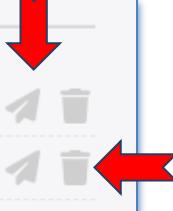
ToolingU  
Additive Manufacturing Qualification 291  
Additive Manufacturing Qualification 291 explores current standards and challenges related to qualifying AM machines and processes.



**Custom Lists**

- > Training 4
- > test1

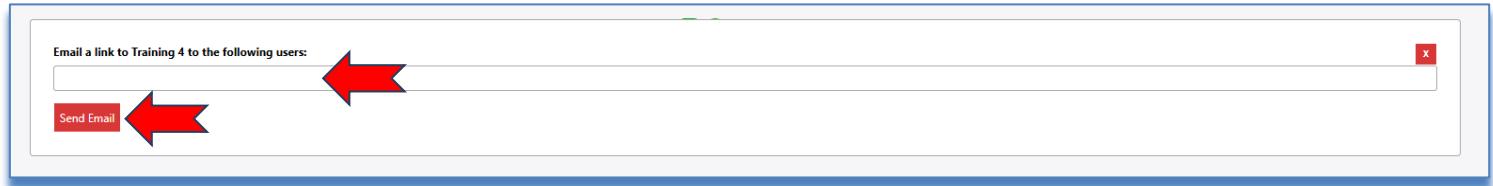
Name your custom list  CREATE LIST

Share this list 

Share this list 

To export the list to other AMTrain users, click the “Share this list” icon next to the list name. This will generate a popup where you can input user emails. The system utilizes a type-ahead feature that assists with inputting emails by matching to existing emails within the system. A dropdown list will be displayed that will change as characters are input.

**Note: emails to unregistered user emails can be input, but they will be unable to access the list page displaying the training assets until they register and login.**



Email a link to Training 4 to the following users:

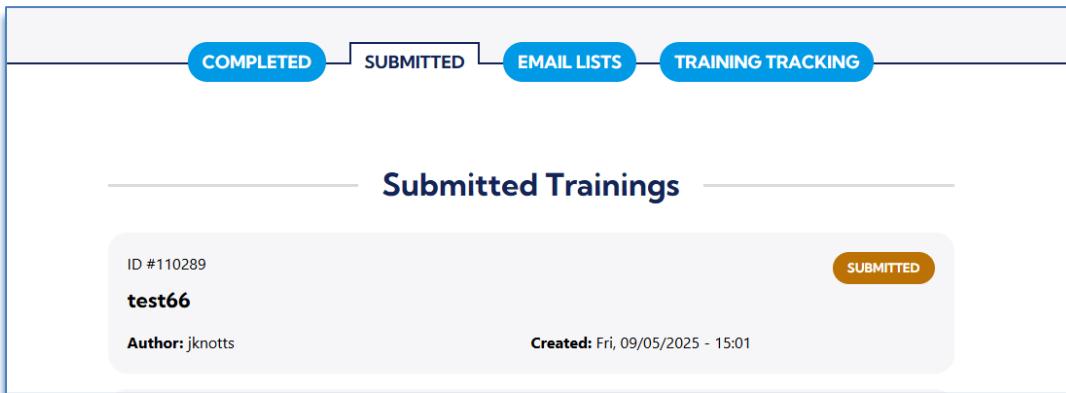


Input the desired users to receive the list of training assets and click the “Send Email” button. An email will be sent to all users that were input and will contain links to the trainings in the list.

## Submitted

The Submitted tab tracks all trainings submitted for review by the user. Submitted trainings will be reviewed by an admin

and published if they are deemed suitable. The status of a submitted training will update to inform the user of where the submission is in the workflow. The statuses shown are Submitted and Approved.

