

PowerHouse Talent Admin Guide

7.1



PowerHouse
Talent

Contents

PowerHouse Hub Admin Guide	5
The Administration Portal.....	5
Settings.....	7
Email	8
Includes	9
Styling	10
CPD.....	11
CPD Settings.....	12
Enabling CPD for Manager and Learner Users.....	15
Notes	16
Licensing	17
Payments.....	17
Site.....	19
System.....	20
Integrations.....	22
Menus	22
Messenger	23
Modules.....	24
Developer Tools	24
About.....	25
PowerHouse Hub Talent Modules	26
User Accounts	28

Profile Summary.....	31
Admin Permissions.....	33
Import Users.....	34
Export Users.....	35
User Fields.....	36
User Forms.....	38
Buy More Users.....	40
Certificate Manager.....	41
Group Management.....	45
Events.....	47
Webinar Manager.....	58
Dashboard Surveys.....	64
Premium Surveys.....	70
Job Alerts Manager.....	79
Dashboard Banner.....	84
News Editor.....	87
Links.....	91
Document Library.....	93
User Uploads.....	97
Content Publisher.....	101
Marking Assessments.....	140
Learning Plan Manager.....	142
Onboarding Manager.....	146
WorkPro.....	150
Course Catalogue.....	150

Training Records	155
Reports.....	156
Scheduled Tasks.....	160
Web Content Editor	162
Technical Support.....	170

PowerHouse Hub Admin Guide

Introduction

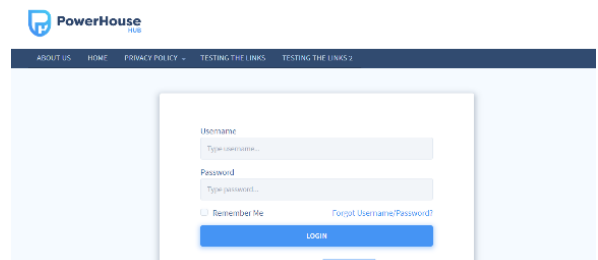
PowerHouse Hub is a complete online training solution with several features that make creating and maintaining your online courses and online induction program simple.

This part of the PowerHouse Hub manual is intended to take you through the process of setting up your PowerHouse training portal so your learners can have full accessibility to your organisation’s training materials and assets. By the end of this manual, as the Administrator, you will be able to confidently navigate through the portal and successfully:

- create intuitive Learning Programs, courses, and assessments
- produce reports based on compliance and learning progress
- create events and webinars
- upload various documentation for users to access
- add various user types
- group users together and control the courses accessed by the group
- produce highly customised certificates
- generate compliance and progress reports
- create Dashboard and Premium Surveys
- create courses to the Course Catalogue module, ready for the learner’s purchase
- create various pieces of news; and
- add a specific colour scheme, background images and company logos

The Administration Portal

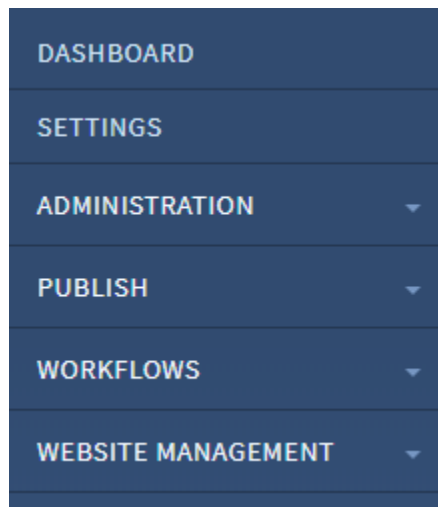
The secure *Administration Portal* is where your managers and senior staff can easily manage users, groups, training courses and all other aspects of your PowerHouse Hub platform. This manual will focus on management and use of the administration portal.



The web address of the administration portal is the same as for the user portal.

1. Enter your username and password
2. Select the **Login** button

To access the remaining modules within the platform, click the menu items within the left-hand side menu. As you click each tab, it will display all the modules relating to that heading in a dropdown menu.



The headings displayed within the menu include:

Dashboard

As mentioned above, this is the default screen upon logging in to the portal. The *Dashboard* is where recent activity and new registrations is displayed.

Settings

This module is related to the pages of the learner portal. In this module you can adjust the Google Analytics settings, the email addresses that are used on the site, and enable or disable the available modules. Settings such as CPD and re-induction can also be adjusted here.

Administration

This is where administrative duties will be carried out. This includes anything from creating accounts and generating reports to creating CPD Categories.

Publishing

This module is used to create news, documents, webinars, events, and courses and manage existing courses. The *Content Publisher* will be looked at in more detail on pages 36-94 of the manual.

Workflows

This module allows you to enhance your learner's skills by having them complete Learning Programs.

Website Management

Create and structure web content in this module. Banners can be uploaded here. This module can also be used to sell your online courses and provide discounts coupons to your learners.

Settings

The settings module allows administrators to adjust the Google Analytics, email addresses, tax settings and functions, such as Continued Professional Development. Click on **Settings** in the left-hand menu.

This will open the *Platform Settings* page, where you will see the settings icons displayed like so:





Email

Setting for the Email Addresses used on the site.



Includes

Setting for including custom elements like Analytics into pages.



Styling

Settings for site branding, logos and colours.



CPD

Enable or disable CPD functionality and configure the hourly award and reset dates.



Licensing

View the number of users being used on the site.



Payments

On this page you update the tax and payment settings used on the site.



Site

On this page you update the settings for the Site Address.



System

Settings for site related information.



Integrations

View and control available integrations



Menus

On this page you can enable or disable the available menus.



Messenger

Control settings for the Messenger module



Modules

On this page you can enable or disable the available modules.



About

View details about your platform.

Email



Email

Select the **Email** thumbnail displayed on the *Platform Settings* page. Updating your company email is done through this setting. To update these details, complete the following:

Admin Email Address: this is the email address used as 'sender' for every email generated from the site.

Re-Route All Emails: this will force all sent emails to the Admin Email Address specified above. This feature is used for site testing.

Admin Name: this is the name accompanying the email address used as 'sender' for every email generated from the site.

Contact Email Address: this is the email address used as 'recipient' for every enquiry submitted through the Help/Contact Us form.

Once you have finished filling in all the relevant fields, click the **Save** button.

EMAIL SETTINGS

Email Settings
Assign an email address as the 'Sender' and 'Recipient' for all site-generated emails.

Admin Email Address
This is the email address used as "sender" for every email generated from the site.
angela@powerhousehub.com

Re-Route All Emails to Admin
We strongly recommend you toggle this setting to "On" for site testing. Selecting "On" will force ALL emails to be sent to the Admin Email Address specified above, rather than sending emails to your users.
 ON

Admin Name
This is the name accompanying the email address used as "sender" for every email generated from the site.
LMS Portal

Contact Email Address
This is the email address used as "recipient" for every enquiry submitted through the Contact Us form.
noreply@yourdomain.com.au

CANCEL SAVE

Includes Includes

The settings displayed within the Includes page are for advanced users only. You can add links to CSS stylesheets and JavaScript files to customise fonts and provide additional functionality.

Additionally, you can add Google Analytics scripts to each script textbox. Google Analytics enable you to track individual page visits from users, including their operating system and the browser used. Google Analytics processes this data and obtains information that is beneficial to site owners.

INCLUDES

The settings below are for advanced users only. You can add links to CSS stylesheets and Javascript files to customise fonts and provide additional functionality etc.

Additionally you can also add Google Analytics scripts to each section below. Google Analytics enable you to track individual page visits from users, including their operating system, the browser used and more. Google Analytics processes this data and can infer a great deal of information beneficial to site owners.

To discover more of what Google Analytics can offer, be sure to checkout this crash course provided by Google: [Google Analytics for Beginners](#).

Scripts Before </head>
 Include any necessary code that is required before the <head> tag here.

Script

Scripts After <body>
 Include any necessary code that is required after the <body> tag here.

Script

Scripts Before </body>
 Include any necessary code that is required before the </body> tag here.

Script

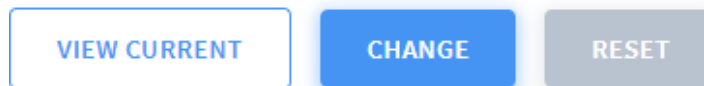
CANCEL SAVE


1. Once you have completed script text in all relevant textboxes, press **Save**.

Styling

This is where you can change the look of your site.

Each image upload section will have three buttons, which allow you to view the current image, change the current image, and reset the current image.





1. To update the current image(s), press the **Change**  button, and select the correct image from your files.

2. Once you have made these changes, click **Save**.



Continuing Professional Development also known as CPD, can allow you to track your users progress whilst they work through certain courses, events and webinars that allow them to obtain CPD upon completion.

To begin creating **CPD**, on the left-hand menu select **Settings** and this will allow you to select the CPD module.



