TRAINING MANUAL

Business Account – Admin Panel

Contents

Logging In…….2

License Statistics…….3

Assigning Licenses to Candidates…….4

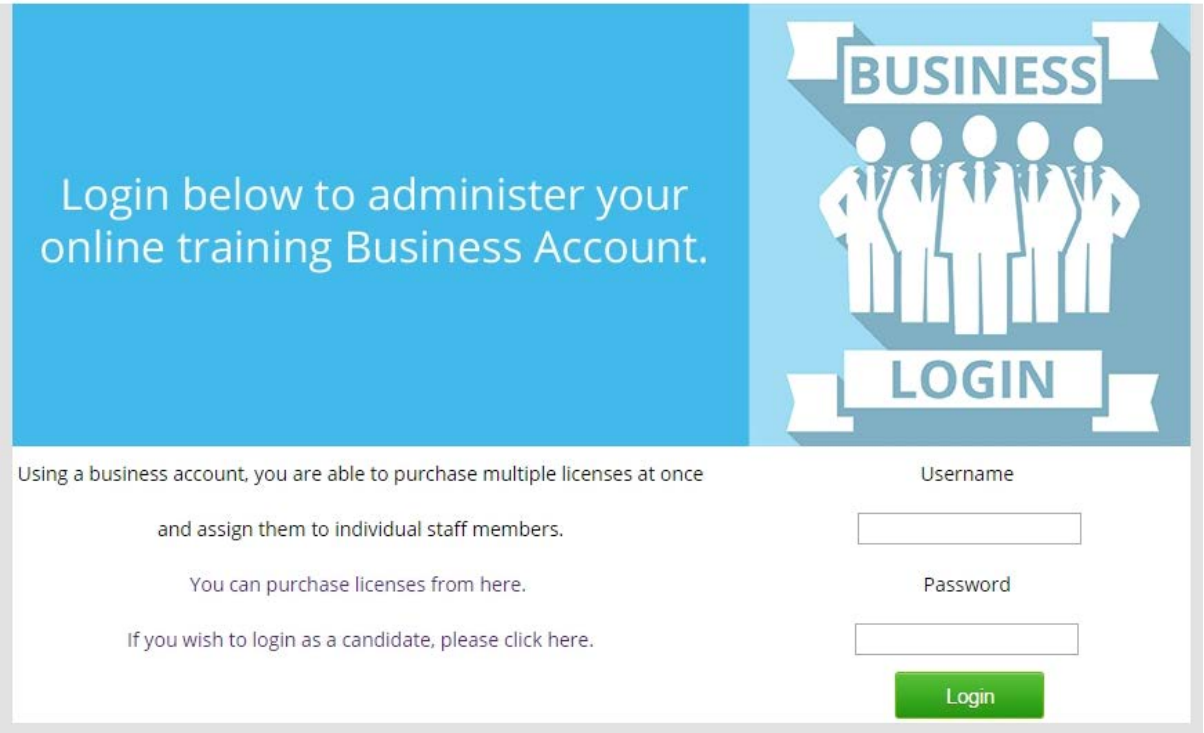
Account Details…….5

Downloading Certificates…….6

Reports…….7

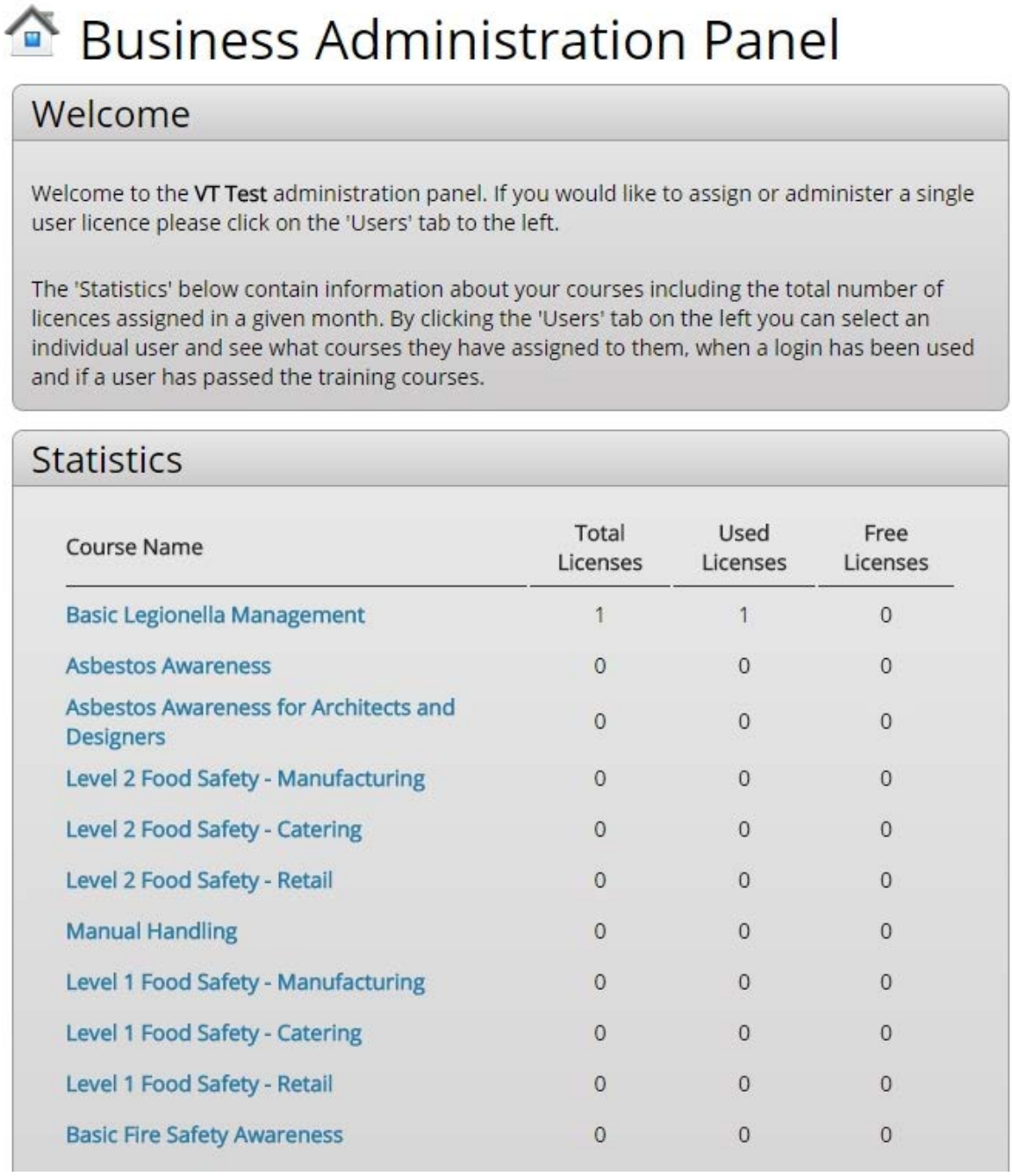
Buying Licenses……..8

Logging In



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.

Licence Statistics



Business Administration Panel

Welcome

Welcome to the **VT Test** administration panel. If you would like to assign or administer a single user licence please click on the 'Users' tab to the left.