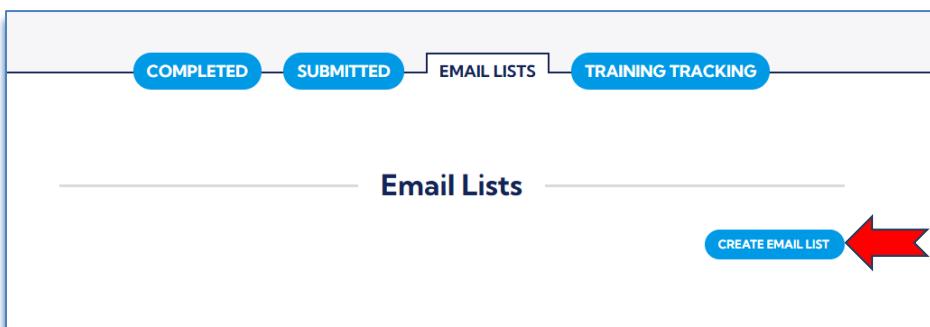


The screenshot shows a navigation bar with tabs: COMPLETED, SUBMITTED, EMAIL LISTS, and TRAINING TRACKING. The SUBMITTED tab is highlighted. Below the tabs, the title 'Submitted Trainings' is displayed. A single training entry is listed with the following details: ID #110289, Title: test66, Author: jknotts, and Status: SUBMITTED. The 'Created' date is Fri, 09/05/2025 - 15:01.

*Submitted tab*

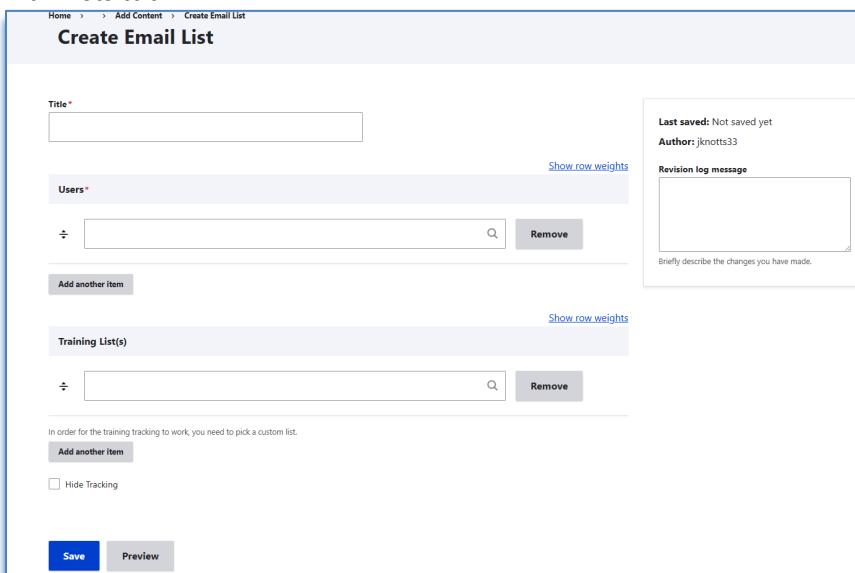
## Email Lists

The Email Lists tab allows the user to create a list of users that can be used as a base to send messages and Training Lists (described previously) to groups of users. This feature is very useful to managers with groups of workers or instructors with classes full of students; who all need to undertake the same group of trainings. To create an email list, click on the Email Lists tab and then the "Create List" button.



The screenshot shows a navigation bar with tabs: COMPLETED, SUBMITTED, EMAIL LISTS, and TRAINING TRACKING. The EMAIL LISTS tab is highlighted. Below the tabs, the title 'Email Lists' is displayed. A blue button labeled 'CREATE EMAIL LIST' is visible, with a red arrow pointing to it from the right.

*Email Lists tab*



The screenshot shows the 'Create Email List' page. It includes fields for 'Title' (with a red asterisk), 'Users' (with a red asterisk), and 'Training List(s)'. A sidebar on the right shows 'Last saved: Not saved yet', 'Author: jknotts33', and a 'Revision log message' section. At the bottom, there are 'Save' and 'Preview' buttons.