1. Select the CPD button at the top of the page.
2. To enable CPD slide the toggle button to ON 
3. Select Save 
4. After selecting save, below there should be a **CPD Category** section as shown below.

CPD Category

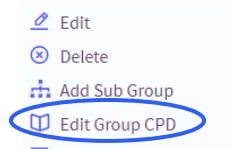
Create and manage your CPD Categories.

Category Title

ADD CATEGORY

ACTION	CATEGORY
	Category A
	Events

5. In *Category Title* name the CPD category you would like your users to be assigned to, then select *Add Category*.
6. After creating all categories for users, select **Group Management** under *Administration* on the left-hand menu.
7. Select user group you want to assign CPD value to by selecting the three dots next to the user group under *Actions*.
8. Then select **Edit CPD Group** from the drop-down menu.



****Note:** Please assign users to **1** parent group to inherit the CPD settings associated to that group.

If you wish to change the users CPD group, please select **User Accounts** under the *Administration* tab.

1. Select the user account you wish to change.
2. Select the **Assigned Groups** button.
3. In **Assigned CPD Group**, the dropdown menu will show other CPD groups you can assign the user to.

Assigned Cpd Group

Each user can only inherit 1 CPD Group Setting, please select the cpd parent group for this user.

CPD Group

Marketing

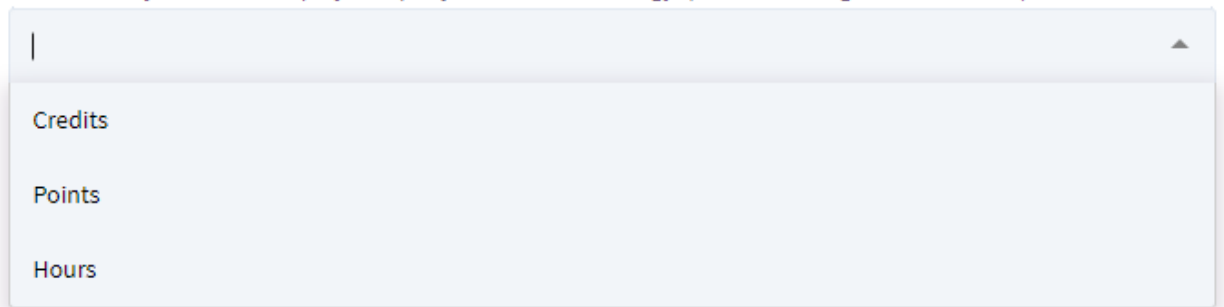
CPD Settings

After selecting Edit CPD Group through Group Management, you will now be able to enable the group CPD and edit how many points you would like to allocate for the selected group.

1. Select the enable CPD group check box.
2. Under *Display Text* you can show what type of CPD points will be credited to the learner. There are 3 options already in place Credits, Points and Hours. You can also edit the CPD type in the field that you wish to use. You can assign different CPD value to different groups.

Display Text

Select a text you wish to display or input your own terminology. (maximum length 10 characters)



A screenshot of a web form showing a dropdown menu for 'Display Text'. The menu is open, displaying three options: 'Credits', 'Points', and 'Hours'. The text above the menu reads 'Select a text you wish to display or input your own terminology. (maximum length 10 characters)'. The dropdown has a small upward-pointing arrow on the right side.

3. You are then able to allocate how much 1 hour will equal to 1 CPD value.

Show Conversion Tooltip: allows learners to see the conversion of CPD they have retrieved and the hours conversion. This feature is optional.

20 CPD Points = 10 Hrs approx.

Minimum Hours Required: Is how many hours the group will need to complete.

Limit Start Date: Is the start date for the user to start completing CPD.

Limit Date End: Is the end date for the when the user is required to complete the minimum requirements to gain their CPD accreditation.

Days added after limit date reached: Is the period of time their renewal date is due ie. If 1 year you would enter 365 days.

1 Hour = CPD points

Show conversion tooltip

Minimum Hours Required = 20 CPD points

Limit Date Start*

Limit Date End*

Days added after limit date reached *

CPD Certificate

Here you can allocate a certificate for when learners have completed their CPD.

1. From the dropdown select which certificate you would like to assign the group to receive.

CPD Certificate

Assign a certificate of completion. Once a user has achieved all CPD category requirements, the selected certificate will be generated on learners dashboard. You can modify the cpd certificates under [Certificate](#)



Note: You can modify certificates under Certificate Manager in Administration tab.

CPD Category

In **CPD Category** you can now create categories that will allocate CPD points to and the minimum hours the learner needs to achieve to complete the category. The categories shown are dynamically pulled through from the CPD settings in Settings.

1. Select the *Assign* checkbox to enable minimum hours.
2. Under minimum hours input how many hours the learner will need to obtain for that category within the time allocated.
3. Ensure that you have assigned the correct categories to each group.

CPD Category

Here you can assign CPD Categories and it's Minimum Hours (Points, Credits). You can modify the cpd categories under [CPD Settings](#)

ASSIGN	CATEGORY	MINIMUM HOURS	
<input checked="" type="checkbox"/>	Category A	10	20 CPD points
<input type="checkbox"/>	Events	N/A	

Note: If CPD is not assigned minimum hour's, the CPD Category will become optional for users to complete as opposed to mandatory.


Assigning CPD for Webinars, Events and Courses

You are now able to assign CPD for webinars events and course for users to retrieve points for attending events and webinars or completing courses.

Webinars

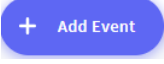

To begin assigning CPD to webinars, select **Webinar Manager** in the *Publishing* tab.

1. You can add CPD by creating a new webinar by selecting **Add Webinar** button and then select CPD Category.

2. If you have a webinar to add CPD to, select the webinar you want to add CPD to and select the first edit icon  next the name of the webinar.
3. Select *CPD Category* at the top of the section.
4. Now input the value of CPD in the first section and the table below will calculate the CPD value to each group.
5. Select the CPD categories you wish to assign the webinar to.
6. Select Save.

Events

To begin assigning CPD to events, select **Events** in the *Publishing* tab.

1. You can add CPD by creating a new event by selecting **Add Event**  button and then select CPD Category.
2. If you have an event to add CPD to, Select the Event, you want to add CPD to and select the first icon  next the name of the webinar.
3. Select *CPD Category* at the top of the module.
4. Now input the value of CPD in the first section and the table below will calculate the CPD value to each group.
5. Select the CPD categories you wish to assign the webinar to.
6. Select Save.

Courses/SCORM Course

To begin assigning CPD to courses, select **Content Publisher** in the *Publishing* tab.

1. You can add CPD by creating a new course by selecting **Add Course** button and then select CPD Category.
2. To add CPD to a course pre-made in Content Publisher select the tool icon
3. Scroll down to the Assign CPD Hours and Categories.
4. Now input the value of CPD in the first section and the table below will calculate the CPD value to each group.
5. Select the CPD categories you wish to assign the webinar to.
6. Select Save.

Enabling CPD for Manager and Learner Users

To ensure that Managers and Learner accounts are enabled they will be able to see the CPD Overview which shows what has been completed and how much CPD is remaining including the dates.

1. Select Settings on the left-hand side menu.
2. Select **System** from the top menu bar.
3. Through Global Manager Settings you can enable the **Allow managers to view Learners CPD Overview** by using the toggle button.

Global Manager Settings

The following settings affect all Manager permissions.

Allow managers to update a user's Workforce Wallet personal information fields.	<input type="checkbox"/> NO
Allow managers to upload files and add expiry dates.	<input type="checkbox"/> NO
Allow managers to view Learners CPD Overview.	<input type="checkbox"/> NO

4. If you scroll down to the learner dashboard settings you can enable **Show CPD Overview**, this will learners to see their CPD progress on their dashboard.

Learner Dashboard

Enable or disable specific Learning Dashboard modules by selecting the slider icons.

