TEST TESTER | ADMINISTRATOR

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HELP

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## Home

**USERS**
Add user

**COURSES**

**GROUPS**

**REPORTS**
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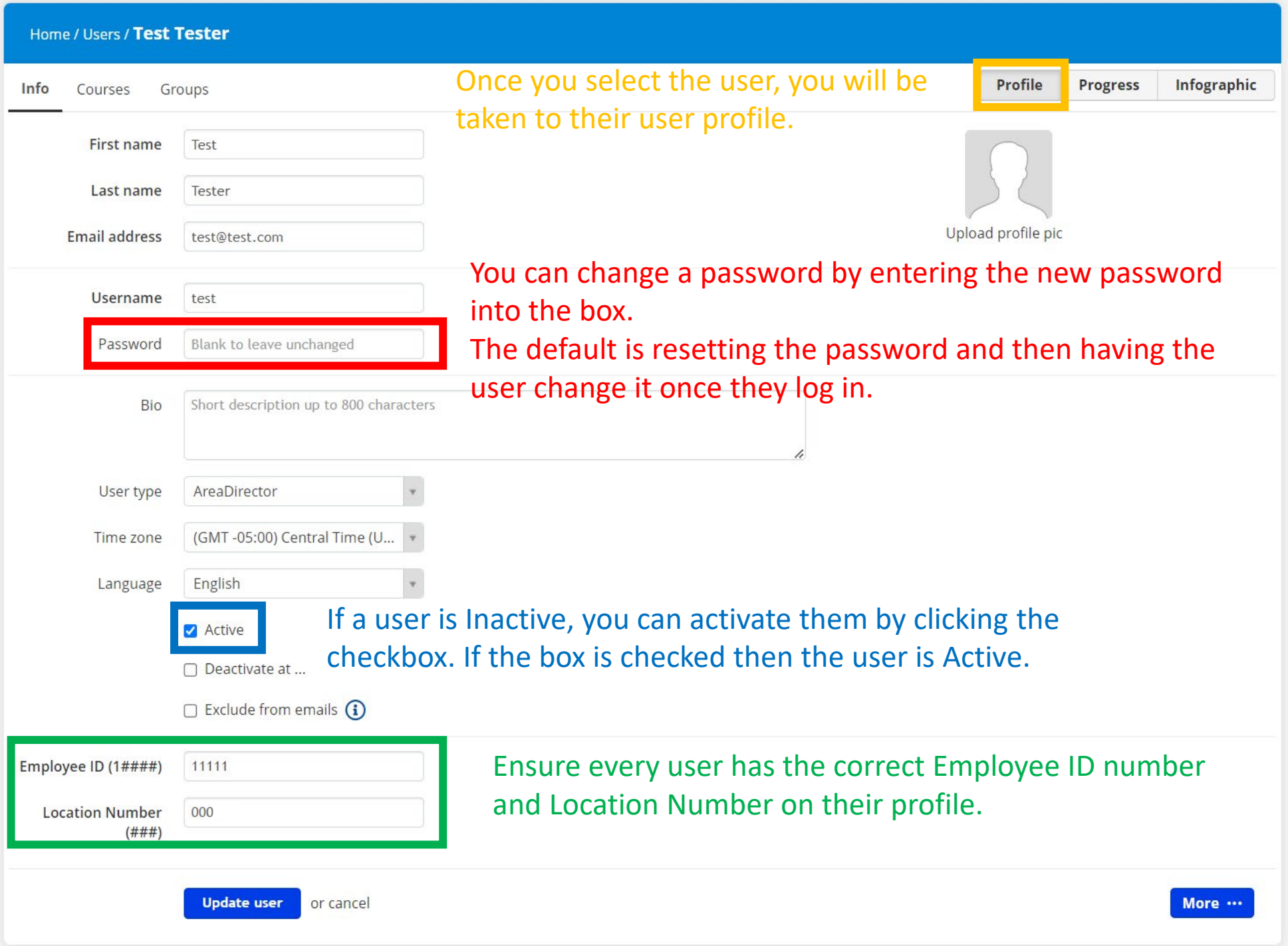
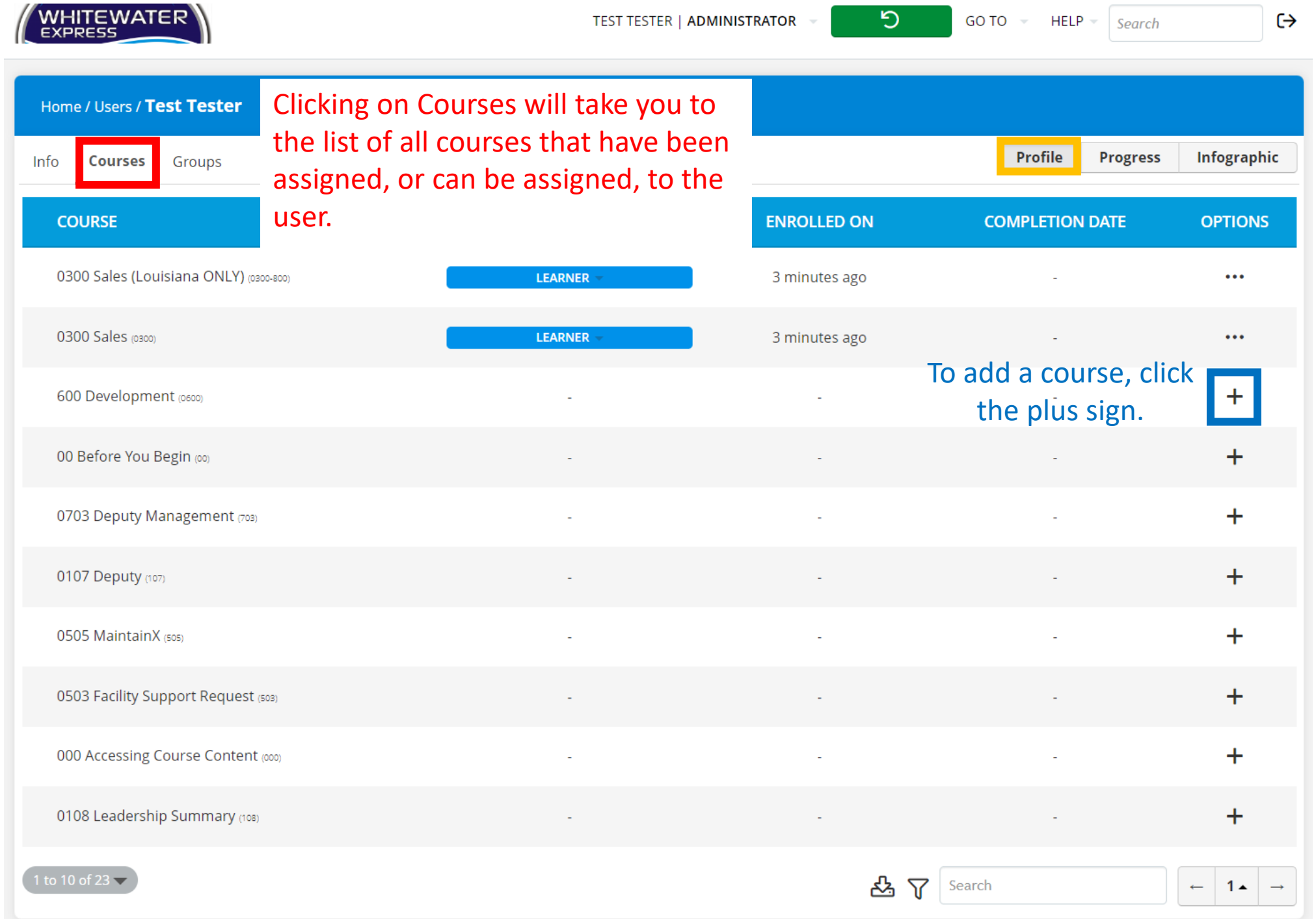
yourself to the course @ - *10 minutes ago*
yourself to the course @ - *10 minutes ago*
d the custom report *TEST* - *13 minutes ago*
e registered from *Matt Hord* - *17 minutes ago*
signed in - *28 minutes ago*
*dson* did not pass the course *00 Befo...* - *2 hours ago*
*dson* did not pass the test *00 Before...* - *2 hours ago*
*dson* upgraded to level *20* - *4 hours ago*
*dson* signed in - *4 hours ago*
*mbs* upgraded to level *11* - *7 hours ago*
LOGIN *Michael Combs* signed in - *7 hours ago*
ADD *Lillianna Miller* was added to the course *0408 Was...* - *7 hours ago*
NOT PASSED *Joshua Skrhak* did not pass the test *0403 Faci...* - *8 hours ago*
ADD *Warren Guess* was added to the course *600 Development ...* - *8 hours ago*
COMPLETION *Joshua Skrhak* completed the course *0408 Wash ...* - *8 hours ago*