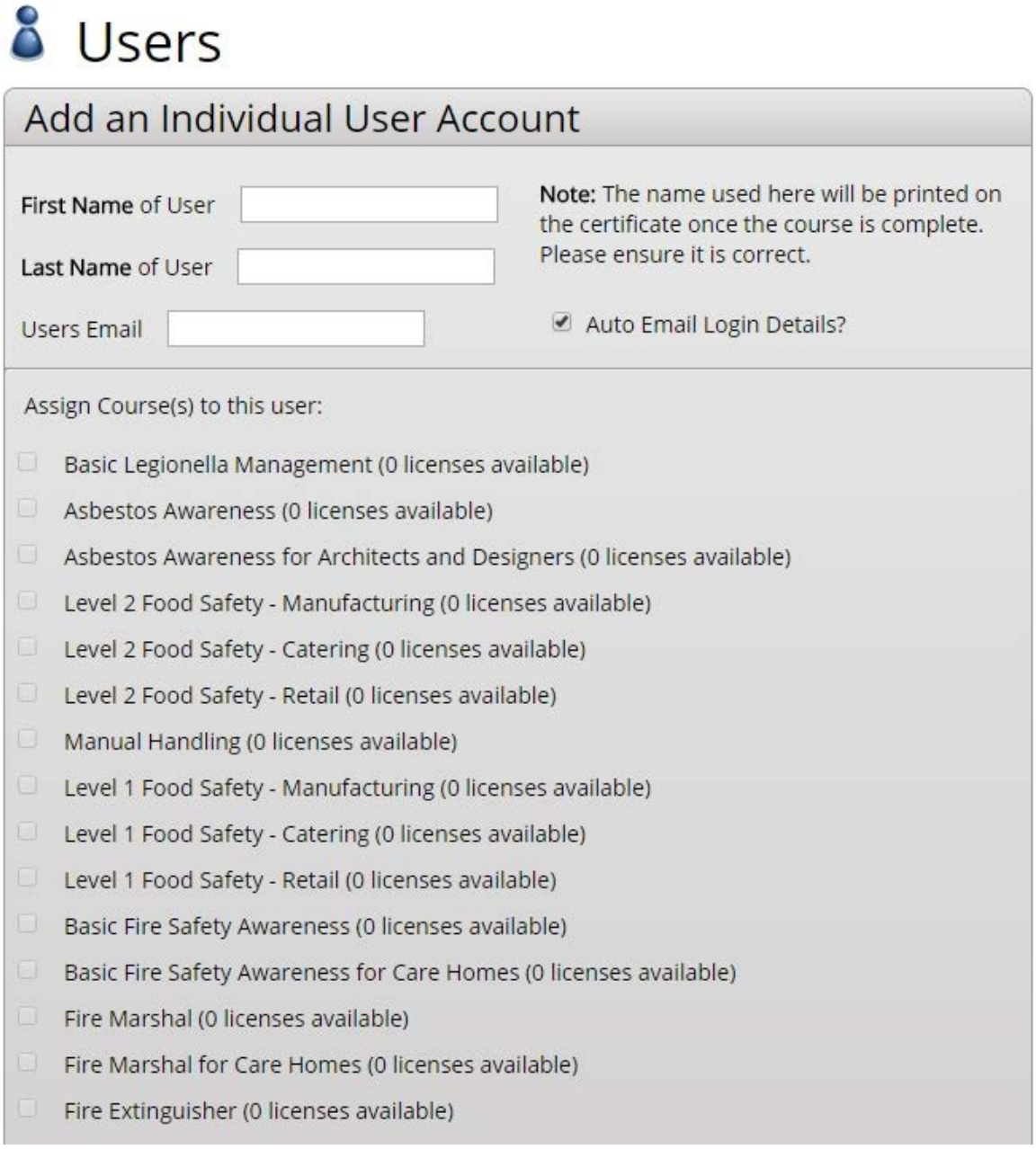
The 'Statistics' below contain information about your courses including the total number of licences assigned in a given month. By clicking the 'Users' tab on the left you can select an individual user and see what courses they have assigned to them, when a login has been used and if a user has passed the training courses.

Statistics

Course Name	Total Licenses	Used Licenses	Free Licenses
Basic Legionella Management	1	1	0
Asbestos Awareness	0	0	0
Asbestos Awareness for Architects and Designers	0	0	0
Level 2 Food Safety - Manufacturing	0	0	0
Level 2 Food Safety - Catering	0	0	0
Level 2 Food Safety - Retail	0	0	0
Manual Handling	0	0	0
Level 1 Food Safety - Manufacturing	0	0	0
Level 1 Food Safety - Catering	0	0	0
Level 1 Food Safety - Retail	0	0	0
Basic Fire Safety Awareness	0	0	0

Once you are logged into the admin panel you will see this page (screenshot above). The page contains a breakdown of your licences statistics. On this page you can see a list of all the eLearning courses you can access with the total number of licences you have purchased, how many of the purchased licences have been used and how many are still available for use.