SAVE

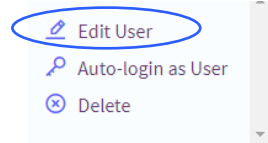
Show Alerts	<input checked="" type="checkbox"/> YES
Show Dashboard Surveys (Polls & Quizzes)	<input type="checkbox"/> NO
Show Dashboard Banner	<input checked="" type="checkbox"/> YES
Show Courses Progress (Displays up to 5 courses)	<input checked="" type="checkbox"/> YES
Show Learning Programs Progress	<input type="checkbox"/> NO
Show Premium Surveys	<input checked="" type="checkbox"/> YES
Show News	<input checked="" type="checkbox"/> YES
Show Upcoming Activities (Events and/or Webinars)	<input checked="" type="checkbox"/> YES
Show Profile Block	<input type="checkbox"/> NO
Show Documents	<input type="checkbox"/> NO
Show Onboarding	<input type="checkbox"/> NO
Show CPD Overview	<input type="checkbox"/> NO

5. Select **Save**.

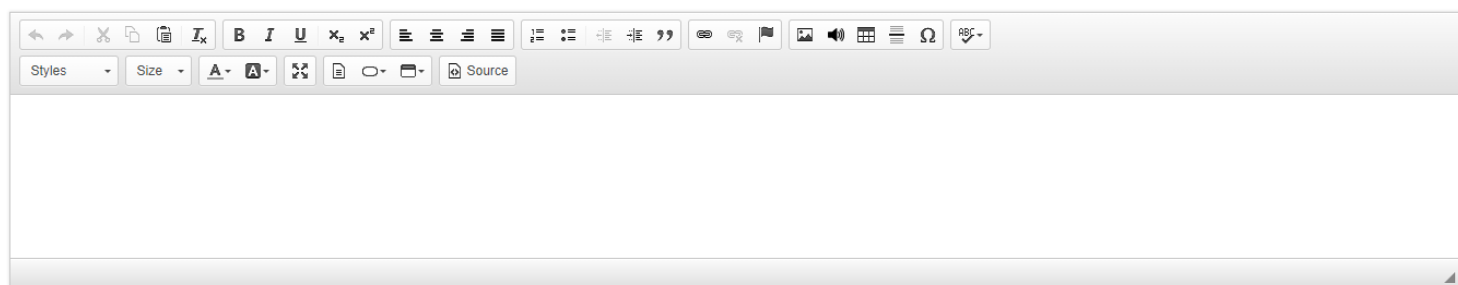
Notes

Administration users can leave notes under **User Accounts** for other admin users to view. This feature will allow admin users to leave notes about the learner under their profile to either keep track or notes for other admin accounts to view and update.

1. Select **User Accounts** in the *Administration* tab.
2. Under the actions tab select **Edit User**.
3. Then select the **Notes** button.
4. In the text box under **Write A New Note** you can add text, images, or a link for admin users to see.



WRITE A NEW NOTE

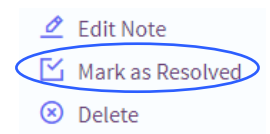


CREATE

5. Under **User Notes** that is a history of notes left from other administration users you can also delete the note in the action's dropdown on the right-hand side.



6. To resolve a note, select the Actions dropdown on the note, and select **Mark as Resolved**.



7. You can also select the **Show Resolved** [SHOW RESOLVED \(0\)](#) or **Show Active** [SHOW ACTIVE \(1\)](#) button to see any archived notes that have been resolved from other admin users.

This is where the number of learners created for this site can be adjusted. This page provides an overview of learner totals and allows you to order more where required.

PURCHASED		TOTAL USED		PERCENTAGE USED
500		78		16%

USER TYPE	ACTIVE	DISABLED	TOTAL
Admin	1	0	1
Learner	53	0	53
Manager	3	0	3
Business	1	0	1
Visitor	1	0	1
Onboarder	19	0	19

[PURCHASE MORE ACCOUNTS](#)

This is where the tax settings used on the site will be updated and you are also able to configure PayPal through this feature. There are three sections requiring data, this includes:

- Business Number
- Business Number Label – Appears on all invoices
- Currency Symbol
- Payment Currency
- Include Tax on Purchases
- Tax Text
- Tax Percentage

Tax Settings

Add a Business Number (eg: ABN, GST Number, CRN, Companies House Number etc) to show on any invoices produced by the portal.

Customise the currency and currency symbol that will apply to all eCommerce items on the site.

Assign and customise a tax percentage that will be applicable to all purchases made on this site.

Business Number

Business Number Label (to appear on all invoices):

Currency Symbol

Payment Currency

Include Tax on Purchases

Tax Text

Tax Percentage

 %

You can enter a textual name for your tax GST, VAT, etc.

PayPal

Before you can integrate a PayPal, you must set up your development environment to get OAuth 2.0 client ID and secret credentials for the sandbox and live environments.



PayPal

CONFIGURE

Before you can integrate a PayPal, you must set up your development environment to get OAuth 2.0 client ID and secret credentials for the sandbox and live environments.

Head to <https://developer.paypal.com/docs/api-basics/manage-apps/#create-or-edit-sandbox-and-live-apps> to find out how to get your credentials.

Stripe Payment Gateway

You can now set up Stripe as your payment gateway for users to purchases items. Please follow instructions on Payments module.



Stripe (Enabled)

CONFIGURE

Before you can integrate with Stripe, you must sign up (<https://dashboard.stripe.com/register>) on stripe.

Provide your API publishable key and secret key for the test and live environments. Head to <https://stripe.com/docs> to find out how to get your keys.

Payment Gateways

To make sure you have the correct payment gateway set up, at the top of the integrations will show what has been enabled.

PAYMENT GATEWAYS

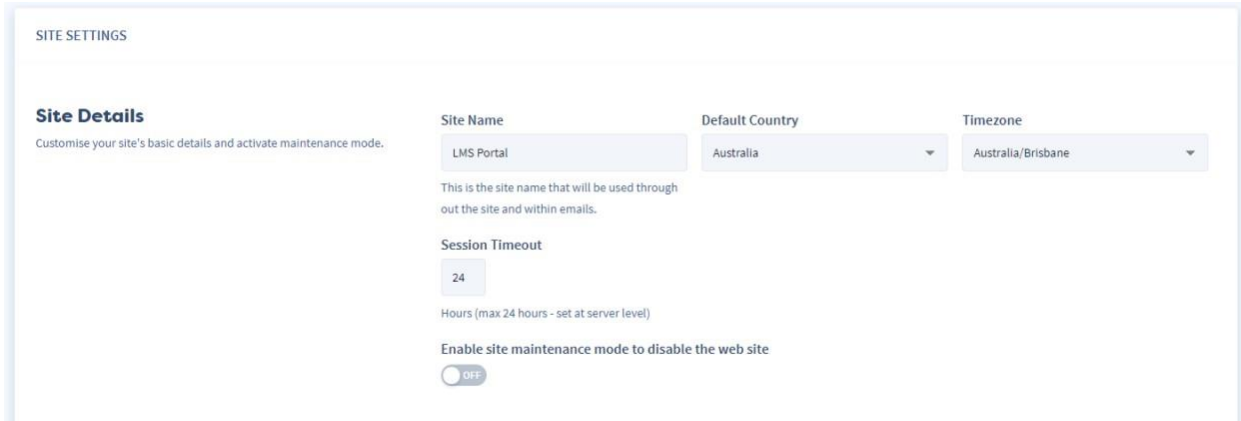
Your Current Payment Gateway: **Stripe**

Below are the payment gateways we offer as standard to integrate with. Click on the configure button to add your credentials to get started

This is where the settings for site related information are controlled.

Site Details

Customise your site's basic details and activate maintenance mode.

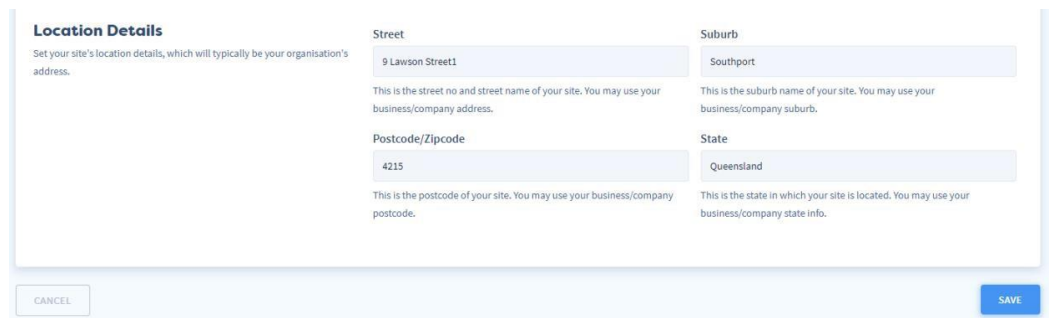


The screenshot shows the 'SITE SETTINGS' interface with the 'Site Details' section active. The form includes the following fields and controls:

- Site Name:** A text input field containing 'LMS Portal'. Below it is a note: 'This is the site name that will be used throughout the site and within emails.'
- Default Country:** A dropdown menu set to 'Australia'.
- Timezone:** A dropdown menu set to 'Australia/Brisbane'.
- Session Timeout:** A numeric input field set to '24'. Below it is a note: 'Hours (max 24 hours - set at server level)'. There is also a label: 'Enable site maintenance mode to disable the web site'.
- Maintenance Mode:** A toggle switch currently set to 'OFF'.

Location Details

Updating your company address is done through this section. Fill out the required fields, and click **Save**.



The screenshot shows the 'Location Details' form with the following fields and controls:

- Street:** A text input field containing '9 Lawson Street1'. Below it is a note: 'This is the street no and street name of your site. You may use your business/company address.'
- Suburb:** A text input field containing 'Southport'. Below it is a note: 'This is the suburb name of your site. You may use your business/company suburb.'
- Postcode/Zipcode:** A text input field containing '4215'. Below it is a note: 'This is the postcode of your site. You may use your business/company postcode.'
- State:** A text input field containing 'Queensland'. Below it is a note: 'This is the state in which your site is located. You may use your business/company state info.'