Extended Timeline

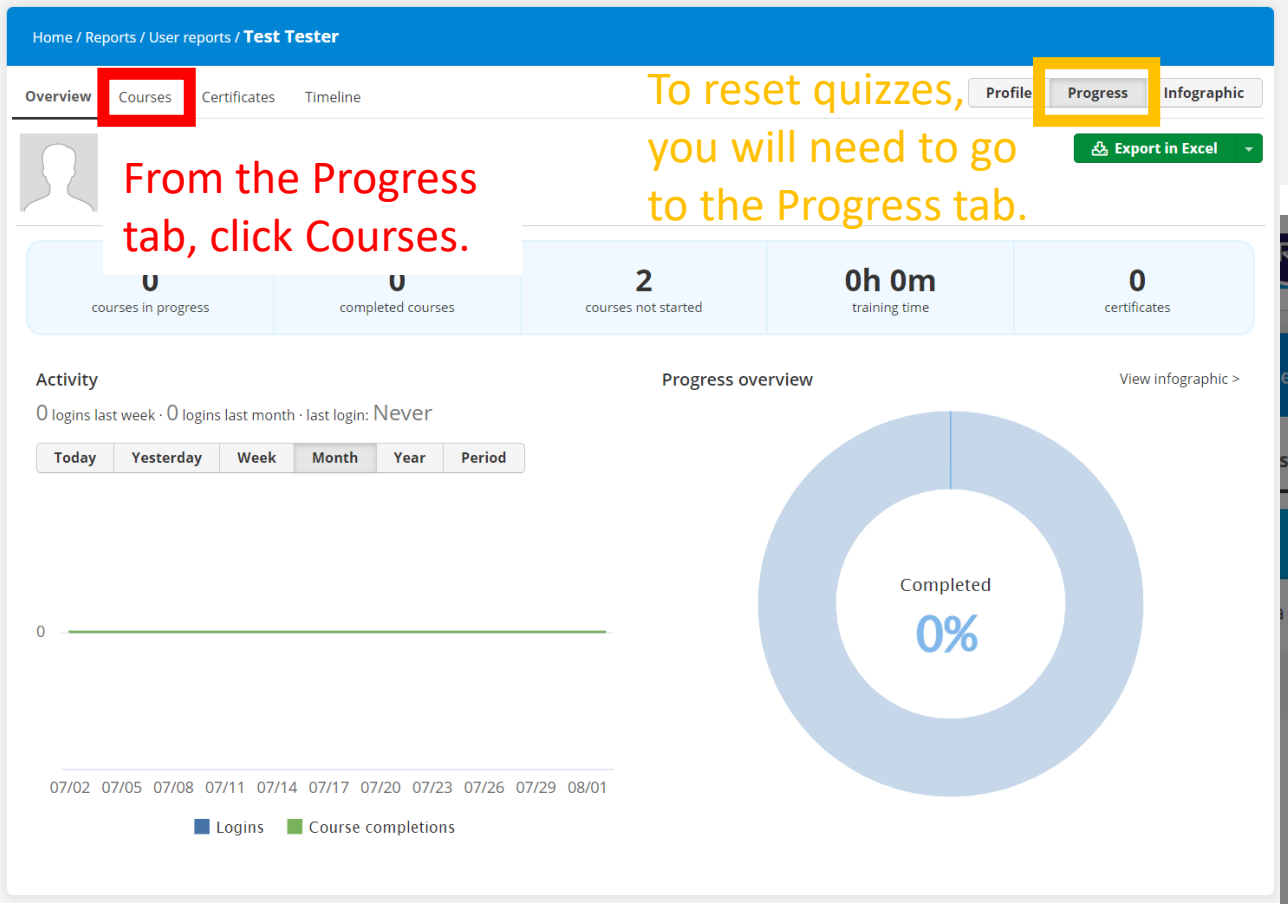
In order to make any changes to users, reset quizzes or add users to a course, you will need to set your user type to Administrator.

