

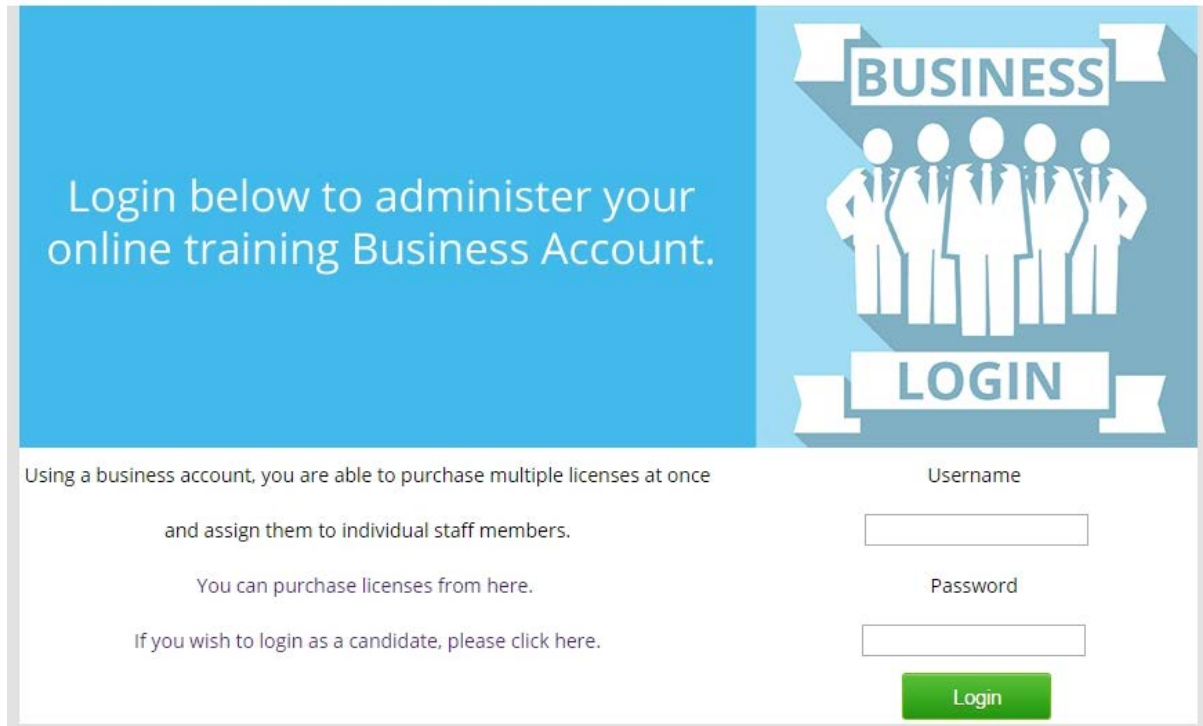
TRAINING MANUAL

Business Account – Admin Panel

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Logging In



The image shows a login interface for a 'Business Account'. On the left, a blue box contains the text: 'Login below to administer your online training Business Account.' To the right of this box is a graphic featuring five white silhouettes of business people in suits, standing in a row. Above them is a white banner with the word 'BUSINESS' in blue, and below them is another white banner with the word 'LOGIN' in blue. Below the blue box, there is a light gray area containing instructions: 'Using a business account, you are able to purchase multiple licenses at once and assign them to individual staff members.', 'You can purchase licenses from here.', and 'If you wish to login as a candidate, please click here.' To the right of these instructions are two text input fields. The first is labeled 'Username' and the second is labeled 'Password'. Below the password field is a green button with the word 'Login' in white text.

Login below to administer your online training Business Account.

Using a business account, you are able to purchase multiple licenses at once and assign them to individual staff members.

You can purchase licenses from here.

If you wish to login as a candidate, please click here.

Username

Password

Login

The first thing you will need to do to access your business admin panel is login. Simply input your username and password supplied by email in the required text boxes.

License Statistics

Once you have logged into the admin panel you will see the license statistics page. On this page you can view a list of all the eLearning courses you have access to, the number of course licenses purchased, how many of the purchased licences have been assigned to candidates and how many are still available for use.

Assigning Licenses to Candidates

To assign a course license to a candidate, click the 'Users' option in sidebar on the left hand-side of the screen. Input the user's first name, last name and email address in the text boxes at the top of the page and click the appropriate course checkboxes and press the 'Submit' button. The user will then receive an email with their login details and a link to the login page.

Note: Once a user has been created, their name and details will appear in the 'Individual User Accounts Overview' section at the bottom of the page.

Candidates Retaking a Course

If a candidate completes or fails a course and is required to re-sit it, they will require a new course licence. To do this, visit their profile page by clicking their name in the overview at the bottom of the 'Users' page and click the 'Add New Licence' button in the Course History section.

Account Information

Each candidate's account information can be viewed or updated from their profile. From there you can –

- View/update the email address associated with the account
- View the login details associated with that account
- Send the user their login details (Email Login Details button)
- Download a copy of their certificate (if they have successfully completed a course).
- Assign additional course licenses
- Removed unused course licenses
- Delete the account (if it hasn't been used)
- Disable or enable the account

Disabling Candidate Accounts

Any candidate account can be disabled and it will be moved to the disabled section of the admin panel.

A disabled account will not be accessible by the user and if they attempt to login, a message will appear on screen, asking them to contact you if they would like to resolve the issue. If the user has completed a course, their certificate will be invalidated. You can also enable a disabled account again at any point.

Reports

A report can be downloaded from your admin panel using the 'Get Report' option in the sidebar. The report will download in CSV format and will contain a list of all the users in your system, the course(s) allocated to them and the date they successfully passed the course (if applicable) and the course status.

Buying Licenses

You can also purchase additional course licenses for your business account using the 'Buy Licences' button in the sidebar. This will take you to the payment system and once payment has been taken, the licences will be automatically added to your account. If this option isn't available, you will need to call us to arrange a purchase.