At the bottom of the form, there are 'CANCEL' and 'SAVE' buttons.

This is where the settings for the system are updated, from the top select which area you would like to configure. Sections include:

Display

Homepage Template

Here you can change the home page template by using the drop-down menu on how the login page will look.

User Forms

You can enable and modify the user forms that are created and shown in the front end.

Course Settings

Enable or disable the function for users to be able to export courses to PDF.

Onboarding Settings

This allows you to enable Onboarding Workflows for users. You can choose to show the Onboarding Workflow on login or allow users to access modules if they have not completed assigned workflows.

Training Record

This feature allows you to enable the Reflective Journal feature for learner users to complete when they have accomplished CPD courses.

Security

XSS Security

This setting allows you to enable or disable the Content Security Policy. Simply select the slider icon to do so.

Lockouts

This allows you to set lockout restrictions. To set a lockout, select the amount of maximum incorrect attempts. If you want infinite attempts, type zero in this field. Once you have done this, set the duration you wish to lock your learners out for.

Password Options

This allows you to add password restrictions for your site. To set specific password requirements, enter the minimum and maximum characters and select if you'd like to require an uppercase letter, number or special character.

Global Manager Settings

The following allows settings for all manager users. You can enable managers to add new learner accounts,

allow managers to update a user's Workforce Wallet information and allow managers to upload files and add expiry dates.

Copyright Protection

This section allows you to control whether right clicking is available on course materials. Once you have finished populating the relevant data, click **Save**.

Dashboard

Learner Dashboard

This section allows you to adjust how the learner dashboard displays. Here you can show profile blocks, activity reports, risks and capabilities and alerts. The learner's compliance block can also be selected.

E-Commerce

Frontend Catalogue

By enabling this setting, you are allowing your users to purchase events from the learner portal. You can also select how many courses, events, and webinars you can showcase in the front end of your homepage.

Miscellaneous

Portal Link

Link to another PowerHouse Hub portal. To link an account, you must have users with matching usernames and emails.






LDAP Integration

This section allows you to enable or disable the LDAP Integration. Select the slider icon to do so.

Integrations

Integrations are a way of allowing additional functionality throughout the product. You can enable/disable and control the configurations for your installed integrations here.

Select the **Install** button to begin the installation process.

	WorkPro - Australian Work Rights / Police Check Onboarding / External Service / Only available in Australia WorkPro is a powerful online platform that delivers, tracks and manages employee work rights and background checks. WorkPro allows you to take control and streamline your workplace compliance, all in one solution.	INSTALL
	Care Advantage Onboarding / External Service Care Advantage is an online screening platform offering 4 assessments - Personality, Attitudes, Cognitive and Engagement - that show if an applicant has the right values, attitude and is a suitable fit for the role and your business. This integration allows you to include any one or more of those assessments into your Onboarding Workflows and get notified when the report is ready.	REQUEST
	Twilio - SMS Notifications Site-wide / Communication / External Service Twilio is an SMS service that allows the LMS to dispatch SMS alerts and notifications directly to a users mobile phone. Whenever an alert/notification is applied to a users account it will also be sent as an SMS message if they have provided their mobile number in their profile.	INSTALL
	SAML 2.0 - Single Sign On Site-wide / Authentication Security Assertion Markup Language (SAML) is an open standard for exchanging authentication and authorization data between parties, in particular, between an identity provider and a service provider.	INSTALL
	Simple Mail Transfer Protocol (SMTP)	INSTALL

Menus

The Menu Manager allows you to enable or disable menu settings for all user accounts.

1. Select a user from the top-right menu.
2. Select/de-select an item.

MENU MANAGER Learner Manager Business Visitor Admin

Enable or disable menu settings for Learner accounts.

ACTIONS	ITEM NAME	ITEM URL	LANDING	ORDER
	Dashboard	/dashboard	<input checked="" type="checkbox"/>	
	Training Record	/trainingrecord	<input type="checkbox"/>	
	Courses	/course	<input type="checkbox"/>	
	Learning Programs	/learningprograms	<input type="checkbox"/>	
	Events	/events	<input type="checkbox"/>	
	Webinars	/webinars	<input type="checkbox"/>	
	News	/news	<input type="checkbox"/>	
	Documents	/documents	<input type="checkbox"/>	
	Messenger	/messenger/listusers,listmessages	<input type="checkbox"/>	
	Links	/links	<input type="checkbox"/>	
	Jobs	/jobs	<input type="checkbox"/>	
	Surveys	/surveys	<input type="checkbox"/>	

Messenger


Messenger settings allow you to control on user's ability to message other users, you can control for learner and manager users.

User Search


Control whether or not users can find any other user on the platform, or if they are only able to search for users within their own groups (and child groups)

Note: These settings are synced, so changes to one field will also apply to the other and the separation is just to provide clarity on what each user type will have access to. Admin and Business accounts are never displayed in search results.

Learners can search and communicate with

All users 

Managers can search and communicate with

All users 

Modules

Modules

Each site is designed and set up per instructions from management at your company. The modules which were deemed appropriate for use by your company were selected. This selection cannot be changed by users.

If you wish to add or remove modules from your product, please contact Powerhouse Hub. This is also the case with the *Menu Manager* page. On this page you can enable or disable the available tabs inside the left-hand menu on the portal. If you wish to enable or disable modules within your platform, please contact Powerhouse Hub.

MODULE NAME	ENABLED
Edit Profile	<input checked="" type="checkbox"/>
Manage Users	<input checked="" type="checkbox"/>
Messenger	<input checked="" type="checkbox"/>
Onboarding	<input checked="" type="checkbox"/>
Reports	<input checked="" type="checkbox"/>
Surveys	<input checked="" type="checkbox"/>

Developer Tools

Developer Tools

If you wish to add and create test users to the platform you can use this feature to automatically generate test users and assign them to groups.

Create Test Users

Auto generate test users.

Test user amount

10

The total test users that will be added to the system, range between 1 - 10000.

User Type

Learner

User Password

111

Email Domain

noreply.com

Do not include the "user@". Only include the part that comes after

Assign test users to Groups

To search, start typing a group name.

Contractors

MSHS

Test Group

Test Group 2

Doctors

Test Group

CREATE TEST USERS

About

About

This is where administrators can view details about their platform, such as the Current Version and Latest Version. If there is a new version of the platform they can upgrade to, the version number will display under Latest Version.

Version Information

View the version details about your platform.

Current Version

pre-release

Latest Version


7.1

PowerHouse Hub Talent Modules

Now that we have covered the settings for your online training platform, it's time to take you through all PowerHouse modules you will be using to help manage your staff compliance. The modules will be discussed in the following order:

- User Accounts
- Certificate Manager
- Group Management
- Events
- Webinar Manager
- Dashboard Surveys
- Premium Surveys
- News Editor
- Links
- Document Library
- User Uploads
- Content Publisher
- Marking Assessments
- Learning Plan Manager
- Onboarding Manager
- Course Catalogue
- Training Records
- Reports
- Scheduled Tasks
- Web Content Editor

NOTE: for all modules to display on the learner dashboard, all modules must be enabled through **Modules**. You can enable all dashboard modules through System, in the Settings module. Once you have

clicked the **System**  icon, you will be taken to the *Systems Settings* page.



Email

Setting for the Email Addresses used on the site.



Includes

Setting for including custom elements like Analytics into pages.



Styling

Settings for site branding, logos and colours.



CPD

Enable or disable CPD functionality and configure the hourly award and reset dates.



Licensing

View the number of users being used on the site.



Payments

On this page you update the tax and payment settings used on the site.



Site

On this page you update the settings for the Site Address.



System

Settings for site related information.



Integrations

View and control available integrations



Menus

On this page you can enable or disable the available menus.



Messenger

Control settings for the Messenger module



Modules

On this page you can enable or disable the available modules.



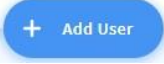
About

View details about your platform.

User Accounts

This feature allows you to create various user access levels. You have the option to create learners, managers, businesses, and administrator accounts.

Add User Account

1. To create a new user account, select the **Add User**  icon inside the User Accounts module.

Account Details

2. Select the User Type. For this demonstration, *Learner* will be selected.
3. Choose the Status of the learner.
4. Enter the required CPD Credits.

ADD USER

Account details

Select the user type: Learner, Manager, Business or Admin.

User Type

Learner

Status

Active

CPD Credits

10

Personal Details

5. Provide basic personal details for your learner, such as their full name, role, address, email and mobile number.

Personal Details

Enter the user's personal details.

Title	First Name *	Last Name *		
Please select ▾	<input type="text"/>	<input type="text"/>		
Role				
<input type="text"/>				
Address (Line 1)				
<input type="text"/>				
Address (Line 2)				
<input type="text"/>				
Suburb	City	State	Country	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	Please select ▾	<input type="text"/>
Phone		Mobile		
<input type="text"/>		<input type="text"/>		
Email *				
<input type="text"/>				

NOTE: ensure you provide the email of the user, as this is a mandatory field.

