User Manual for Vivaan-Armor Content Manager Brought to you by Aan Systems


How-To Manual ©Vivaan-Armor and Aan Systems, V1.0, 10-24-2018

Purpose: The purpose of this How-To manual is to make the ease of navigation through the Vivaan-Armor Content Manager a little easier. There are also video tutorials to supplement your learning that will be available throughout the Vivaan LMS. The Content Manager is mainly used under the corporate level so the employee can maintain their content and they can share the content with the other employees.
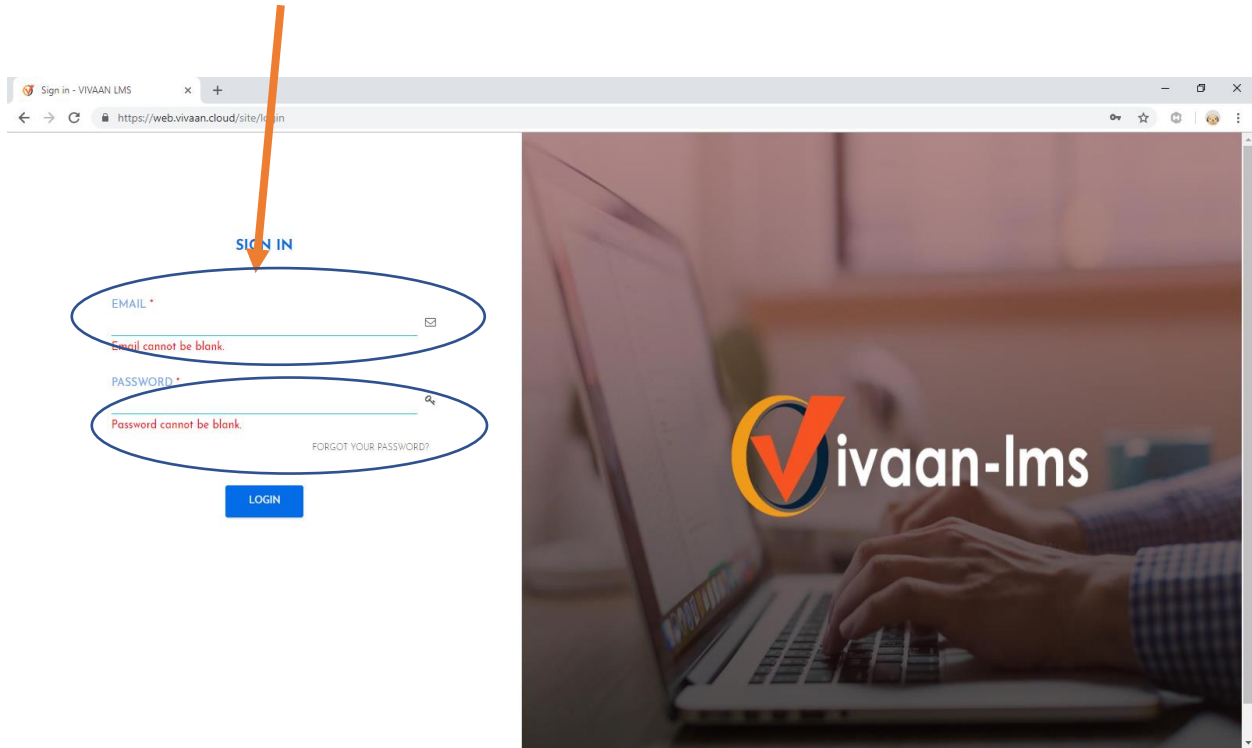
Step-By-Step Process:

