**Master Admin**

**1 Login**

This page allows the master admins, organization admins, regional admins, division admins and users to login to their accounts. Once they login, they will be taken to their respective dashboards.

**2 Dashboard**

This is the Master Admin dashboard that allows the admin to manage the back end of the site. At this time, there is no additional functionality that will be available on this page.

**3 Manage Organization Admins**

This page allows the admin to review any organizations, and the admins associated with them, that have been added to the system. Each organization will only have a single Organization Admin, so the admin’s profile will be tied to this organization’s information. New admins can be added by selecting the Add New Organization button in the top left, and the Search function can be used to locate specific admins or organizations.

**4 Organization Admin Account**

This page allows the master admin to view basic information about an organization and the admin that is in charge of the organization. The regional administrators that are part of the organization are listed below the basic information at the top of the page, and each of their profiles can be accessed from this page. Additionally, the Billing Information section at the bottom of this page displays the plan that was purchased by the organization, the date on which it was purchased, and the date on which it will expire. Plans can be renewed through this page.

**5 Add Organization Admin**

If the master admin selects the Add Organization Admin button from page 3, they will arrive on this page. Contact and billing information must be entered in order to proceed, and the admin must select a Software Package, which will determine their pricing structure.

**6 Export Admin Data**

This page allows the admin to export data about the selected organization. The exact parameters of this data have not yet been defined, but it will likely include:

* The number of regional admins
* The number of division admins
* The number of users
* Their current plan
* Plan start date
* Plan end date
* Number of videos viewed

**7 Manage Regional Admins**

This page allows the admin to view all Regional Admins that are associated with an organization. First, the admin must select the organization from a dropdown box in the top-right of the page. The organizations in this box are drawn from the organizations associated with Organization Admin accounts. Once this has been selected, a list of Regional Admins will populate the data grid, along with some vital information for each. These admin accounts can be viewed through this page, and new regional admins can be created using the Add New Admin button in the top-right of the data grid. The Search function on this page will allow the admin to locate specific regional admins.

**8 Add Regional Admin**

When the master admin selects an existing regional admin, or chooses to add a new one, this page will allow the master admin to add/edit the account information for the regional admin. Two of the most important areas on this page are the Region field and the Select Division data grid.

* **Region:** This field allows the master admin to identify the region that the regional admin is associated with. So, this may be a specific branch of an organization.
* **Select Divisions:** This area allows the master admin to assign divisions to the selected region. These will be divisions within the selected region.

**9 Export Regional Admins**

This page allows the admin to export data about the specific region within the selected organization. The exact parameters of this data have not yet been defined, but it will likely include:

* The number of division admins
* The number of users
* Their current plan
* Plan start date
* Plan end date
* Number of videos viewed

**10 Manage Division Admins**

This page provides the master admin with an overview of the Division Admins within a region of an organization. In order to view these Division Admins, the master admin must first select an Organization and a Region within that organization. Once this is done, the data grid will populate with a list of Division admins within the selected region. Vital information for each of these admins will appear in the data grid, and the master admin will have the ability to view their accounts, and add new division admins to the system.

**11 Add Division Admin**

This page allows the Master Admin to edit existing Division Admins, or add a new one to the system. In addition to displaying the Division Admin’s contact information, this page will also contain three important functions:

* **Region:** Each Division is part of a larger region, so this dropdown allows the admin to select the region that is associated with the current admin’s division. These regions are drawn from the list of regions that is associated with the admin’s organization.
* **Division:** This dropdown allows the admin to associate the selected user’s profile with a Division, which is drawn from a list of divisions that are associated with the selected Region. Divisions are maintained on the **Add/Edit Regional Admin** page (8).
* **Assign Playlists:** This data grid allows the admin to assign specific playlists to the selected Division. The admin can use the checkboxes to the left of the data grid to choose which playlists to assign.

**12 Export Division Admins**

This page allows the admin to export data about all division admins from the selected organization. The exact parameters of this data have not yet been defined, but it will likely include:

* The number of division admins
* The divisions within the organization
* The number of users
* Their current plan
* Plan start date
* Plan end date
* Number of videos viewed

**13 Manage Users**

This page provides the master admin with an overview of the users within an organization. In order to view these users, the master admin must first select an Organization. Vital information for each of these users will appear in the data grid, and the master admin will have the ability to view their accounts, and add new users to the system.

**14.1 View User Information**

When a user is selected from the Manage Users page, their account information will be displayed. Each user has three separate pages, which can be accessed using the top navigation bar. This first page displays the user’s contact information, and the learning tracks that have been assigned to that user.

**14.2 View User – Assign Track**

The admin can assign new learning tracks to the user. By selecting the Add New Track button at the top of the data grid on page 14.1, the admin will access this page. The dropdowns at the top of this popup allow the admin to drill down to the learning track they would like to assign, which will cause a list of videos within that playlist to appear. All of these videos will automatically be selected, but the admin will be able to manually choose which videos within the playlist to assign to a user. Lastly, the admin can select a due date that the user will have to complete the playlist.

**14.3 View User – Video Log**

This page is accessed by selecting the Video Log option from the top navigation within a user’s profile. This page simply contains a log of all videos that were watched by the selected user. If the user took a quiz at the end of the video, then this score will also be logged.

**14.4 View User – Certifications**

This page allows the admin to see all certificates that have been earned by the selected user. The admin is able to see the date and time on which the certificate was assigned, and when it was completed. The admin can also download a copy of the certificate. This page can be accessed using the Certificates tab in the top navigation.