Associate to Business

If your learner is a contractor for a business, you must associate them with that business. This will allow the Business to track and monitor the learner's progress.

Associate To Business

Link the user to an existing business (if applicable).

Business
None ▾
None
Test Business

Link to other user accounts

6. Link your learner account to other user accounts. Do this by selecting the dropdown menu for each account you wish to link the learner account to.

NOTE: As you would have already linked your learner to a business account, the only account you will need to link to is a Manager account.

Link To Other User Accounts

Link the user to a Business, Administrator, Manager or Learner (if applicable).

Business

Not Linked

Admin

No Admin accounts available to link.

Manager

Test Test651 (User ID: 62)

Test Test651 (User ID: 62)

Test Test948 (User ID: 10)

Login details

7. Provide basic login details for your learner.

NOTE: ensure you complete this section as this is a required field.

Assign to groups

Assign the learner to groups. By doing this, you are allowing the learner accessibility to all course materials, events, webinars and documents assigned to those groups.

8. Choose the relevant group(s) by selecting the checkboxes.

Assign to Groups

Assign the user to groups. By doing this, you are allowing the user accessibility to all course materials, events, webinars, documents etc. assigned to those groups.

Select Group

To search, start typing group name..

Content Development

Design

Marketing

Production

Test group

Welcome email

Select this checkbox to send this learner a welcome email with login credentials etc.

Welcome Email

Send Welcome Email

Tick to send this user the Welcome email with login details etc.

CANCEL

SAVE

9. Once you have completed this form, press **Save**.

Profile Summary

Under User Accounts, you can view a user's details by clicking on their name inside the *Users List* table.

LIST USERS


[+ Add User](#) [Search](#) [User Accounts](#) [Admin Permissions](#) [Import Users](#) [Export Users](#) [Buy More Users](#)

Total Results: 74

USER ID	NAME	LOGIN	ROLE	GROUPS	STATUS	USER TYPE	LAST LOGIN	ACTIONS
#70	Debra Aisbett	onboarder70	-	-	Active	Onboarder	Never	⋮
#67	Dawn Bamforth	onboarder67	-	-	Active	Onboarder	Never	⋮
#81	Jenny Beatt	onboarder81	-	-	Active	Onboarder	Never	⋮
#26	Kathryn Briones	kbriones	-	-	Active	Learner	January 20, 2020 10:06 AM	⋮
#36	Gertie Broadwell	gbroadwell	-	-	Active	Learner	Never	⋮

This will present you with the user's Profile Summary, where you can view and edit their key details, view and assign groups, view activity completion status, and login as the user.

PROFILE SUMMARY



Kathryn Briones
Aged Care Assistant

INFORMATION

User Type: Learner
Login ID: kbriones
Member Since: No join date recorded
Status: Active
Last login: 20/01/20

CONTACT DETAILS

55 297 123
04 984 156 796
Willow Vale, Willow Vale, 4209
learner@nowhere.com

[EDIT DETAILS](#) [ASSIGNED GROUPS](#) [ACTIVITIES OVERVIEW](#) [RESEND WELCOME EMAIL](#) [LOGIN AS USER](#)

Edit details

1. To edit the user's details, click **Edit Details**.
2. Update the required information.
3. When finished, click **Save** at the very bottom of the page.

[EDIT DETAILS](#)
[ASSIGNED GROUPS](#)
[ACTIVITIES OVERVIEW](#)
[RESEND WELCOME EMAIL](#)
[LOGIN AS USER](#)

Account details
Select the user type: Learner, Manager, Business or Admin.

User Type: Learner User ID: #26 Status: Active

Permission Scheme (Edit): Default

Personal details
Enter the user's personal details.

Title: Ms First Name *: Kathryn Last Name *: Briones

Role: Aged Care Assistant

Address (Line 1): 123 Wattle street

Assigned groups

1. To assign your user to groups, click **Assigned Groups** [ASSIGNED GROUPS](#) within the *Profile Summary*.
2. Select the relevant groups/subgroups you wish to assign or unassign to the user. By assigning groups to your user account, you are giving the user access to all courses, news, webinars, documentation and events within that group.

NOTE: The Group Management module will be spoken about in detail on page 31-32

3. When finished, press **Save**.

[EDIT DETAILS](#)
[ASSIGNED GROUPS](#)
[ACTIVITIES OVERVIEW](#)
[RESEND WELCOME EMAIL](#)
[LOGIN AS USER](#)

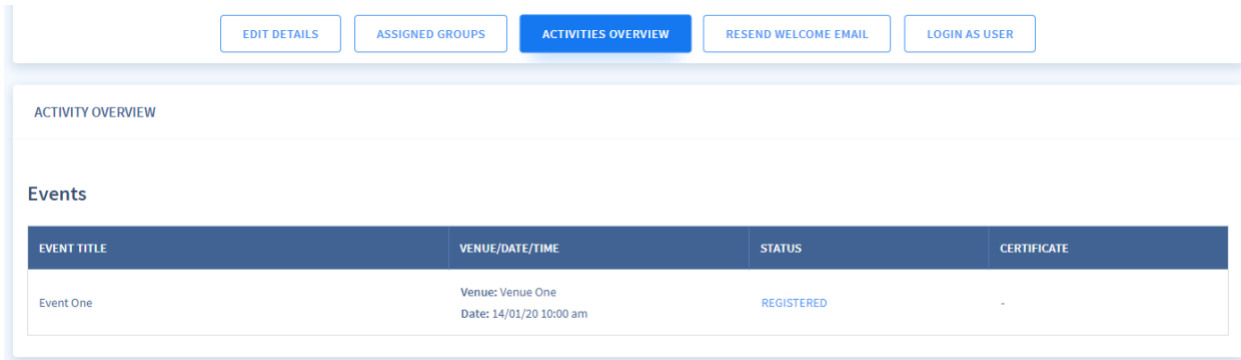
Assigned Groups

- Content Development
- Design
- Marketing
- Production
- Test group

▼

Activities overview

1. To view the user's activities, press **Activities Overview**. This displays the user's progress throughout the portal. This includes:
 - course completion status
 - event and webinar registration status
 - files uploaded; and
 - assessment completion and progress.



The screenshot shows a navigation bar with five buttons: EDIT DETAILS, ASSIGNED GROUPS, ACTIVITIES OVERVIEW (highlighted in blue), RESEND WELCOME EMAIL, and LOGIN AS USER. Below the navigation bar is a section titled 'ACTIVITY OVERVIEW' containing a sub-section 'Events'. Under 'Events' is a table with the following data:

EVENT TITLE	VENUE/DATE/TIME	STATUS	CERTIFICATE
Event One	Venue: Venue One Date: 14/01/20 10:00 am	REGISTERED	-

Resend welcome email

By pressing this button, you are resending the email, which will reset the current password for the user.

Login as User

Pressing the **Login as User** button will allow you to see the portal from the user's perspective.

Admin Permissions

This module allows you to restrict or allow an administrator's ability to access specific modules. You can select the modules you wish to give the access to in the permission scheme, and then assign that scheme to an administrator.

1. Press the **Add Permissions** icon.

Control what your admin users can do on the admin portal. Access to individual modules is granted to users by these permissions.

A permission scheme must grant access to the configured landing page module.

2. Add a permission scheme title.
3. Select the relevant modules, by pressing the checkboxes.

ADD PERMISSION SCHEME

Permission Schemes
Control what your admin users can do on the admin portal. Access to individual modules is granted to users by these permissions.
A permission scheme must grant access to the configured landing page module.

Permission Scheme Title

Landing Page Module

- Dashboard

Allowed Modules

- Asset Manager
- Banner Manager
- Branding
- Certificate Manager
- Course Editor
- Dashboard Banner
- Dashboard Surveys
- Document Library
- Email Templates
- Events
- Group Management
- Help
- Job Alerts
- Learning Programs
- News Editor
- Onboarding
- Premium Surveys
- Reports
- Scheduled Tasks
- Settings
- Training Records
- User Accounts
- User Uploads
- Visitor Manager
- Web Content Editor
- Webinar Manager

CANCEL SAVE

4. Press **Save**.

Import Users

As well as creating individual user accounts, you can import user details in bulk using the Import Users feature.

1. Select the **Import Users** tab  on the top right-hand menu.
2. Select an excel compatible CSV file to import.

NOTE: This module uses a CSV file to add user details to the database. A sample CSV file is provided on the Import Users page

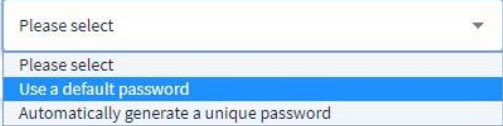
3. To import user information using a CSV file, download the sample CSV file by clicking on **Download Sample CSV**. This Excel sheet will demonstrate the information and format that you will need to follow to make a new CSV file.

