

Admin User Instructions


Add New User

- Select “Employees” from the Administration drop down menu
 - Click on “Add New User” *
 - Enter User Information and Submit
- *adding a user will trigger a welcome email to the registered email address containing username and password*


Locate User

- Select “Employees” from the Administration drop down menu
- Select Filter Status (default is set to Enabled Users)
- Enter Search Criteria
 - Enter partial user info in the Search box
 - (Optional) Enter start date and end date to see video usage for user during a specific time period.
- Click “Filter”
- Click “Reset” to clear search


Edit User

- Select “Employees” from the Administration drop down menu
- Locate user’s name in the report table and Click the  edit icon in the Edit column
- Edit First Name, Last Name, Email/Username and Status
- Click Update User to confirm request


Reset Password

- Select “Employees” from the Administration drop down menu
- Locate user’s name in the report table and Click the  edit icon in the Edit column
- Check the Update Password box
- Enter New Password in the password box and repeat in the confirm password box
- Click Update User to confirm request

Disable User

- Select “Employees” from the Administration drop down menu
- Locate user’s name in the report table and Click the  user icon in the Action column
- Click Disable Account to confirm request
- To disable multiple users, check the select box to the left of users to disable and select “Disable Selected Users” at the bottom of the page. Click Submit to confirm request.

Enable Previously Disabled User

- Select “Employees” from the Administration drop down menu
- Locate user’s name in the report table. Be sure the Filter is set to “All Statuses” or “Disabled Only”.
- Click the  user icon in the Action column
- Click to confirm request
- To enable multiple users, check the select box to the left of users to enable and select “Enable Selected Users” at the bottom of the page. Click Submit to confirm request.

View Your Recently Watched Videos

- Click “History” to view a list of you recently watched videos.
- Click on SKU number to view and play video

Employee Report

- Select “Employees” from the Administration drop down menu
- Locate User
- View Employee Reports by clicking on the  report icon in the Report column for the user
 - Print the report by right clicking inside the table and selecting print.
 - Click on “download report” for exportable version.

Overall Usage Reports

- Select “Client Report” from the Reports drop down menu
- Select desired usage report from the Client Report drop down menu
 - Report By Company – overall usage for company with date filter
 - Report By Company (Legacy) – previous version of the Report by Company without video titles
 - Quiz Report By Client – overall report of quizzes taken
 - Video Report By Client – overall report of videos viewed