**15 Export User Data**

This page allows the admin to download information regarding the users of the selected organization. The exact parameters of this data have not yet been defined, but it will likely include:

* The number of users
* The regional admin assigned to each user
* The division admin assigned to each user
* Playlists assigned to users
* Certificates earned
* Number of videos viewed
* Average quiz score

**16.1 Educational Videos – Select Software**

This page allows the admin to review all Software Solutions that are available through the system. Each of these software solutions has several playlists associated with them, which the admin can view through this page. This page is the first step in drilling down through the video process, and will allow the admin to edit videos within each level of the software system.

**16.2 Educational Videos – Add Software**

This page allows the admin to edit the name and description of the selected Software Solution. This information will be displayed on the front end of the site, when users choose to view each software solution.

**17.1 View Learning Tracks**

Once a Software Solution has been selected on page 16.1, the admin will be able to review a list of the learning tracks that fall under the selected software. New learning tracks can be added through this page, and certificates for the completion of each track can be downloaded on this page.

**17.2 Edit Learning Track**

This page allows the admin to edit the basic information for the selected learning track, including the title of the learning track, the description that will appear on the front end of the site, and a field that will allow the admin to upload a copy of the certificate that is earned upon completion of the track.

**18 View Playlist**

Once the admin has selected a Software Solution and a Learning Track, this page will allow the admin to view and edit all of the videos on the selected playlist. Each of these videos can be edited, and the position each video determines its order in the playlist sequence. The admin can add new videos through this page as well.

**19.1 Edit Video**

If the admin chooses to edit an existing video, this page will allow them to review all of the information about the selected video.

* **Embed Video Link:** This field will allow the admin to enter the URL of the video that they would like to implement into the system. Most of the videos that will be used will be hosted on Vimeo.
* **Minimum Quiz Score –** This field allows the admin to enter a percentage, which is the minimum score that a user can earn by completing the video quiz in order to pass it.
* **Asset Title –** This data grid will allow the admin to upload assets for each video. These assets will mostly be PDF files.
* **Hot Points –** Each of these hot points represent a time within the video that contains a point of particular interest to the users. Hot points will be used on the front end of the site to direct users to these points, which will mostly relate to the quiz questions.
* **Quiz –** This page will allow the admin to add and edit quiz questions that are related to the selected video. Each of these questions is time-stamped so that the user can skip automatically to that point in the video when the appropriate button is selected.

**19.2 Edit Video – Upload Asset**

This popup enables the admin to upload assets for the selected video. The Asset Type field will determine the type of icon that is displayed on the video page on the front end of the site.

**19.3 Edit Video – Add Hot Point**

This popup allows the admin to add a new hot point to the selected video. Hot points will be used on the front end of the site to direct users to these points, which will mostly relate to the quiz questions.

**19.4 Edit Video – Edit Quiz Question**

This popup allows the admin to add/edit questions that pertain to the selected video.

* **Description:** This field allows the admin to create a short description of the question.
* **Number:** This field determines the priority of the question in the sequence of the quiz.
* **Timestamp:** The timestamp determines the point in the video that is related to this question. When the question is being viewed on the front end, the user will be able to select this timestamp to automatically jump to that point in the video.
* **Question:** This field will contain the question that front end users will have to answer.
* **Correct Answer Description:** This field contains the answer that will appear once the user has completed the quiz on the front end.
* **Answer Selections:** This section allows the admin to create and select the multiple choice answers that will appear in the quiz on the front end. The admin must select the radio button in the Correct column for one of the answers, which will designate which answer is correct, and which ones are incorrect.

**20 Manage FAQs**

This page contains a list of the Frequently Asked Question topics that will appear on the back end of the site for Organization Admins, Regional Admins, Division Admins, and Users. Each of these topics contains several questions and answers that can be edited. New topics can be added using the button in the top-right of the page.

**21 Edit FAQ Topic**

This page allows the admin to edit each of the questions and answers within the selected FAQ topic.

**22 Manage System**

This page allows the admin to manage two elements within the system:

* **Manage Text Pages:** This section allows the admin to review all text pages that are available on the front end of the site. Each of these text pages can be edited or deleted through this page, and new text pages can be added. Text page include: About Us, Contact Us, Privacy Policy, and Terms of Use.
* **Manage Sidebar Partners:** This section contains a list of the Partners that will be displayed in the right sidebar on the front end of the site.

**23 Edit Text Page**

When the admin selects a text page to edit on the Manage System page, this page will contain the text and title of the page. This page will contain a simple editing system that will allow the admin to perform basic alterations to the text.

**24 Manage Sidebar**

This page contains information about the selected partner that will appear in the right sidebar on the front end of the site. These areas in the sidebar will contain the basic information about each partner, and will link to the partner’s website. An image of each partner’s logo will be displayed.

**25 Message Center**

This page contains a message center, which allows the admin to send messages to users of the system. Each of these messages can be viewed, and deleted from the message center. Additionally, the Notification system will allow the admin to send updates to users.

**26 Create Message**

This page allows the admin to distribute mass messages to system users. The content of these messages can be personalized by the admin. The admin is able to select a group that the message will be distributed to.

**27 Create Notification**

This page allows the admin to distribute pre-defined notifications to users of the system. These notifications will alert the users about system usage, expiration of an organization’s plan, etc.

**28 Analytics**

This page allows the admin to run analytics reports for the selected organization. This report will appear on the second half of the page, and the admin is able to export these reports to a CSV file.