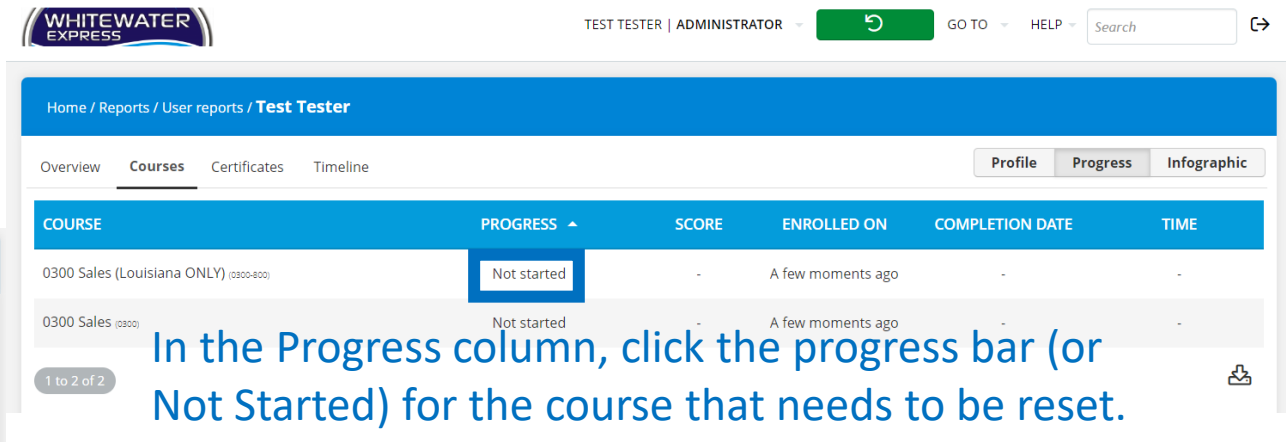

Home / Users / Test Tester
Info
Courses
Groups
Profile
Progress
Infographic
Once you select the user, you will be taken to their user profile.
First name
Test
Last name
Tester
Email address
test@test.com
Upload profile pic
Username
test
Password
Blank to leave unchanged
You can change a password by entering the new password into the box.
The default is resetting the password and then having the user change it once they log in.
Bio
Short description up to 800 characters
User type
AreaDirector
Time zone
(GMT -05:00) Central Time (U...
Language
English
Active
Deactivate at ...
Exclude from emails
If a user is Inactive, you can activate them by clicking the checkbox. If the box is checked then the user is Active.
Employee ID (1####)
11111
Location Number (###)
000
Ensure every user has the correct Employee ID number and Location Number on their profile.
Update user
or cancel
More ...




Clicking on Courses will take you to the list of all courses that have been assigned, or can be assigned, to the user.

To add a course, click the plus sign.


Home / Reports / User reports / Test Tester
Overview
Courses
Certificates
Timeline
Profile
Progress
Infographic
Export in Excel
From the Progress tab, click Courses.
To reset quizzes, you will need to go to the Progress tab.
0
courses in progress
0
completed courses
2
courses not started
0h 0m
training time
0
certificates
Activity
0 logins last week · 0 logins last month · last login: Never
Today
Yesterday
Week
Month
Year
Period
0
07/02 07/05 07/08 07/11 07/14 07/17 07/20 07/23 07/26 07/29 08/01
Logins
Course completions
Progress overview
View infographic >
Completed
0%


