



**KNOWLEDGE CITY LMS**  
learning made easy

# Learning Management System



**KnowledgeCity®**  
Online Video Training

Business Skills | Computer Software | Safety | Compliance | Finance



+ Create User + New Course List + Add Group Reports

Welcome to KnowledgeCity LMS

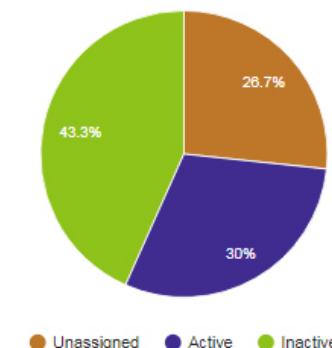
**View license, course, and user information**

GROUP STATISTICS

Select Group

#	Item	Count
1	Total licenses	1010
2	Total licensed users	22
3	Total licenses available	988
4	Total licenses expired	0
5	Total courses viewed	219
6	Total courses passed	162
7	Total courses in progress	85
8	Total number of active users	9
9	Total number of inactive users	0

LICENSE USAGE

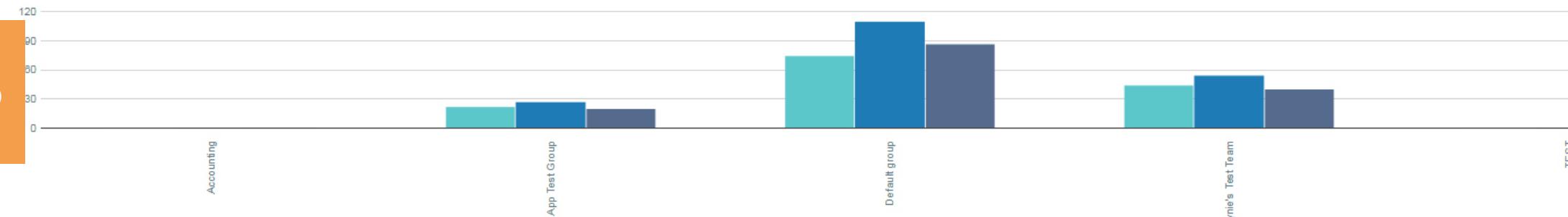


**View all progress for all groups at-a-glance**

PROGRESS: ALL GROUPS

Hide empty building chart

In Progress Viewed Passed

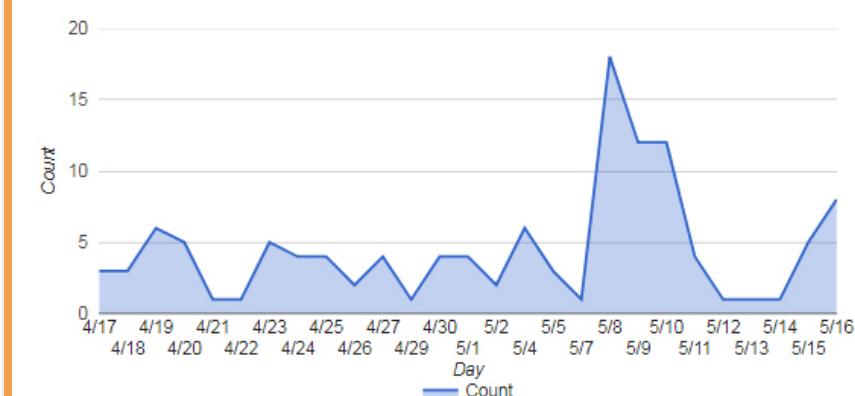


You can also find step-by-step help for each feature

Help

**View user logins for the last 30 days**

LOGIN PER DAY(LAST 30 DAYS)



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## KnowledgeCity Admin Tools

### ACCOUNT SETTINGS

Enable the user,  
set admin privileges, and assign  
the Training Needs Analysis

### ADMIN SETTING

Enabled

Admin

TNA

[Create user](#) Do not notify user on save

Username  ⓘ - Required field

Password  ⓘ

### USER GROUPS

Group / Branch:  ⓘ

### MAIN INFORMATION

First Name:

Last Name:

Employee ID:

National ID:  ⓘ

Date of Birth:

City:

Center:

Nationality:

Company:

Department:

Position:

Phone:

Email:

Email Language:

Assign License:  ⓘ

Assign List:  ⓘ

Choose the group  
assignment for the user

Fill in the form with the  
user's information to  
create an account

Email notifications  
available in English  
and Spanish



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## KnowledgeCity Admin Tools - Course List Manager

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 Search course list**Search**

#	Name	Courses in list	Actions
1	test list	1	Show details
2	Leadership Learning Path	5	Show details
3	test list	1	Show details
4	Project Management	6	Show details
5	New App List	3	Show details

Create a new course list and choose  
the courses you want to add.