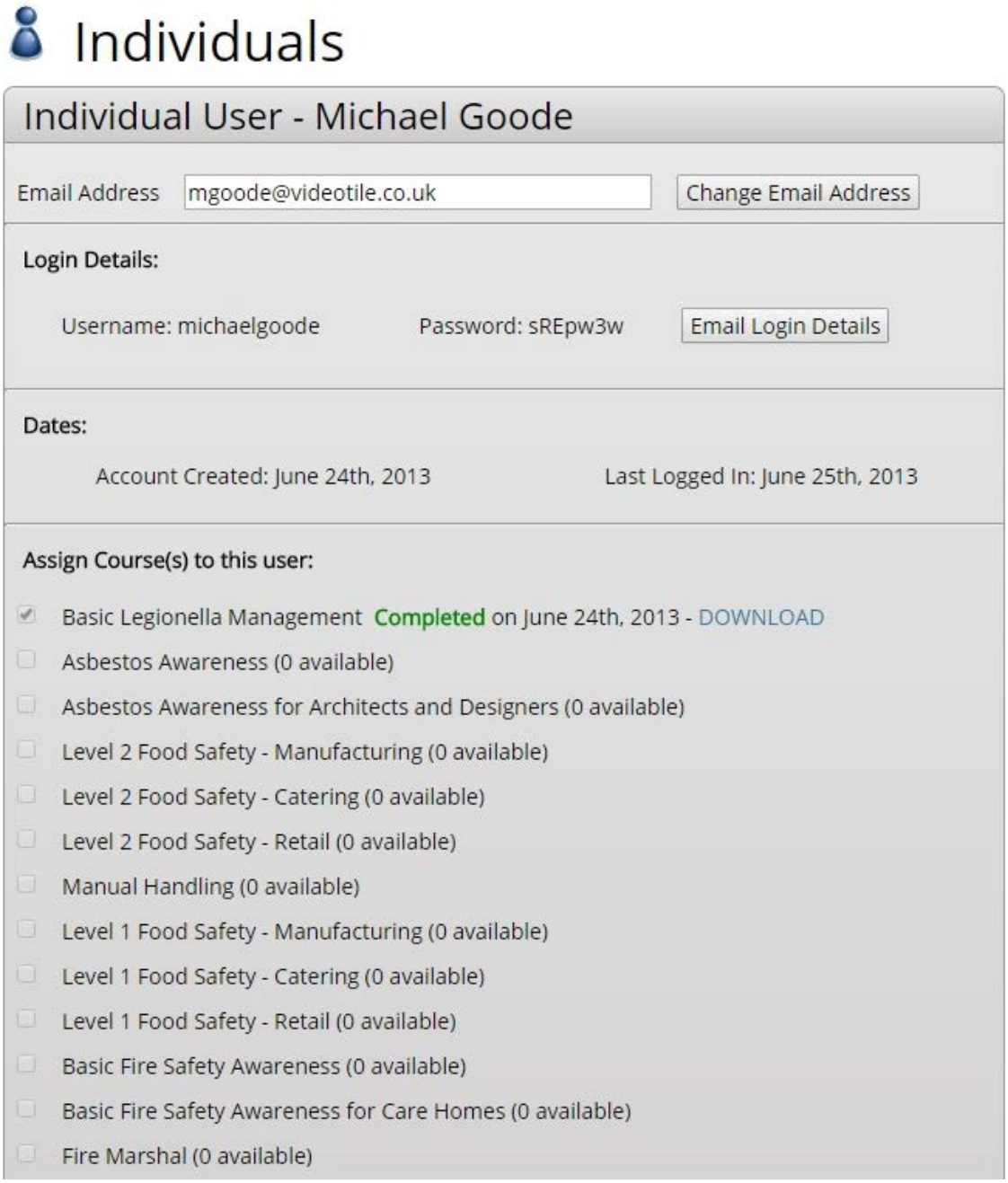
Assigning Licences to Candidates



To assign one of your course licences 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 (screenshot above) and click one of the check boxes to assign a licence for a course and press 'Submit'. The user will then receive an email with their login details and a link to the login page.