WHITEWATER EXPRESS
TEST TESTER | ADMINISTRATOR
GO TO
HELP
Search
Home / Reports / User reports / Test Tester
Overview
Courses
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Profile
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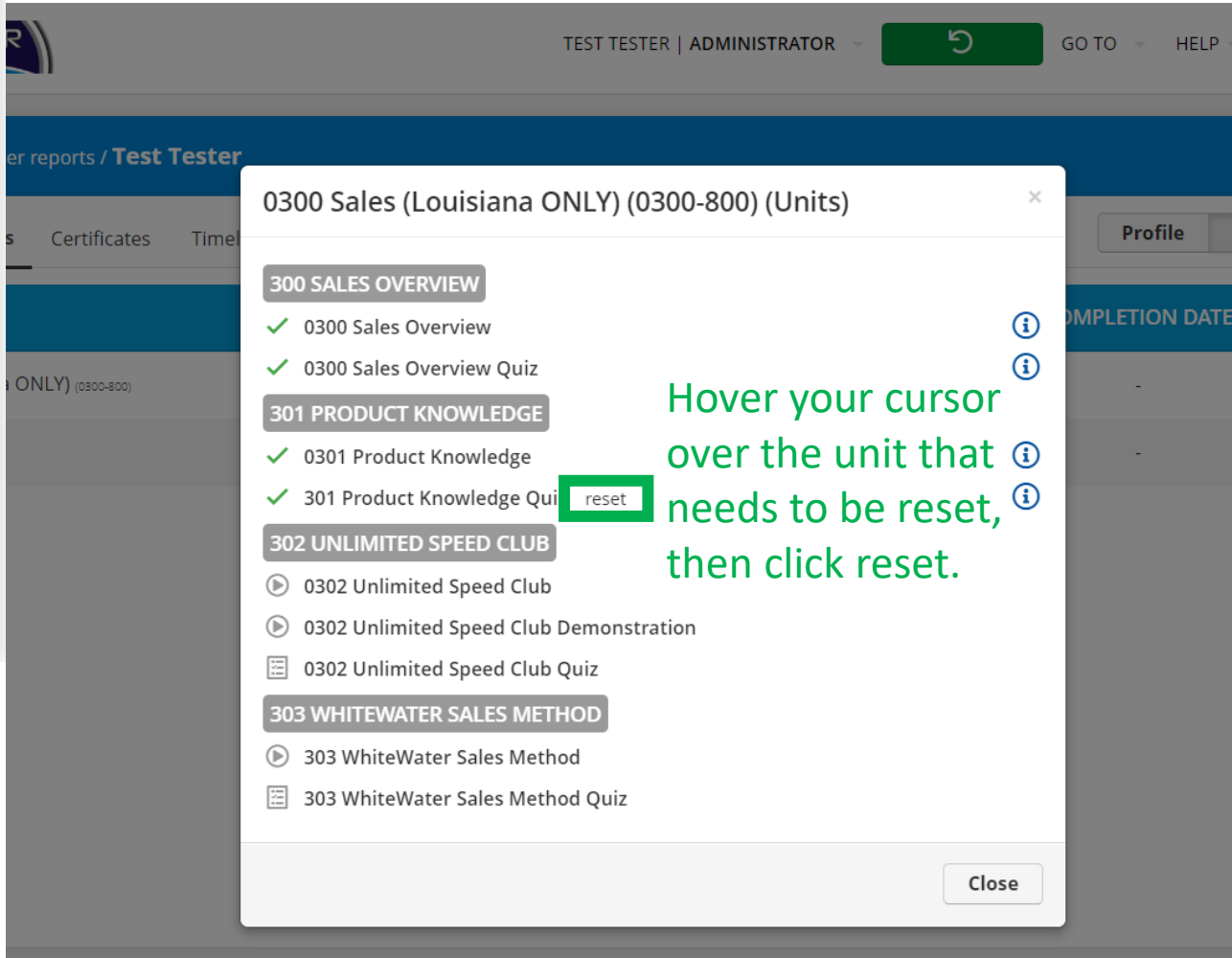
Infographic
COURSE
PROGRESS
SCORE
ENROLLED ON
COMPLETION DATE
TIME
0300 Sales (Louisiana ONLY) (0300-800)
Not started
A few moments ago
0300 Sales (0300)
Not started
A few moments ago
1 to 2 of 2
In the Progress column, click the progress bar (or Not Started) for the course that needs to be reset.


TEST TESTER | ADMINISTRATOR
GO TO
HELP
0300 Sales (Louisiana ONLY) (0300-800) (Units)
300 SALES OVERVIEW
0300 Sales Overview
0300 Sales Overview Quiz
301 PRODUCT KNOWLEDGE
0301 Product Knowledge
301 Product Knowledge Qui
reset
302 UNLIMITED SPEED CLUB
0302 Unlimited Speed Club
0302 Unlimited Speed Club Demonstration
0302 Unlimited Speed Club Quiz
303 WHITEWATER SALES METHOD
303 WhiteWater Sales Method
303 WhiteWater Sales Method Quiz
Close
Hover your cursor over the unit that needs to be reset, then click reset.