

# Access the Administrator User-Type



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GROUPS



COURSES



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

TEST TESTER | ADMINISTRATOR

Administrator

Instructor

Learner

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LEVEL Michael Combs 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

GO TO HELP Search

# Managing User Accounts

## Change Password

## Mark user (In)Active

## Input/Update Employee ID & Location Number

Home / Users / **Test Tester**

Info Courses Groups

First name: Test

Last name: Tester

Email address: test@test.com

Username: test

Password: **Blank to leave unchanged**

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 i

Employee ID (1####): 11111

Location Number (###): 000

Update user or cancel

Profile Progress Infographic

Once you select the user, you will be taken to their user profile.

Upload profile pic

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.

If a user is Inactive, you can activate them by clicking the checkbox. If the box is checked then the user is Active.

Ensure every user has the correct Employee ID number and Location Number on their profile.

# Managing

## User Accounts

### View User Courses

### Adding a User to a Course



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

COURSE	ENROLLED ON	COMPLETION DATE	OPTIONS
0300 Sales (Louisiana ONLY) (0300-800)	3 minutes ago	-	...
0300 Sales (0300)	3 minutes ago	-	...
600 Development (0600)	-	-	+
00 Before You Begin (00)	-	-	+
0703 Deputy Management (703)	-	-	+
0107 Deputy (107)	-	-	+
0505 MaintainX (505)	-	-	+
0503 Facility Support Request (503)	-	-	+
000 Accessing Course Content (000)	-	-	+
0108 Leadership Summary (108)	-	-	+

To add a course, click the plus sign.

1 to 10 of 23 ▾

Profile Progress Infographic

Search

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# Resetting a Quiz

Home / Reports / User reports / **Test Tester**

Overview Courses Certificates Timeline

From the Progress tab, click Courses.

To reset quizzes, you will need to go to the Progress tab.

Profile Progress Infographic Export in Excel

2 courses not started 0h 0m training time 0 certificates

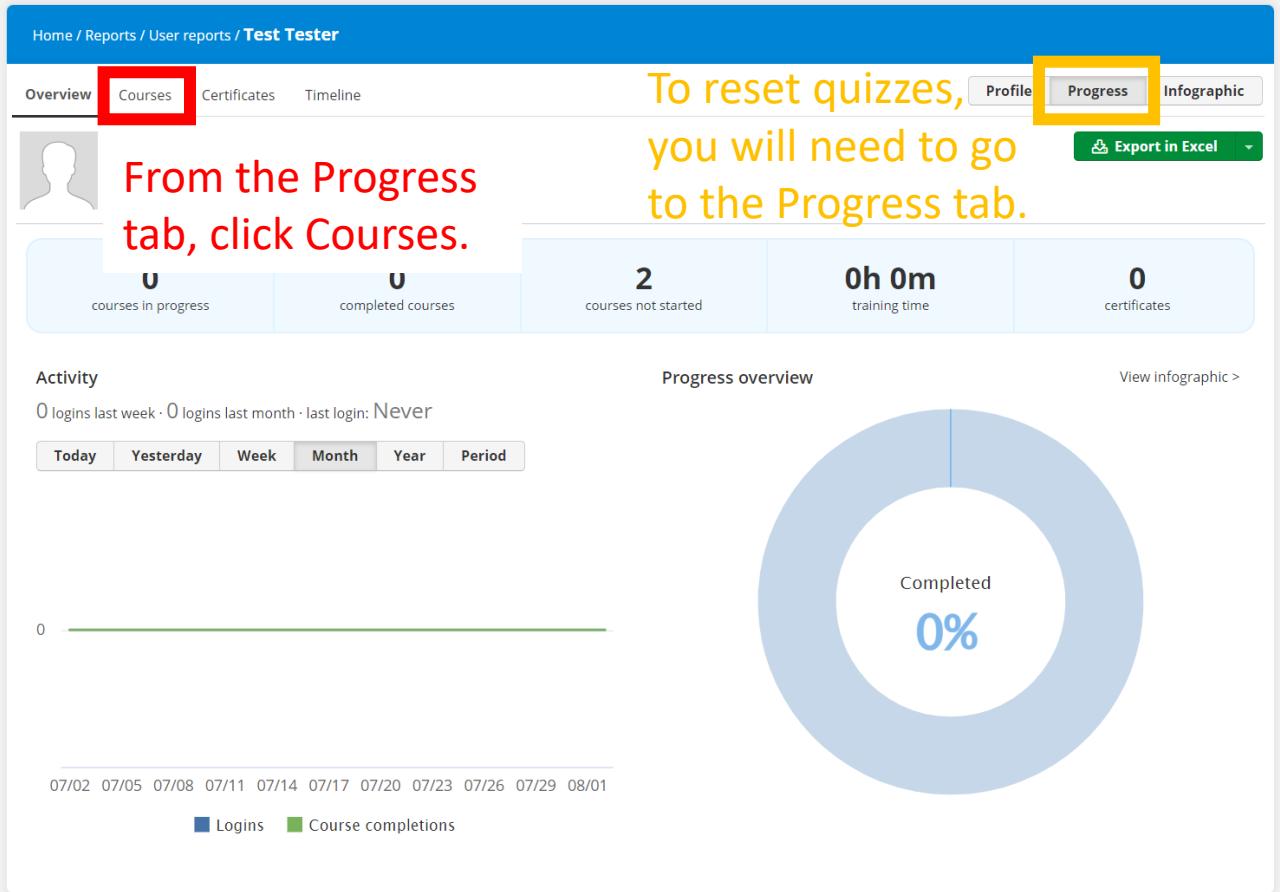
Activity 0 logins last week · 0 logins last month · last login: Never