6	Sales Learning Path	<a href="#">Edit</a> <input type="checkbox"/> Add new course list to the quick selection list	<a href="#">Assign to all groups</a>	1	<a href="#">Hide details</a>
<b>Title</b>					
Detecting Counterfeits <a href="#">Remove</a>					
<input type="button" value="FATCA Implementation"/> <a href="#">Add</a>					
<a href="#">Save</a> <a href="#">Cancel</a> <a href="#">Remove Course List</a>					

7	new course list	2	Show details
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KnowledgeCity Admin Tools - Edit Group

**USER GROUPS**[Select Group](#)

Choose a “parent group” to  
create a new group

create\_group

Parent	Default group [20 users]
Name	<input type="text"/> Without a parent Accounting [3 users] App Test Group [6 users] Default group [20 users] Raynie's Test Team [4 users] Test Team 3 [2 users] TEST [2 users]

Name your sub-group, or choose “without  
a parent” to create a new main group.

[Help](#)

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## KnowledgeCity Admin Tools - Edit Group

### USER GROUPS

[Sales Team 1 \[0 users\]](#)[Default](#)[Rename](#)[Delete group](#) [Users](#) [Learning](#)

See the users you added here

**User name****Profile**

10

search user...

Search

- [user00028]
- [user00007]
- Raynie [us\_rayniea]
- Check All**

**Added****Added****Added****Find users to add**[Default group \[20 users\]](#)

10 1 - 10 of 20

search user...

Search

 Sergey [user00002] Marwan [www.marwan] [user00028] [user00007] Raghad [us\_raghadm2] [user00005] Raynie [us\_rayniea] [user00004] Raghad [us\_raghadm1] James [user00026] **Check All**

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## KnowledgeCity Admin Tools - Reports

[Reports](#)[Generate Report](#)[Edit Report Template](#)[Progress courses](#)

The Progress Courses Report gives Admins progress for all users in all groups. This report shows the Employee ID, First Name, Last Name, Course ID, and Course Name, as well as the date and time the course was started.

20 1 of 1

New Report Data

App Test Group [6 users]

All groups

Accounting [3 users]

App Test Group [6 users]

Default group [23 users]

Sales Team 1 [3 users]

Raynie's Test Team [4 users]

Leadership Training Team [0 users]

Test Team 3 [2 users]

Select the group containing

the users you want to run the  
training data report on





students-0cb7d0d2-b5d9-433d-b759-07d9b345bd93.xlsx - Excel

nazeer.n

File Home Insert Page Layout Formulas Data Review View Developer Help ACROBAT Tell me what you want to do

Cut Copy Format Painter Paste Font Alignment Clipboard

Font Size: 11 Arial Bold Italic Underline Alignment: Center Justify Right

Wrap Text General Conditional Format as Normal Bad Good Neutral Calculation Check Cell

AutoSum Fill Sort & Find & Select ABC Spelling Insert Delete Format Cells Editing New Group