*Create Email List page*

You will be redirected to the Create Email List page. Input a title. Begin typing the user's name or email address in the "Users" field. A type-ahead dropdown will appear. Select the desired user and click the "Add another item" button. Continue to add users as desired.



Users\*

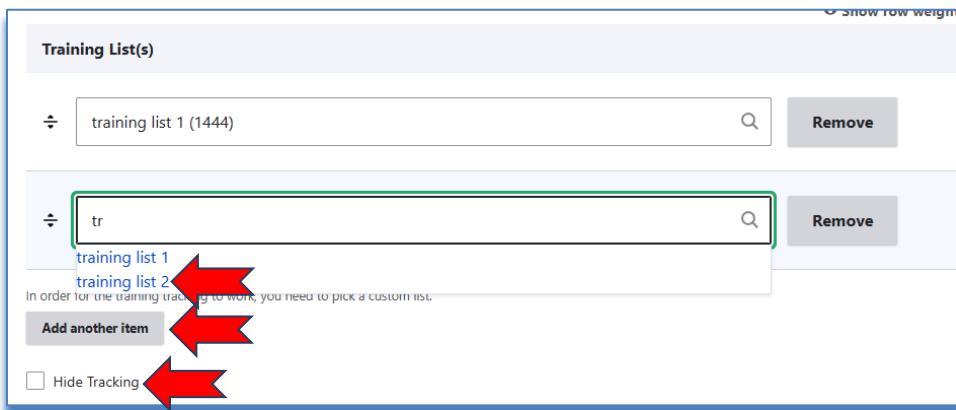
iknl

Alex Conrad-jknotts+1191L@quotient-inc.com  
Alex knotts-jknotts+webo123@Quotient-inc.com

Add another item Jerry knotts-jknotts+webo123@gmail.com  
Jim Knotts-jknotts@quotient-inc.com  
jimmy knotts-jknotts+test5@quotient-inc.com

Show row weights

Begin typing the name of the desired Training List in the dropdown and select ones to be associated with this Email List, and click "Add another Item". The selected Training List will be added. Multiple training Lists can be associated with a single Email List, and these can be added/updated/removed in the Email List's edit page. When Training Lists are sent via an Email List, the trainings and users are automatically tracked. To prevent this, select the "Hide Tracking" checkbox.



Training List(s)

training list 1 (1444)

tr

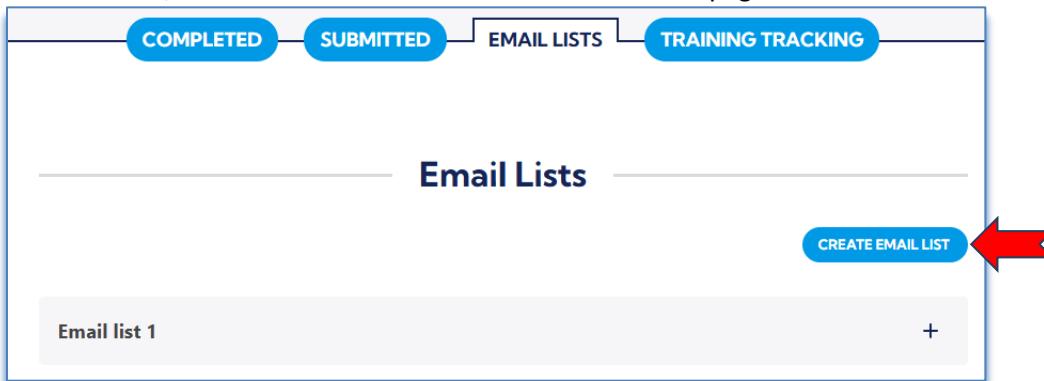
training list 1  
training list 2

In order for the training tracking to work, you need to pick a custom list.

