

Access the Administrator User-Type



TEST TESTER | ADMINISTRATOR



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USERS

Add user



GROUPS



COURSES



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- ☒ Administrator
- ☐ Instructor
- ☐ Learner

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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.

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

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 ⓘ

Employee ID (1####) 11111

Location Number (###) 000

Update user or cancel

More ...

Profile Progress Infographic

Upload profile pic

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

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

Home / Users / Test Tester

Info

Courses

Groups

Profile

Progress

Infographic

COURSE

ENROLLED ON

COMPLETION DATE

OPTIONS

0300 Sales (Louisiana ONLY) (0300-800)

LEARNER

3 minutes ago

-

...

0300 Sales (0300)

LEARNER

3 minutes ago

-

...

600 Development (0600)

-

-

To add a course, click the plus sign.

+

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)

-

-

-

+

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Search



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Resetting a Quiz

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

Overview **Courses** Certificates Timeline

Profile **Progress** Infographic

Export in Excel

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

Progress overview

Completed 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

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

From the Progress tab, click Courses.

WHITEWATER EXPRESS

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

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	-	-

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In the Progress column, click the progress bar (or Not Started) for the course that needs to be reset.

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er reports / **Test Tester**

Certificates Timeline

Profile

0300 Sales (Louisiana ONLY) (0300-800) (Units)

300 SALES OVERVIEW

- ✓ 0300 Sales Overview
- ✓ 0300 Sales Overview Quiz

301 PRODUCT KNOWLEDGE

- ✓ 0301 Product Knowledge
- ✓ 0301 Product Knowledge Quiz **reset**

302 UNLIMITED SPEED CLUB

- 0302 Unlimited Speed Club
- 0302 Unlimited Speed Club Demonstration
- 0302 Unlimited Speed Club Quiz

303 WHITEWATER SALES METHOD

- 0303 WhiteWater Sales Method
- 0303 WhiteWater Sales Method Quiz

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

Close