Today Yesterday Week Month Year Period

0 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



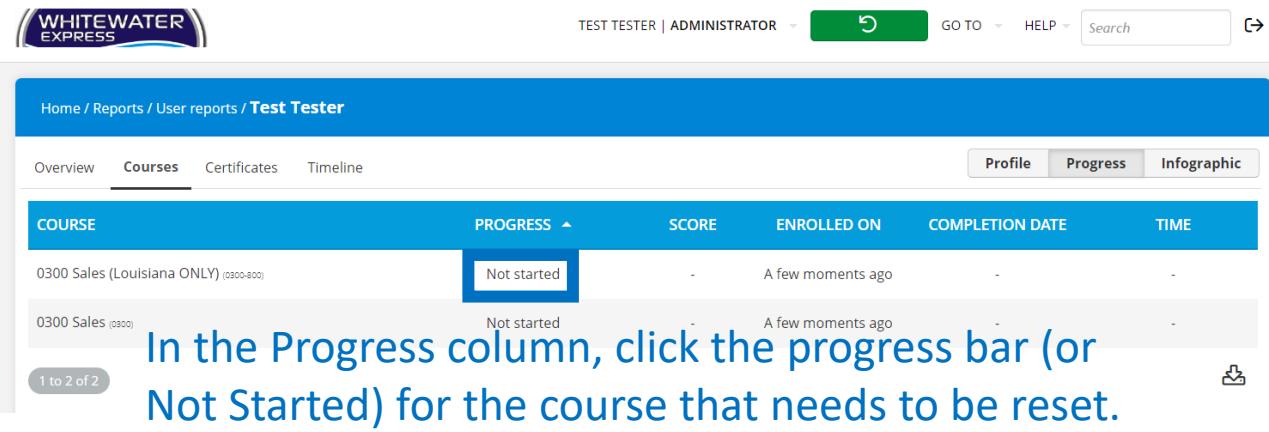
WHITEWATER EXPRESS TEST TESTER | ADMINISTRATOR GO TO HELP Search

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Overview Courses Certificates Timeline Profile Progress 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	-

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

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Courses Certificates Timeline

300 SALES OVERVIEW

- ✓ 0300 Sales Overview
- ✓ 0300 Sales Overview Quiz

301 PRODUCT KNOWLEDGE

- ✓ 0301 Product Knowledge
- ✓ 0301 Product Knowledge Quiz

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

reset

Hover your cursor over the unit that needs to be reset, then click reset.

Close