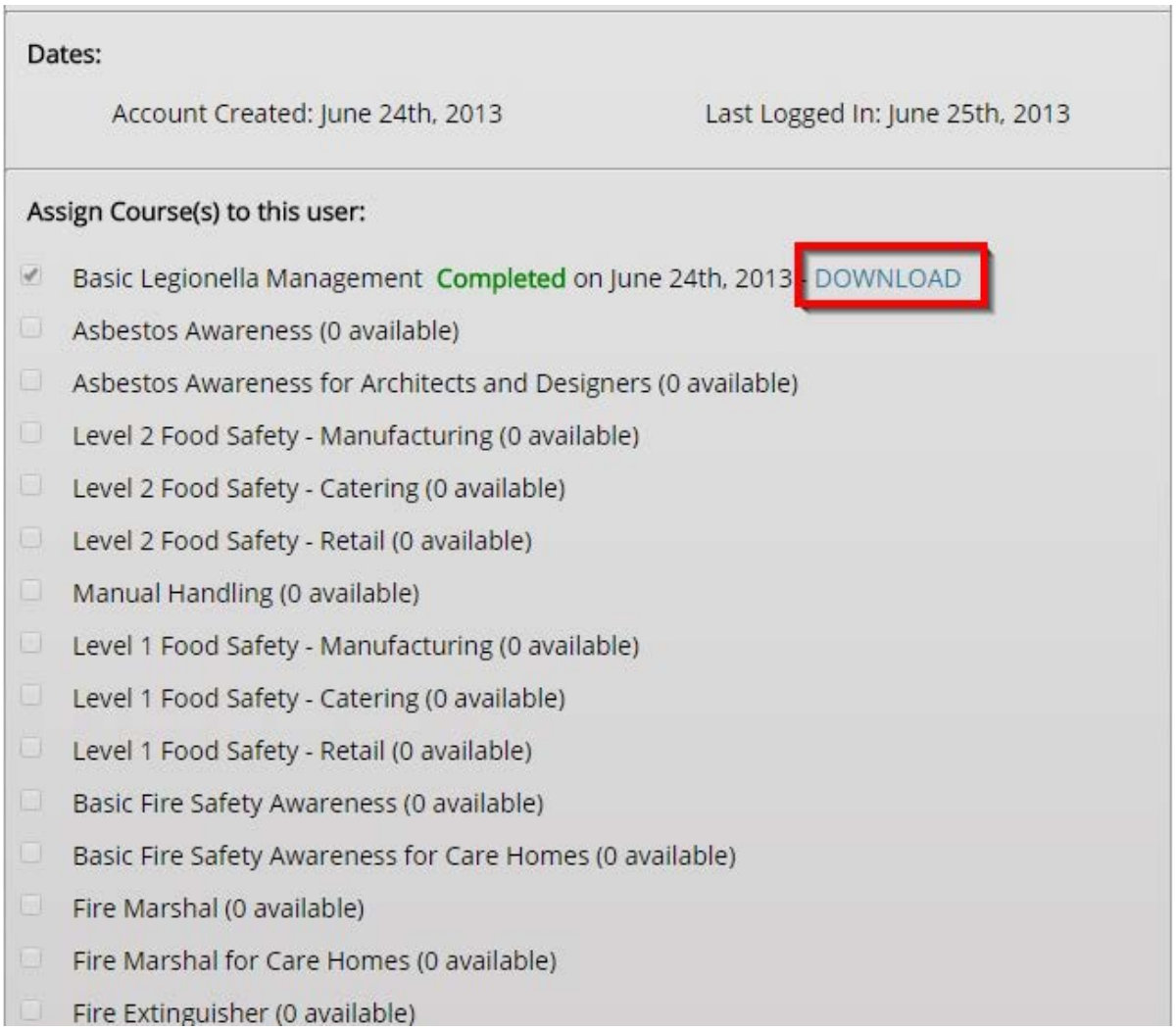
Note: Once a user has been created, their name and details will appear in the 'Individual User Accounts Overview' section at the bottom of the page.