Cells

E16

See all the users in the group

See the license information

See each user's progress

	A	B	C	D	E	F	G	H	I	J	K	L
1	Group	Login	First Name	Last Name	Employee	License	Activation Date	Assigned	Progress	Viewed	Passed	
2	App Test Group	us_test_8	John 2	Smith2		assigned	2018-03-13 18:09:59	0	0	0	0	
3	Default group	user00002	Sergey		1	activated	2017-11-14 22:35:15	4	0	0	0	
4	Default group	www.marwan	Marwan	Alshaer		activated	2018-01-19 20:23:09	0	0	0	0	
5	Default group	user00028				activated	2017-09-29 18:44:54	0	0	0	0	
6	Default group	user00007	Raghad	Mashan		assigned	2018-03-01 00:09:56	0	0	0	0	
7	Default group	us_raghadm2				activated	2017-10-19 20:51:45	0	2	24	18	
8	Default group	user00005	Abdulah3			assigned	2018-03-13 18:09:59	0	0	0	0	
9	App Test Group	us_test_9	Raynie	Andrewsen		activated	2017-08-30 20:20:49	20	20	26	19	
10	Default group	us_rayniea						0	0	0	0	
11	Default group	user00004	Abdulah3					0	0	0	0	
12	Accounting	us_test_6	John 2	Smith2				0	0	0	0	
13	Accounting	us_test_5	Raghad	Mashan		activated	2017-09-07 20:22:38	0	2	57	32	
14	Default group	us_raghadm1	James	Morris		activated	2017-09-29 17:29:33	0	0	0	0	
15	Default group	user00026	Amanda	Gonzalez		activated	2018-01-15 17:11:50	0	0	10	10	
16	Default group	kc_amandag	Tim	O'Donnell		activated	2017-08-31 22:30:32	0	22	36	31	
17	Default group	us_timothyho	John	Doe	123456	assigned	2018-03-13 15:38:02	0	0	0	0	
18	App Test Group	user00039	John	Smith		activated	2017-09-15 20:39:57	10	5	1	0	
19	TEST	us_test_2	Nazeer	Nakhlah		assigned	2018-03-13 15:38:02	10	0	0	0	
20	Default group	nazeernakhlah	Cynthia	Mills		activated	2017-09-29 14:32:56	0	0	0	0	
21	Default group	cynthiamills1916@hotmail.com	Sergey	Izvekov		activated	2017-09-29 17:46:50	0	0	0	0	
22	Default group	user00024	Serj	I		activated	2018-04-08 01:35:26	0	0	0	0	
23	Default group	user00027	Sergey	Izvekov		assigned	2018-03-13 15:38:02	11	10	12	9	
24	Default group	user00006	Abdulah			assigned	2017-11-21 21:50:12	4	0	0	0	
25	Default group	us_sergeyi	Zane	Andrewsen	007	assigned	2017-09-07 14:48:36	0	0	0	0	
26	TEST	us_test_3	Raghad	Mashan		activated	2017-12-06 22:39:09	0	4	42	34	
27	Test Team 3	Zane007	Nazeer	Nakhlah		activated	2018-01-24 17:32:03	0	7	0	0	
28	App Test Group	user00039-admin	Tiffany	Boo		assigned		0	0	0	0	
29	Default group	us_raghadm										
30	Default group	user00030										
31	Accounting	Tiff.B@example.com										

Worksheet

Ready



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## KnowledgeCity Admin Tools - User List

Use sort and search features to see different user data

#	Login	Name	Group	Emp ID	Email	Assigned	Progress	Viewed	Passed	License	Actions
1	<a href="#">us test 8</a>	<a href="#">John 2 Smith2</a>	App Test Group		sergey.i@knowledgecity.com	0	0	0	0	<span>Active</span>	...
2	<a href="#">user00002</a>	<a href="#">Sergey_1</a>	Default group		sergey.i@knowledgecity.com	4	0	0	0	<span>Active</span>	...
3	<a href="#">www.mar...</a>	<a href="#">Marwan Alshaer</a>	Default group		marwan.a@knowledgecity.com	0	0	0	0	<span>Active</span>	...
4	<a href="#">user00028</a>		Default group			0	0	0	0	<span>Active</span>	...
5	<a href="#">user00007</a>		Default group			0	0	0	0	<span>Assigned</span>	...
6	<a href="#">us raghad...</a>	<a href="#">Raghad Mash...</a>	Default group				18			<span>Active</span>	...
7	<a href="#">user00005</a>		Default group			0	0	0	0		...
8	<a href="#">us test 9</a>	<a href="#">Abdullah3</a>	App Test Group		sizredix@gmail.com	0	0	0	0	<span>Assigned</span>	...
9	<a href="#">us rayniea</a>	<a href="#">Raynie Andrewsen</a>	Default group		raynie.a@knowledgecity.com	20	22	27	20	<span>Active</span>	...
10	<a href="#">user00004</a>		Default group			0	0	0	0		...
11	<a href="#">us test 6</a>	<a href="#">Abdullah3</a>	Accounting		sizredix@gmail.com	0	0	0	0		...
12	<a href="#">us test 5</a>	<a href="#">John 2 Smith2</a>	Accounting		sergey.i@knowledgecity.pro	0	0	0	0		...
13	<a href="#">us raghad...</a>	<a href="#">Raghad Mashan</a>	Default group		raghad.m@knowledgecity.com	0	2	57	32	<span>Active</span>	...
14	<a href="#">user00026</a>	<a href="#">James Morris</a>	Default group		james.m@knowledgecity.com	0	0	0	0	<span>Active</span>	...