NOTE: for the CSV file to import correctly, anywhere that your data has a comma, you will need to replace it with `,`. For example, if your data is: 21 John Street, Carindale, the CSV file should be: 21 John Street,Carindale. When the information is imported the `,` will be converted back into a comma.

1. Once you have completed creating the CSV file, save the file and make sure that the file extension is .CSV.
2. On the *Import Users* page, select on the **Choose File** button, navigate to the location of your CSV file and select it. The details of the users listed in the CSV file will appear on the screen.
3. Select the Blank Password Handling. You can specify a password for each user within the CSV file.

Blank Password Handling:

You are able to specify a password for each user within the CSV file, optionally you can leave this column blank but if they are blank we should:



The image shows a dropdown menu with a light blue border. The text 'Please select' is visible at the top of the menu. Below it, three options are listed: 'Please select', 'Use a default password', and 'Automatically generate a unique password'. The 'Use a default password' option is highlighted with a blue background.

4. Once you have completed the relevant fields, press **Validate & Import**.
5. Once the users have been imported, you can assign them to groups using the Group Management module.
6. Once the users have been assigned to a group, use the Export Users feature in the User Accounts module to export the details of the users.

Export Users

1. Select the relevant user type(s) and group(s).

A spreadsheet will be generated for you, containing all users that have matched the selected criteria.

EXPORT USERS

Configuration
A spreadsheet will be generated for you containing all users that matched the selected criteria.
It is not required to specify any of these options, they exist purely to provide further granularity.
No users will be removed from the system.

Select User Type(s)

- Learner
- Manager
- Business
- Visitor
- Admin

Select Group(s)

🔍 To search, start typing group name..

- Content Development
- Design
- Marketing
- Production
- Test group

CANCEL EXPORT



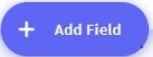
2. Press **Save**.

NOTE: no users will be deleted during the exporting process.

User Fields

User fields are used to create fields for a user form, this feature allows administrators to create custom fields for users that can display in registration forms, reports and user profiles. Forms allows you to obtain information needed for different types of users.

To begin select **User Accounts** in the *Administration* module.

1. Select **User Fields**  in the top menu panel. You will be able to see a list of all custom user fields created and you can edit them by selecting under *Actions* the three dots. 
2. Select **Add Field** 
3. Select the **Type** dropdown to give the user field a value and give the custom field a **Title**.

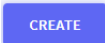
Type *

Please select

- **Text** – allows text to be an input. This user field type can be unique.

- **Text Area** – field allows users to enter a paragraph response.
- **Number** – field will require a numerical value.
- **Dropdown** – allows values to be selected.
- **Email** – will require an email address.
- **Checkbox** – allows users to select the checkbox.
- **Radio** – allows users to select a value.
- **Date picker** – allows a date to be used. You are also able to configure this field for the user to select only future dates.

Under **Display & Permission Settings**, this section allows you to specify where you would like the fields to appear.

1. Toggle Yes for **Show in reports** if you would like the fields to be included in reports that are created.
2. Toggle Yes for **Show in user profiles** if you would like learners to complete the user fields under Edit Profile where they can complete these manually.
3. Select Create 

Once you create custom fields for a user types, they will automatically become a field for the user type allocated to complete when creating a new user or existing users.

Display & Permission settings

Here you can specify where you want the field to appear, you can add it to one or more registration forms, show the field in your users profiles, allow your users to modify it and more.


★ Pro-tip: Custom fields can be synced with the [SAML integration](#) which will allow the option to have them automatically populated when the user signs in with Single Sign On


Show in reports
 NO

Show in user profiles
 NO

SAML Integration

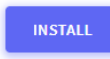
Using the SAML Integration, you can specify claims that you would like to sync with the users account. This would be useful for keeping information up to date across the two platforms in instances where a family name or email address changes.


1. To begin through *Settings*, select **Integrations**. 
2. Select **SAML 2.0 Single Sign on** and select install.



SAML 2.0 - Single Sign On
Site-wide / Authentication

Security Assertion Markup Language (SAML) is an open standard for exchanging authentication and authorization data between parties, in particular, between an identity provider and a service provider.



- Under User Field Synchronisation, under **User Fields** use the drop down to select the custom fields list to assign for the claim binding.
- Select **Add Attribute** if you would like to assign more fields for claim bindings for users.
- Select Save. 

USER FIELD

Role ▼

User Forms

After User Fields are created, you can now build a custom form for your users to fill out. There are 3 Active forms to create for learners, contractors, and business users. This page will show if there are current forms allocated each type of user. If the user says, 'Default Form', this means there has been no configured forms for this user.

To begin creating a form, select **User Forms** at the top of the menu.

- Select the **Add Form** button  to create a new  form.
- In **Form Description** please ensure all mandatory fields  correctly filled.

Form description

Please provide the type of field you want to create, along with a title and an optional introduction that can be displayed atop the form.

Page Heading

Form Title (Internal only) *

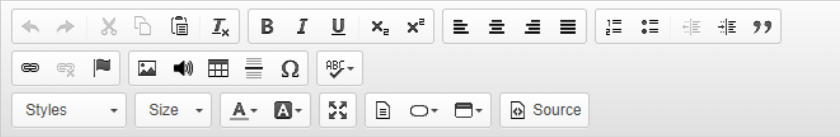
User Type *

Please select ▼

Publicity *

Anyone can register an account (default) ▼

Introduction



- If you would like users to have a passphrase to create an account under *Publicity*, ensure you select "A passphrase is required to register". Then input the registration passphrase the user will need to obtain to create an account.

Publicity *

A passphrase is required to register ▼

Registration Passphrase *

The user will be required to enter this value on the registration form, exactly; in order to create their account.

- In **Group Assignments** select the group you would like the user to be allocated to. **Note:** that businesses will automatically be assigned to a system generated business group and contractors will automatically be assigned to those groups that they link to, however you can select additional groups to assign these users to as well.

Group Assignments

You can automatically assign registrants to specific groups. Note that businesses will automatically be assigned to a system generated business group and contractors will automatically be assigned to those groups however you can select additional groups to assign these users as well.

Auto-assign the following groups:

Doctors

Test Group


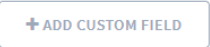
▼

The Form Builder allows you to configure fields for the registration form. You are also able to add standard and customer fields that have been created through user fields.



- To add a standard field, select the **Add Standard Field**  button. These fields have been automatically created.
- To add a custom field, select the **Add Customer Field**  button. These fields have been created through User Fields.
- To delete a field, select the trash icon  and to edit a field select the pen icon. 
- Select the **Create** button  to save the form.

If you have multiple form types, you can unpublish and choose another form to be assigned as published.

FORM BUILDER






Role





Title


Please select

First name *



Buy More Users

1. Once you have selected the **Buy More Users**  **Buy More Users** tab, you will be taken to a form that will send your request for more users to Powerhouse Hub.
2. Fill in all relevant details and click **Send**

CONTACT MEDIASPHERE

Buy User Licences

Contact Mediasphere to request more user licences, enter the required details and click 'Send'.

First Name *	Last Name *
<input type="text" value="Nadine"/>	<input type="text" value="James"/>
Email *	Number of Accounts *
<input type="text" value="nowhere@nowhere.com.au"/>	<input type="text" value="120"/>
Subject *	
<input type="text" value="Need more users"/>	
Message *	
<input type="text" value="Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum."/>	

Certificate Manager

The *Certificate Manager* allows you to create your own custom certificates. These can then be assigned to courses, events, and webinars.

1. On the left-hand side menu, click the **Administration** dropdown tab and select the Certificate Manager module. This will bring you to the *List Certificates* page.

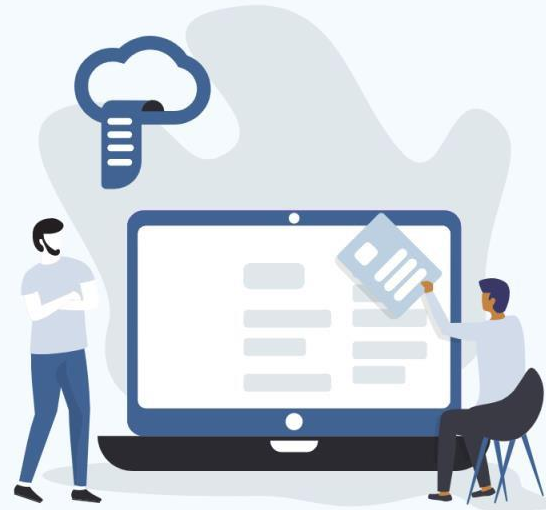
This is where you can design your own certificates for learners to unlock upon completion of courses, events and webinars.

2. Select the **Add Certificate**  icon.

+ Add Certificate

Create custom certificates

Design your own certificates for learners to unlock upon completion of courses, events and webinars. Click **Add Certificate** to start!



3. Add the certificate title.
4. Choose the background image.

NOTE: it's important to remember that you must choose a valid image file (either .jpg. or .png) with the appropriate dimensions (2480w x 3508h).