1) Pull up a new browser and enter the following in the URL: https://web.vivaan.cloud
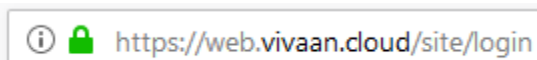
2) This is the first screen you will see after inputting the URL above:
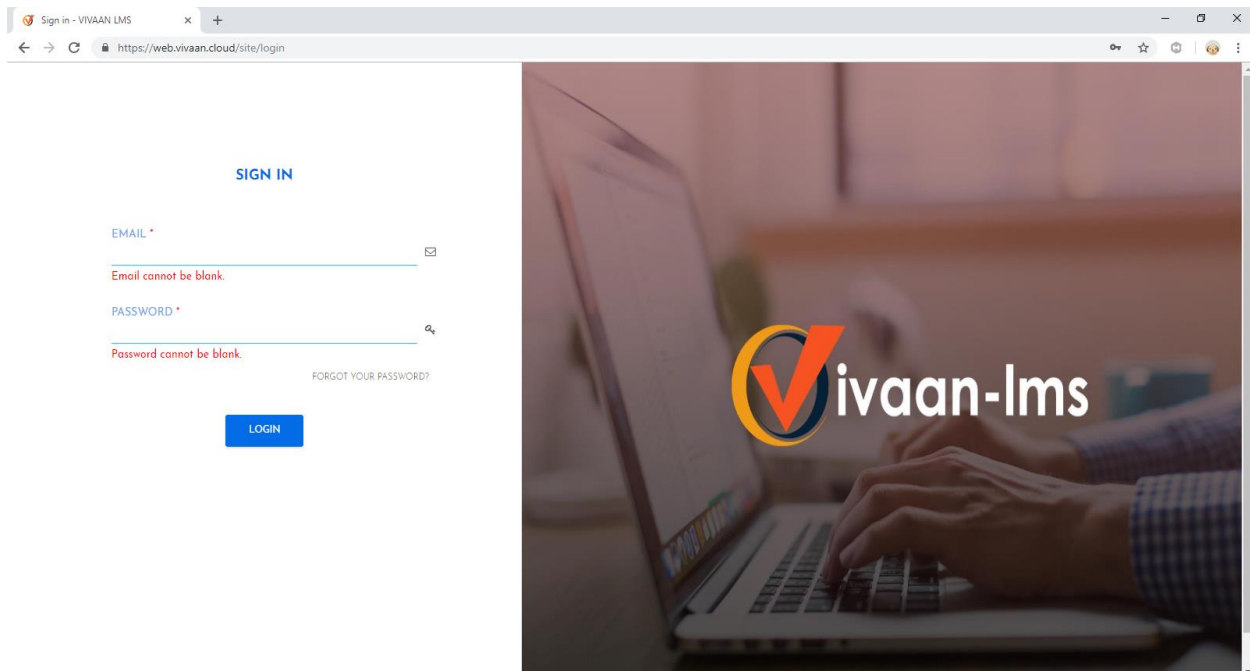
3) Enter in the email address and password that your admin or corporate leader has provided to you.


Each learner or super admin, branch manager, etc., will have their own login and password. Each level of management will have different privileges in terms of being able to create classes, accounts, learners depending on the level of power that they have in the hierarchy of the LMS. This hierarchical assignment is determined by your company and the individual learners, and admin are assigned responsibilities and/classes accordingly.