Add another item

Hide Tracking

When finished, click the "Save" button at the bottom of the page. The created list now appears on the Email Lists tab.



COMPLETED SUBMITTED EMAIL LISTS TRAINING TRACKING

Email Lists

CREATE EMAIL LIST

Email list 1 +

Click the + icon to view the list. You will see the information related to this list such as the users in the list and any training's associated with the list. The Pencil Icon redirects to the Edit page where you can make changes to the Email List. The trashcan, deletes the list.

The screenshot shows the 'Email Lists' interface. At the top, there is a 'CREATE EMAIL LIST' button. Below it, an 'Email list 1' is displayed with a list of 'Members': Alex Conrad, Jerry knotts, and Test User. To the right of the member list are three red arrows pointing towards a 'Send email' icon. Below the member list, it says 'Associated Training List(s): training list 1, training list 2'. To the right of this list is a separate box containing a 'Send email' button, a trashcan icon, and a pencil icon.

Clicking the “Send Email” icon will generate the send Email popup.

The screenshot shows a 'Send an email to your list' popup. It includes fields for 'Subject' (containing 'test') and 'Message' (containing 'test'). Below these is a checkbox labeled 'Do you want to also send the associated Training List(s)?' with two options: 'training list 1' (checked) and 'training list 2' (unchecked). At the bottom is a 'SEND EMAIL' button. Red arrows point to the 'Subject' field, the 'Message' field, the checkbox, the 'training list 1' checkbox, and the 'SEND EMAIL' button.

Emails can be sent by filling in the Subject and Message fields and clicking “Send Email”. If you want to also attach a Training List(s), clicking the checkbox will show all available. The associated Training Lists can be selected individually or in any combination. Once an Email List with an associated Training List is sent, it is automatically shown in the Training Tracking tab.

## Training Tracking

The Training Tracking tab shows all Email Lists that were sent with Training Lists attached. This tab tracks the completed training so that the sender can ensure all emailed recipients have completed all trainings. This is a manual, self-assessment process. Clicking the + icon will open the list and show all users, clicking the + sign next to a user will show all trainings for that user for that Email List. The sender can mark a training as “Completed” and it will show on their Completed List, as well as in the training Tracker. In the event a recipient does not have computer access, the sender can set a training to “Completed” in the tracker. When this happens, the training is added to that user’s Completed list as well. A tracked list can be deleted by clicking the trashcan in the list.

The screenshot shows a 'Training Tracking' interface with a navigation bar at the top: COMPLETED, SUBMITTED, EMAIL LISTS (highlighted in blue), and TRAINING TRACKING. The main area displays a list of users and their training qualifications. The first user, 'Email list 1', has a delete icon with a red arrow pointing to it. The second user, 'Alex Conrad', has a checked checkbox for 'Additive Manufacturing Qualification 291' with a red arrow pointing to it. Other users listed are 'Jerry knotts' and 'Test User'.

## Submit a Training

Clicking the “Include my Program” link in the header will redirect to the Submit a Training page. This page allows users to submit training assets for review and posting on AMTrain. The Submission page is lengthy and has many required fields identified by a red asterisk.

### Training Asset Submission Page

The various fields should be filled out as much as possible as all data will be displayed to users on the Asset page. Required fields are identified by a red asterisk.

**Title:** The title of the asset that will be displayed on the asst tiles.

**Description:** A description of the asset.

**Level:** The level of the asset.

**Delivery Method:** Online or in-person.

**Roles:** Associated Job Role(s) can be added here. Multiple roles can be added.

**Classification:** DoD (CUI) vs Publicly available (Public).

Note: Assets listed as CUI will only be visible to users with a .mil email address.