5. Inside the Content* field, alter the highlighted text to suit the details of your certificate.

Certificate settings

Add a certificate by completing the title, background image and content.

Title*

Background Image*

 No file chosen

The background image must be a valid image file. eg: .jpg .png and should be 2480w x 3508h set to 72dpi with a file size no larger than 2 megabytes. Please also note, image interlacing must be disabled.

Width*

210

(default: 210mm)

Height*

297

(default: 297mm)

Content*

```
Center|Arial|32|#ce2d11|B|80|Certificate of Completion
Center|Arial|16|#a1a1a1|N|110|This is to certify that
Center|Arial|30|#000000|B|118|{learner_name}
Center|Arial|16|#a1a1a1|N|130|of
Center|Arial|20|#000000|B|138|Company Name
Center|Arial|16|#a1a1a1|N|170|has successfully completed the
Center|Arial|26|#000000|B|178|{course_title}
Center|Arial|16|#a1a1a1|N|190|on
Center|Arial|20|#000000|B|198|{completed_date}
```

CANCEL

SAVE

NOTE: when creating your certificate, you can also change the hexcodes on each text piece on the certificate. You can change these to suit your company's colour palette.

Certificate of Completion

This is to certify that
Emily Jones
of
PowerHouse Hub

has completed training in
Human Resources
on
28 January 2020

6. Once this is done, select the **Save** button on the bottom of the page.

Once you have pressed **Save**, you'll be taken back to the *List Certificates* page.

There are three icons underneath the Actions heading, inside the Certificates table. These include, and enable you to:

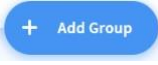


- Download the certificate
- Edit the certificate
- Delete the certificate

NOTE: On pages 34, 43 and 84 we mention how you can add this certificate to your learner's events, webinars, and courses.

Group Management

The Group Management module allows you, the Administrator, to add your users to hierarchical groups along with multiple group managers. Within each group, all users are given access to the same courses, news, events, and course catalogue items.

1. To begin, select the **Group Management** tab, underneath the Administration dropdown, on the left-hand side menu.
2. Select the **Add Group**  button. This will take you to the *Add Group* page, where you can create the group details.

ADD GROUP

Group Details
 To add a new group, enter the group name. The Group Key will automatically populate. Add a short description of the group, if required.

Group Name *

Group Key *

Short Description

CANCEL
SAVE

3. Enter a group name.
4. Add a short description of the group, if required.

NOTE: The Group Key will automatically populate.

5. Press **Save**.

Group Limits

You can now set up group limits to make sure manager users are setting up new users within a certain limit.

1. Enable Group Limit by selecting ON from the toggle button
2. Under Learner Limit select the number manager users can add into the platform.
3. Select Save.

Manager Group Limits

You can set a limit for a group to ensure a Manager can only add/assign a maximum amount of learners to this group.

Learners Already Assigned: 9

Enable Group Limit



Learner Limit

Maximum amount of learners that Managers can assign to this group.

Events


Events is a comprehensive module that gives you the ability to add face-to-face training events to your learner's portal.

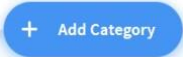
1. To begin populating events, underneath the Publishing tab, select the Events module.

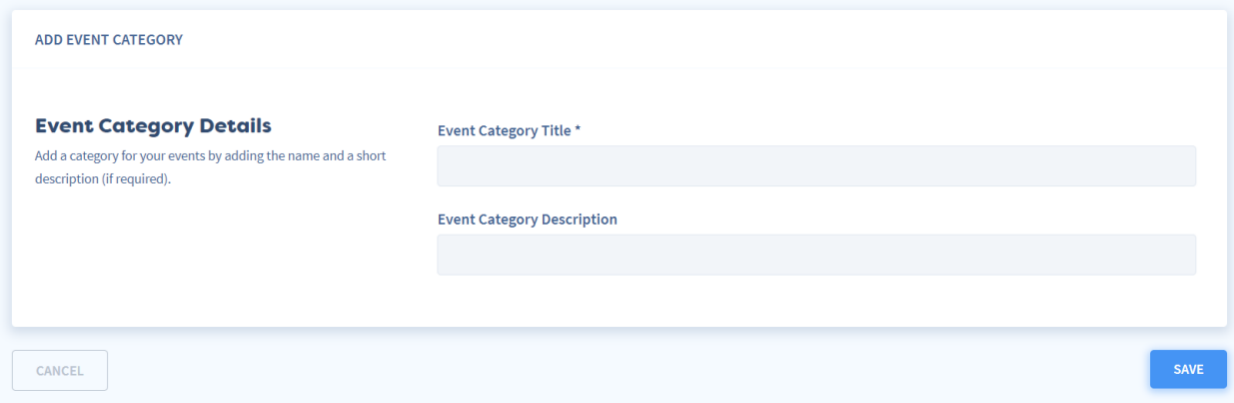
This will bring you to the *Event Listing* page. From here, you are able to view current and past events, add event categories, venues and presenters for your events.

Before we add a new event, we'll need to create a new category, venue and presenter for the event.

Creating event categories

1. Begin by selecting the **Categories**  button, in the top right-hand menu.

2. Select the **Add Category**  button.
3. Add the name and a short description of your event.



ADD EVENT CATEGORY

Event Category Details
Add a category for your events by adding the name and a short description (if required).

Event Category Title *



Event Category Description

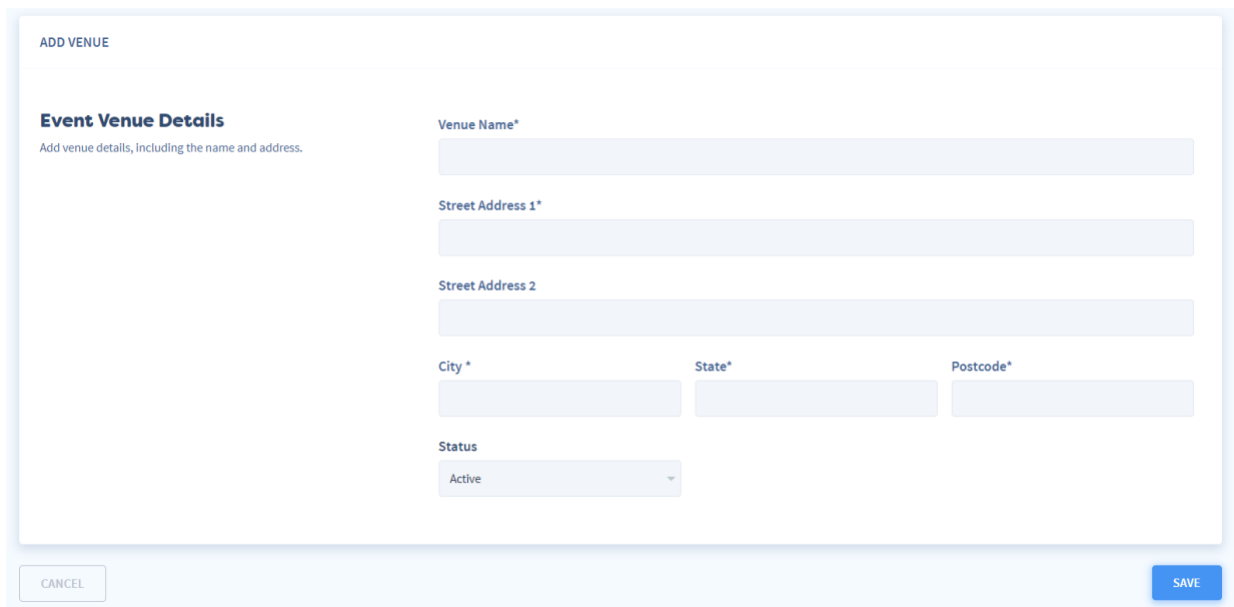
CANCEL SAVE

4. Press **Save**.

Creating event venues

Next, we will be adding a new venue for your event.

1. Select the **Venues**  button in the top-right hand corner of the page.
2. Press the **Add Venue**  button.
3. Enter the venue details, such as the name and address of the venue.



ADD VENUE

Event Venue Details
Add venue details, including the name and address.