Click the user to see information, activate a license, and edit learning paths



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## KnowledgeCity Admin Tools - Group Manager

**See all active groups**

Current Group: Parent groups

**Move or manage groups** Search group**Search**

#	Group Name	Number of Users	Number of Subgroups	Move	Actions
1	Accounting	3	Show subgroups (0)	<a href="#">Move to group</a>	<a href="#">Manage</a>
2	App Test Group	6	Show subgroups (0)	<a href="#">Move to group</a>	<a href="#">Manage</a>
3	Default group	20	Show subgroups (1)	<a href="#">Move to group</a>	<a href="#">Manage</a>
4	Raynie's Test Team	2	Show subgroups (2)	<a href="#">Move to group</a>	<a href="#">Manage</a>
5	TEST	2	Show subgroups (0)	<a href="#">Move to group</a>	<a href="#">Manage</a>

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## KnowledgeCity Admin Tools - Course List Manager

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**Create a new course list**

#

Name

1

test list

Courses in list

1

Show details

2

 Leadership Learning Path

5

Show details

3

test list

1

Show details

4

Project Management

6

Show details

5

New App List

3

Show details

6

Sales Learning Path

1

Show details

7

new course list

2

Show details

**See the courses in an existing course list**

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1





+ Create User

Choose a group/users to assign  
a course list to

Choose a course list to  
assign to users

ledgecity.com



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KnowledgeCity Admin Tools - Assign Lists to Users

**USER GROUPS**

Raynie's Test Team [4 users]

10 1 - 2 of 2

Search user

Search

# Login User Name

Group

us\_rayniea Raynie Andrewsen

Test Team 3

Zane007 Zane Andrewsen

Test Team 3

Check on Page

1

**CHOOSE A LIST TO ADD**

Select Courses List

List name

Leadership Learning P...

5

Remove Hide

**Course name**

**Progress**

**Started**

Building a Successful Team

Problem Solving for Leaders

Customer Service

Setting Organizational Goals

Leadership Communication

✓ Assign for Selected

See the courses in an existing  
course list



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All courses

All categories

[View course categories](#)[View the activity in each course](#) Search course list[Search](#)

#	Course name
1	Signature Verification and Forgery
2	Detecting Counterfeits
3	Understanding Fraud
4	Fraud Schemes
5	Controlling Fraud
6	FATCA Basics
7	FATCA Requirements
8	FATCA Implementation
9	FATCA Compliance
10	Corporate Governance for Financial Institutions
11	Treasury Department Fundamentals
12	Cash Management
13	Investments
14	Treasury Risk Management

Category name
Teller Courses
Teller Courses
Fraud Prevention
Fraud Prevention
Fraud Prevention
Regulatory & Compliance
Treasury Management
Treasury Management
Treasury Management
Treasury Management

Day	Month	Total	In progress	Viewed	Passed
0	0	0	0	0	0
0	0	1	1	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	1	1	0	0
0	0	1	1	0	0
0	0	1	1	0	0
0	0	0	0	0	0





Generate new reports  
from templates

Add Group

Reports

<https://www.knowledgecity.com>



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KnowledgeCity Admin Tools - Reports

Reports Generate Report Edit Report Template

20

All reports

Create your own report

View generated reports or  
download in excel

Search

#	Name	Status	Created	Finished	Actions
1	<a href="#">Progress courses</a>	done	2018-04-19 15:33:01	2018-04-19 15:33:06	...
2	<a href="#">Progress courses</a>	done	2018-04-19 15:30:24	2018-04-19 15:31:03	...
3	<a href="#">Progress courses</a>	done	2018-04-19 15:28:28	2018-04-19 15:29:03	...
4	<a href="#">Progress courses for group Default group</a>	done	2017-09-05 09:47:14	2017-09-05 09:49:06	...

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+ Create User

Reports

<https://www.knowledgecity.com>



Choose a file on your computer  
to import a user list



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Import Users

KnowledgeCity Admin Tools - Import Users

Start at row:

2

Choose file

Browse

This page allows you to import users. To do this, select a file on your computer in the format of the user data file. The system automatically sets the correspondence between the column names and user data. When matches are found in a column, they are indicated in green. If the column does not automatically match, then it must be done manually. To do this, use the drop-down list and find the line that matches the imported property. If you do not want to import all the data, select the "Skip line" in the selection. The column data will not be imported.

(?) Help



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# We'd Love to Hear From You!



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