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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) Select preset time frame or enter custom dates to see video usage for user during a specific time period.
- Click “Apply 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.

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<u>Enable Previously Disabled User</u>

- 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.

<u>View Your Recently Watched Videos</u>

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

<u>Employee Report</u>

- 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.

<u>Overall Usage Reports</u>

- 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

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Administrator Dashboard

- Click “Dashboard” in the main menu
- Dashboard Features
  - Active Users – The total number of users registered on your account with an active (enabled) status.
  - Courses – The total number of courses currently available in your library.
  - Videos Watched – The total number of course titles viewed on your account (does not include multiple views of the same title).
  - Views – The total number of views on your account (includes multiple views of the same title).
  - Quizzes Taken – The total number of end-of-course quizzes taken online on your account
  - Recently Viewed – The 5 most recently viewed courses on your account.
  - Most Viewed – The 5 courses with the most views on your account.
  - Last Logins – The 5 most recent logins on your account.
  - Subscription Detail – Includes your Subscription Type, Contract Dates, and Total Users registered on your account (includes disabled users).
  - Support – Includes contact information for your Training Network account manager.

Playlist Management

- Select “Playlist Management” from the Administration drop down menu
- Click on the Add New Playlist button to create a new playlist
  - Enter an ID for your Playlist
  - Enter a name for your Playlist
  - Enter a Description for your Playlist or Instructions for your users to see (Optional)
  - If you have multiple playlist and want to display them in a specific order, Enter the order number in the Display Order box (Optional)
  - Click Submit
- Click on the icon to Manage and Add videos to your playlist
  - Click on Add Video
  - Enter item SKU number or partial title name in the Search box and Click Apply Filter
  - Click on the drop down to select the video
  - Click Add
  - Repeat to add multiple videos
- Click on the Update icon to update an existing playlist
- Selected playlist can be disabled or enabled

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Viewing Playlist

- Playlists will be accessible for all users to view under the Courses menu after the History tab.
- Click on playlist title to view description and videos.