4) After successful login, you should see the main home screen of the Vivaan Learning Management System LMS).
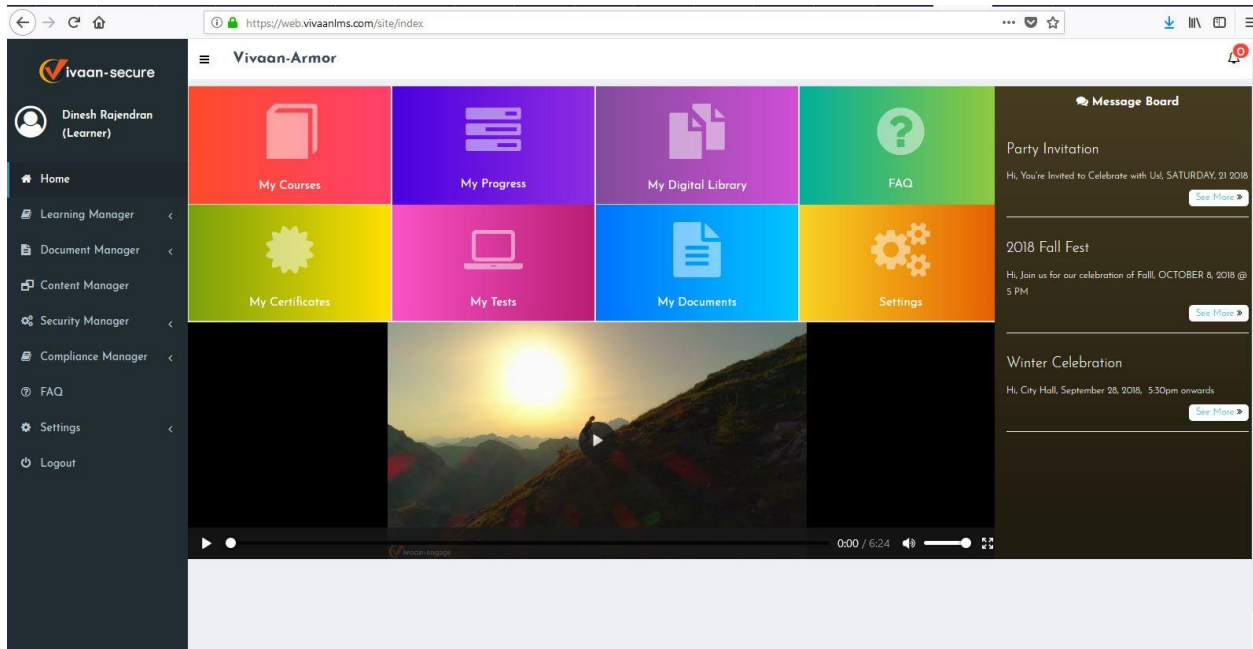
5) Click on Content Manager and notice that the menu expands to show: Content Library, Create Content, and My Content.
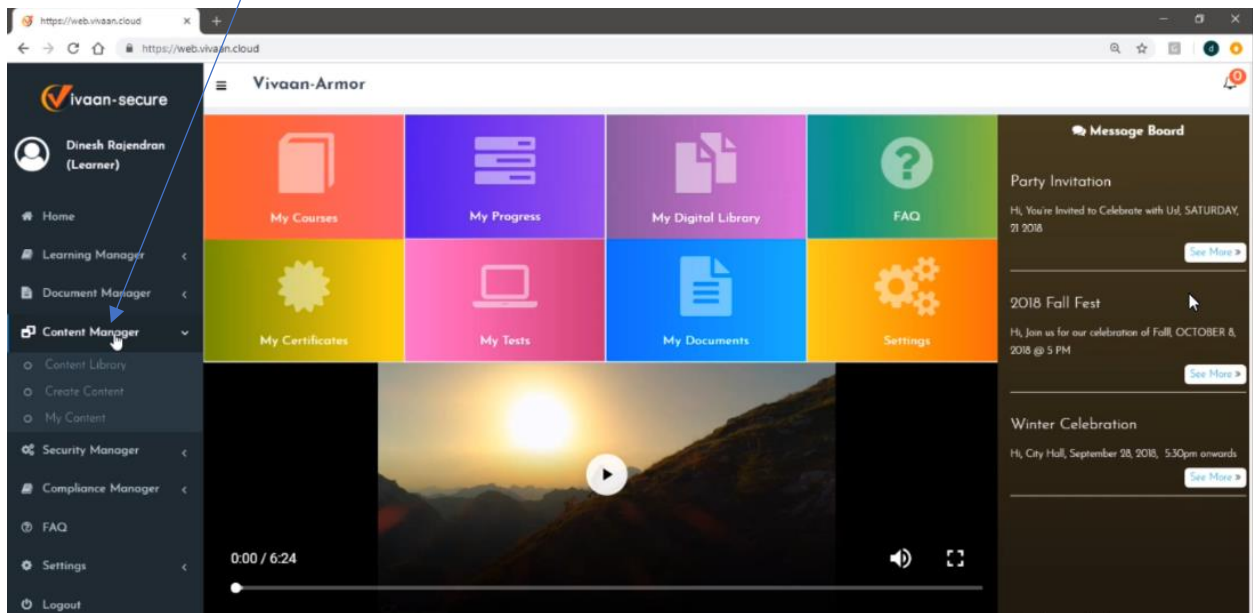
6) Under the Content Manager, you can see content for the following: corporate content, employee content, miscellaneous content, or marketing content. Any content that the employee can upload and share with other employees will be a part of the Content Manager feature. The Content Manager will not have the "Work Flow" feature like in the Document Manager. In the Document Manager, when a document is created, the user needs to get the document approved. However, in the content manager, the user does not need to get approval because he is going to share his thoughts in the document manager.