**Source Type:** The specific type of delivery method.

**Subject:** The subject area for the training.

**Job Category:** Add the Job Category(s) of the training. Multiple categories can be added.

**Prerequisites:** Any prerequisites that should be taken prior to this training.

**Asset Provider:** The organization responsible for the training.

**Thumbnail:** Add an image that will appear on the Asset tile and page. Clicking the “Add media” button opens the Media Library, where you can select form the available images. If you want to load a custom image, please send it to an admin to be added to the library.

**Link/URL:** The actual URL that goes to the training.

**Link/URL:** The descriptive text for the URL.

**Status:** The status of the training. Is it currently available? Under Development? Etc.

**Content Owner:** The person or org that has ownership of the asset.

**POC:** Name of the POC for the asset.

**POC Email:** The email for the POC.

**Learning Objectives:** A description of the purpose for this training. What does it have to impart?

**Duration:** The duration of the asset in minutes/days.

**Cost:** The cost (if any) for taking the training.

**Location:** The location of the training if it is one of the in-person types.

**Seats Available:** Available openings to take the training.

**Certification:** Any Certifications that are provided for completing the training.

**Audience:** The group in the industry that the training is slanted toward.

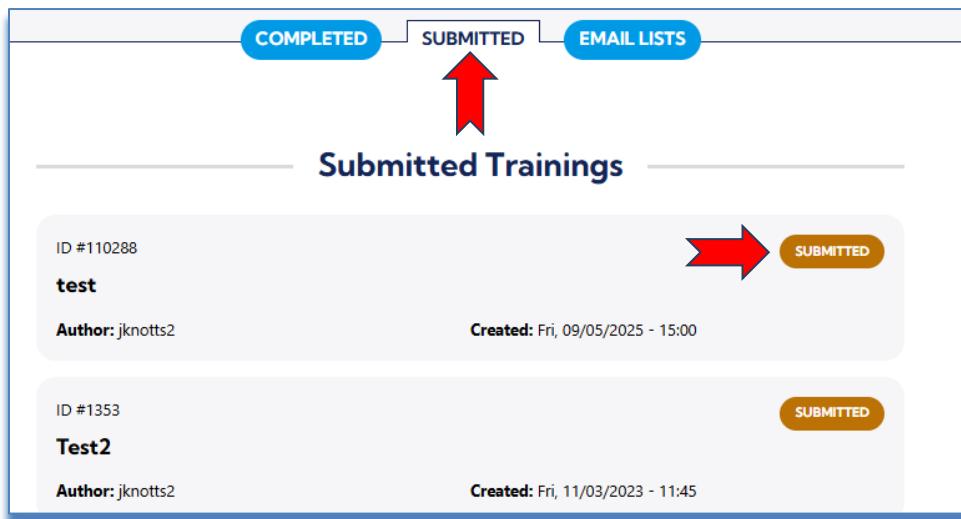
**Date Created:** The date the training was created.

**Related Training:** Add trainings that are related to this one. Such as being part of a sequence, (1.2, 1.3, etc.), or for the same machine, build process, etc. Click in the field to bring up the dropdown and begin typing to narrow the selection options.

**Keywords:** Add keywords that are associated with the training to improve searches. Click in the field to bring up the dropdown and begin typing to narrow the selection options.

Once all information has been entered, you can click “Preview” to see what the asset page will look like, or “Save” to submit the training.

An email will be generated notifying an Admin that the training has been submitted for review. The training will remain in Draft” status and not be visible to other users until the Admin Approves it. The training will appear on the Profile page under the Submitted tab. The status will change from “Submitted” to “Approved” to let the user know the training is now available to access.



**Submitted Trainings**

ID	Title	Author	Created	Status
ID #110288	test	jknotts2	Fri, 09/05/2025 - 15:00	SUBMITTED
ID #1353	Test2	jknotts2	Fri, 11/03/2023 - 11:45	SUBMITTED

This completes the AMTrain user guide. If any issues are encountered, or any questions regarding functionality, please reach out to the AMTrain support team at email: [jknotts@quotient-inc.com](mailto:jknotts@quotient-inc.com)