Account Details



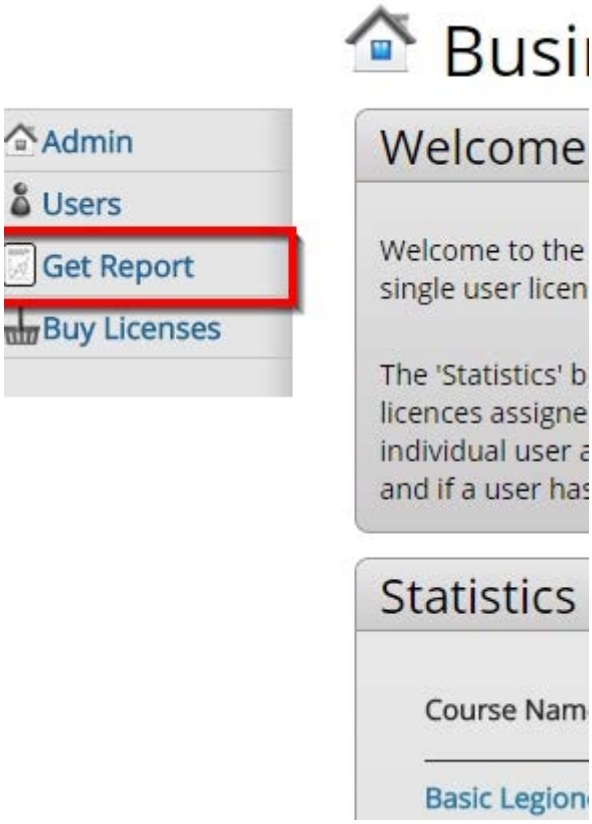
From the 'Individual User Accounts Overview' section a user's name will be clickable and you can view/edit details associated with their account including - if they have logged into their account, if they have completed their training (and on what date), assign additional licences to them, view their login details, update their email address and download a copy of their certificate (if they have successfully completed a course.

Downloading Certificates



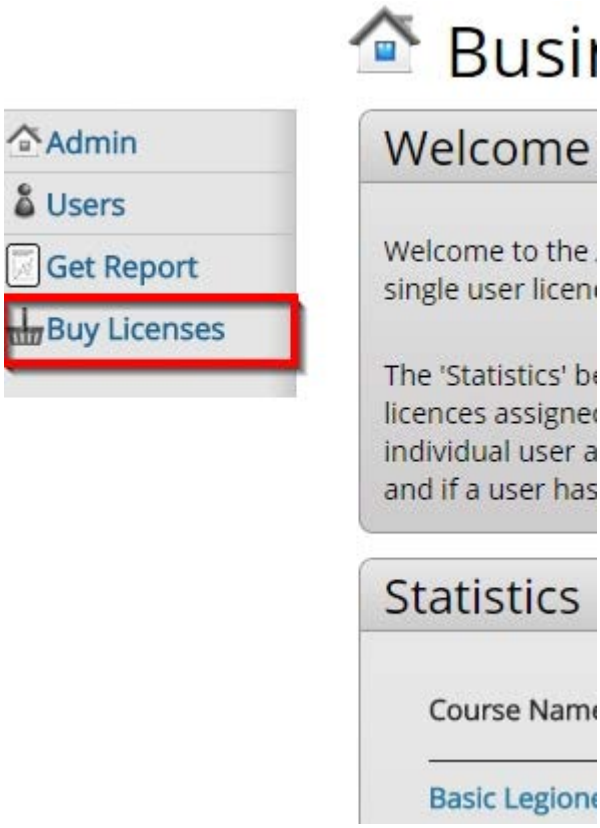
Once a candidate has successfully completed one of the eLearning courses, you can download a copy of their certificate directly from your admin panel. To do this, you would click on the ‘Users’ option in the sidebar, click the user’s name from the overview section and then click the ‘DOWNLOAD’ button to the right of the completed course (screenshot above).

Reports



A report can be downloaded from your admin panel using the ‘Get Report’ button in the sidebar (highlighted in screenshot above). 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).

Buying Licences



You can also purchase more licences for your business account using the ‘Buy Licences’ button highlighted in the screenshot above. This will take you to the payment system and once payment has been taken, the licences will be automatically added to your account.