7) Content Library: all the contents that have been created will show up in this area that have been shared with you (the particular user that is logged in). In this screenshot, specifically you can see that there are documents that were created by others under the employee document category.
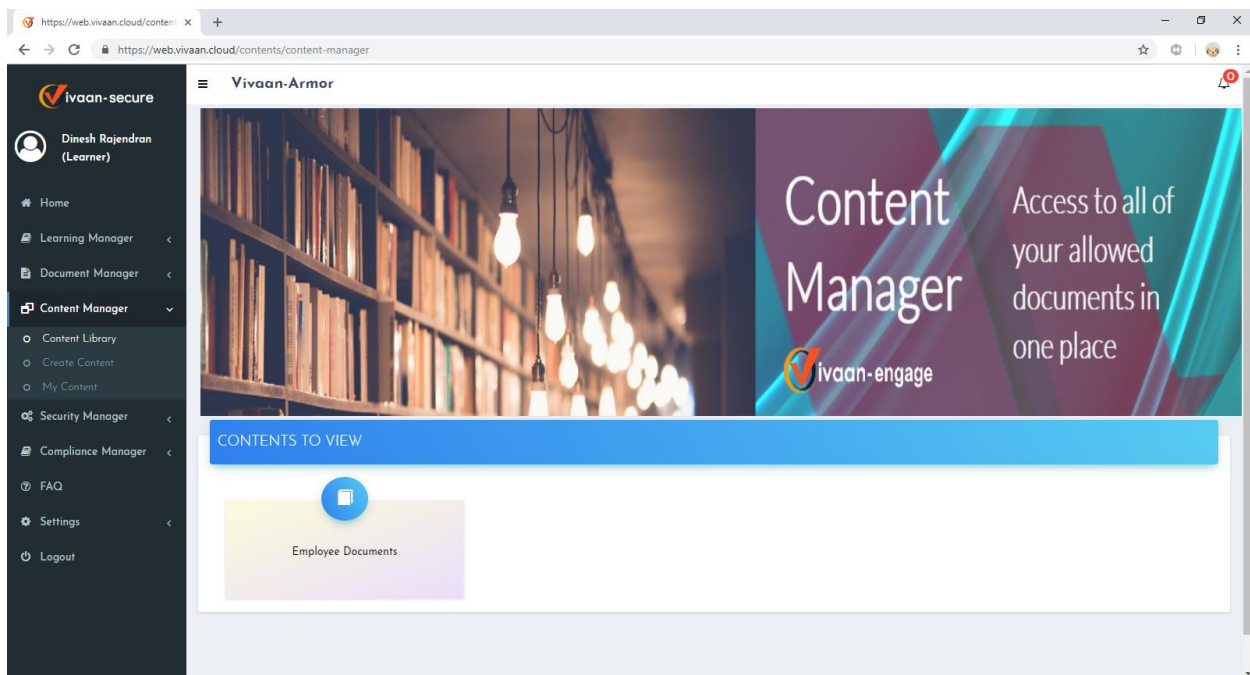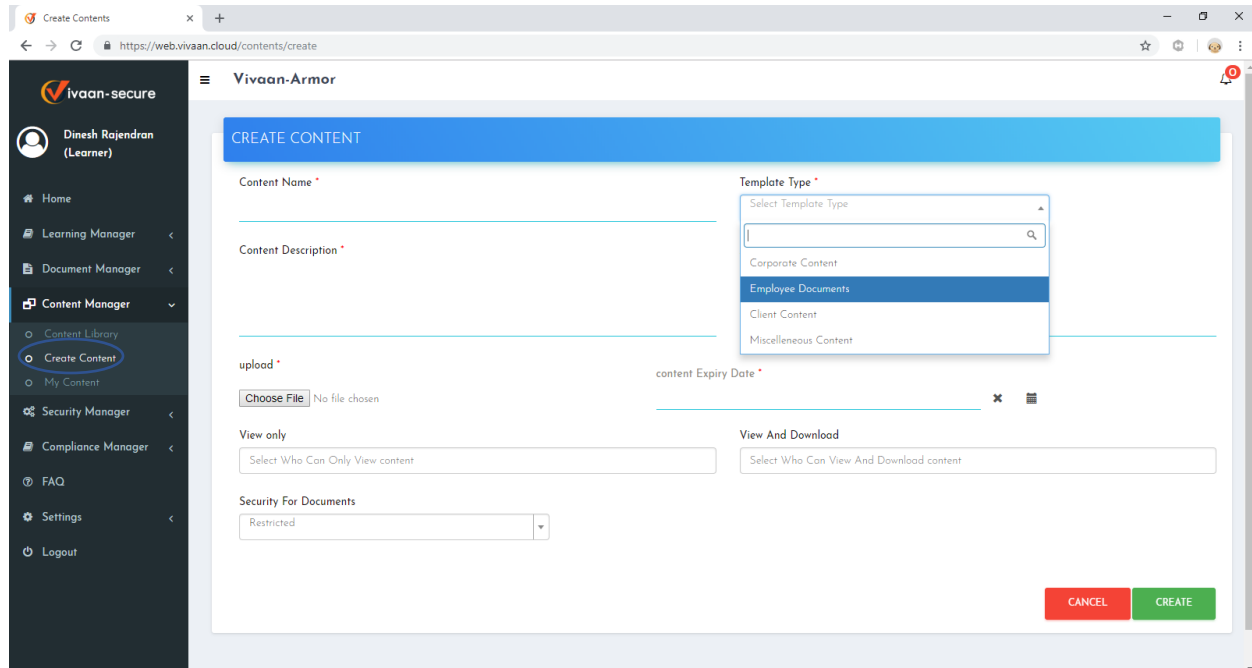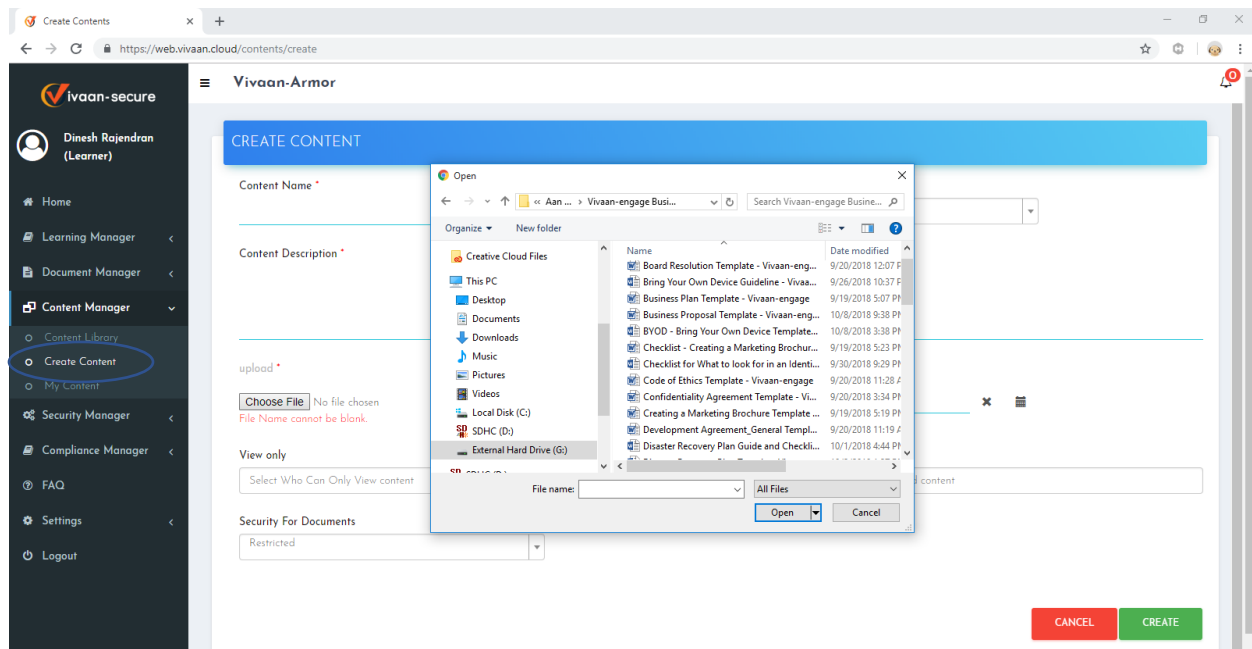
8) Let's create some content for an example.
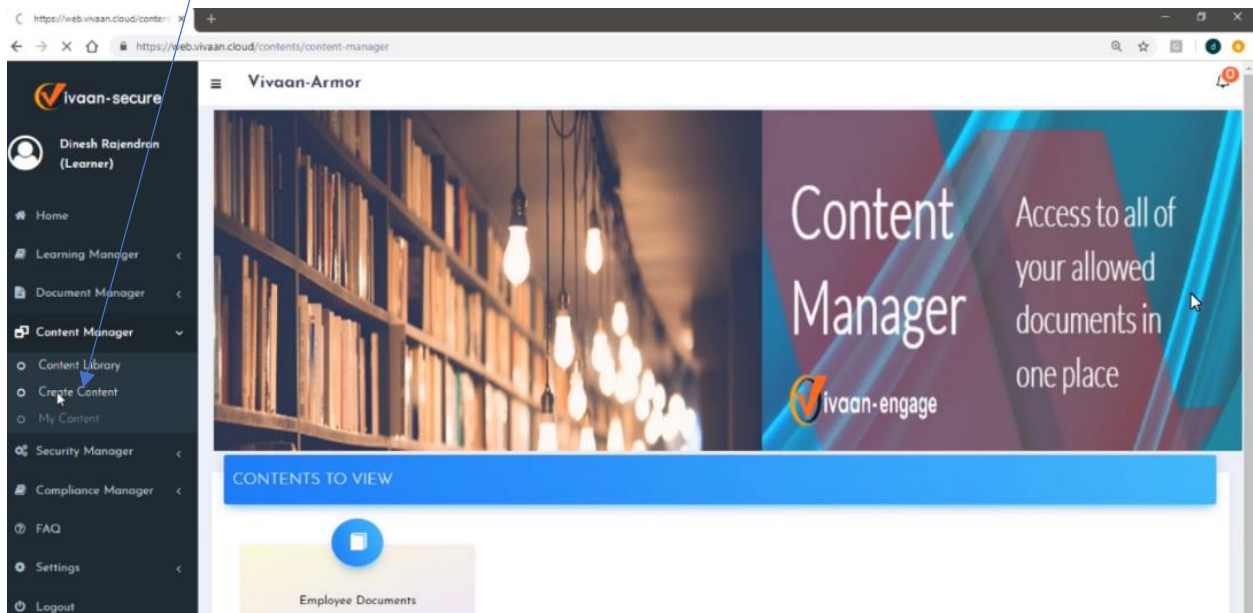
9) After clicking on "Create Content" the user 1 will create their content here and pick the "Template Type."

10) Here you are uploading a document of any type like brochures, pdf, word, etc.

11) You can give the expiry date for the particular content and assign your access rights to the employees who can "View Only" or "View and Download". All digital content has expiry dates to make sure that redundant and sensitive data is not lost.

12) Assign the security clearance for the Content that you are creating. Data stored on the portal is categorized as Restricted (Extremely sensitive), Confidential, Internal-use and Public-use (low sensitivity).

13) Once the content has been created, it will come directly into the "My Content" section of the Content Manager. The content that populate below are the content that you have created already.

14) The Content will show the content name, content type, uploaded date, expiration date and action choices (view, download, or delete).

15) In summary, the Content Manager is used to create content documents when you do not need approval. If approval is needed for a document, the document manager "Work Flow" feature needs to be used to assign to others for approval.