Venue Name*

Street Address 1*

Street Address 2

City* State* Postcode*


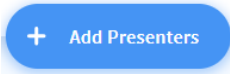
Status
Active

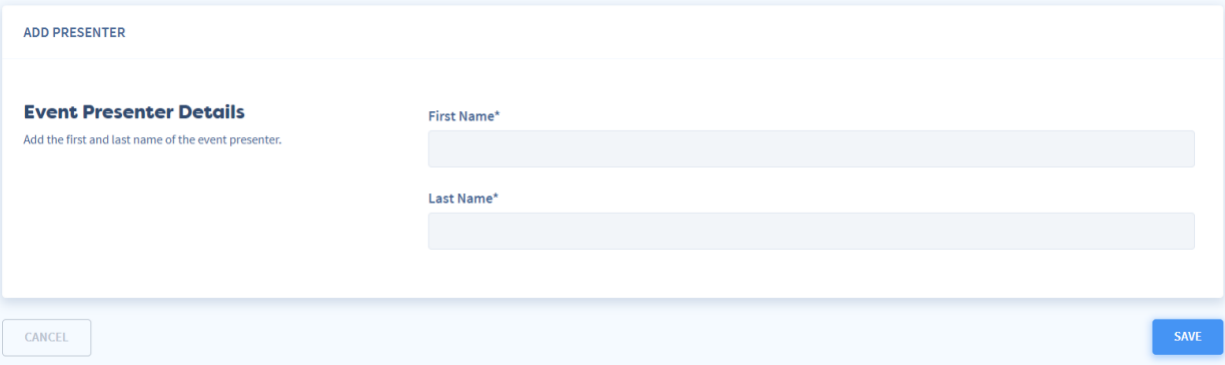
CANCEL SAVE

4. Once you have filled out the details of the venue, press **Save**.

Lastly, we will be adding the details of the presenter of the event.

Creating event presenters

1. Select the **Presenters**  button in the top-right hand corner of the page.
2. Press the **Add Presenters**  button.
3. Enter the event presenter details.
4. Once you have done this, press **Save**.



ADD PRESENTER

Event Presenter Details
Add the first and last name of the event presenter.

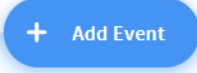
First Name*

Last Name*

CANCEL SAVE

Creating an event – settings


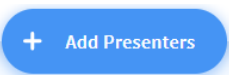
Now that you have populated all the details for your event, it's time to begin creating it.

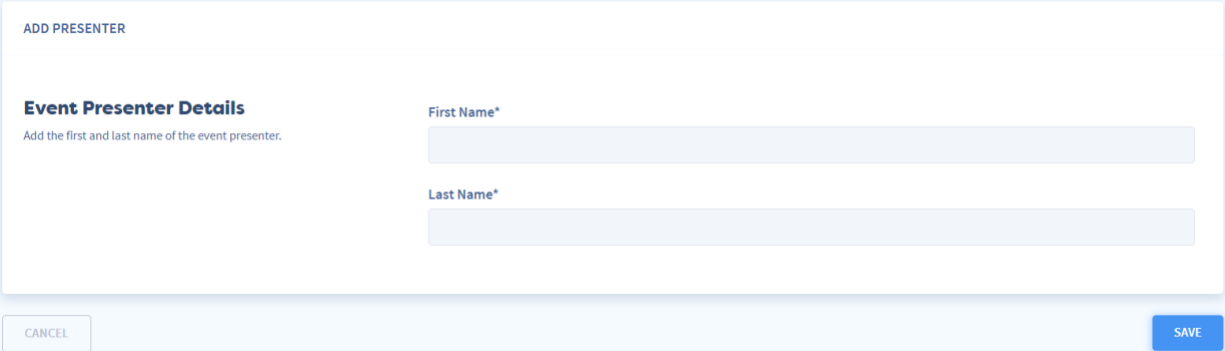
1. Go back to the *Event Listing* page and select the **Add Event**  button.
2. Create a new event by adding the event title and the unique identifier (if required).
3. Set the event's Status to **Active** using the dropdown.
4. Select the **Event Category** created earlier, by using the dropdown.

5. Once you have filled out the details of the venue, press **Save**.

Lastly, we will be adding the details of the presenter of the event.

Creating event presenters

5. Select the **Presenters**  button in the top-right hand corner of the page.
6. Press the **Add Presenters**  button.
7. Enter the event presenter details.
8. Once you have done this, press **Save**.



ADD PRESENTER

Event Presenter Details
Add the first and last name of the event presenter.

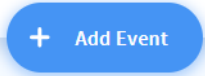
First Name*

Last Name*

CANCEL SAVE

Creating an event – settings

Now that you have populated all the details for your event, it's time to begin creating it.

5. Go back to the *Event Listing* page and select the **Add Event**  button.
6. Create a new event by adding the event title and the unique identifier (if required).
7. Set the event's Status to **Active** using the dropdown.
8. Select the **Event Category** created earlier, by using the dropdown.

The screenshot shows the 'EVENT DETAILS' page with the following fields and options:

- Event Title ***: Staff training: preventing slips and trips in the facility
- Event Unique Identifier**: 1234
- Status**: Active
- Event Category**: Carer Information (with a dropdown menu showing options: Carer Information, Driving, Education, Life Skills)
- Show On Frontend

NOTE: To ensure your new event appears on the login page, tick the Show on Frontend option. This will only work if your portal has an eCommerce login page. This was discussed on page 18.


9. Select the certificate learners will receive after attending the event. This is where the certificate created on pages 28-31 comes in handy.
10. Upload a thumbnail image for your event, by selecting **Choose file**.

NOTE: The thumbnail image should not exceed 500 pixels wide and 500 pixels high. If the image uploaded has other dimensions, it will be resized and stretched accordingly.

11. Under Registration Cost, you can set a price for your event or make it free. To make it free, select **This event is FREE**. This information will be displayed on the event thumbnail. It will automate a programming loop to bypass your e-Commerce gateway and allow your learners to register automatically to the event.
12. To set a cost, select **This event has a COST**, and add a price for a Single Registration.

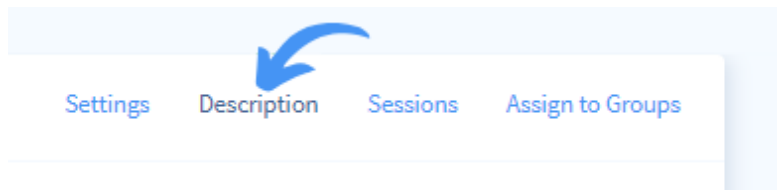
Add Group Price

Add a group price will allow users in a certain group to pay a different price to other users. An example of using can be giving a different price for a member and non-member of your company.

1. Select **Add Group Price** button. 
2. Select the Group you would like to allocate a different price to.
3. Allocate the price amount.
4. Select Save

Creating an event – description

1. Once you have finished populating the basic information for your event, select the **Description** tab, and provide a general summary and description for your event.



EVENT DETAILS Settings Description Sessions Assign to Groups

Event Description
Provide general information on the event.

Summary
What do new, strengthened laws to protect senior Australians mean for you?
75 / 300

Description

Normal Size A A Source

The existing standards that regulated the aged care sector were over 20 years old. They were outdated, and didn't reflect the needs of older people in Australia today.

Join us as we speak about how the Australian Government taking an important step to improve the safety and quality of aged care.


body p

SAVE

CANCEL

Creating an event – sessions

1. Select the **Sessions** tab and provide general information about the details of each session, such as the Venue and Presenter.

NOTE: Each session can be edited independently and can occur on multiple dates at several venues. Simply select the **Add Session**  button to add another session to your event.



EVENT DETAILS Settings Description Sessions Assign to Groups

Session 1 Details
Provide general information about the details of each session, such as the venue and presenter. Each session can be edited independently and can occur on multiple dates at several venues.

Venue
KinCare Quality Centre

Presenter
KinCare Representative

Start / Finish Date Time *
31/10/2019 00:00 - 31/10/2019 23:59

Max Attendees *
500

Status
Active

[+ ADD SESSION](#)

[CANCEL](#) [SAVE](#)

Creating an event – assign to groups

1. Select the **Assign to Groups** tab and assign your event to any of the groups displayed. This will show the event on 'Recommended for you' for your user(s).



EVENT DETAILS Settings Description Sessions Assign to Groups

Recommend Event
Assign this event to any of the following groups. This will show the event on 'Recommended for you' for your user(s).

Assign event

Q To search, start typing group name..

- Content Development
- Content Group
- Cool People Only
 - Beatniks
 - Punk Rockers
- Darren
- DEAN GROUP
 - DEAN SUB
- LUKE'S TEST GROUP

▼

CANCEL SAVE

2. Once you have navigated through the tabs and filled in the required details, press the **Save** button.

Editing your event







Once you have provided the required information and saved your event, you will be taken back to the *Event Listing* page. You will be able to see your newly created event on the list.

EVENT LISTING

+ Add Event

Search Events Passed Events Categories Venues Presenters Payment Data


Below is a list of all Upcoming events listed on the site. To edit the details of an event click the 'Edit this Event' icon in the 'Actions' column. Click the Payment Data button above to view a list of all current registrations for all events on the site.

ACTIONS	EVENT TITLE	SESSIONS	ADDED ON	STATUS	TOTAL REGISTRATION
  	Energy solutions for an advancing world	Sessions (1)	23-Oct-2019	Active	0
  	Staff training: preventing slips and trips in the facility	Sessions (2)	10-Oct-2019	Active	1

Underneath the Actions heading there are 5 icons (shown above and below) which will give you the ability to:

- edit your event
- download registration details
- view the event's payment data
- mark the attendance of users; and
- delete the event




1. To edit your event, select the edit  icon. This will take you back to the Event Details page.

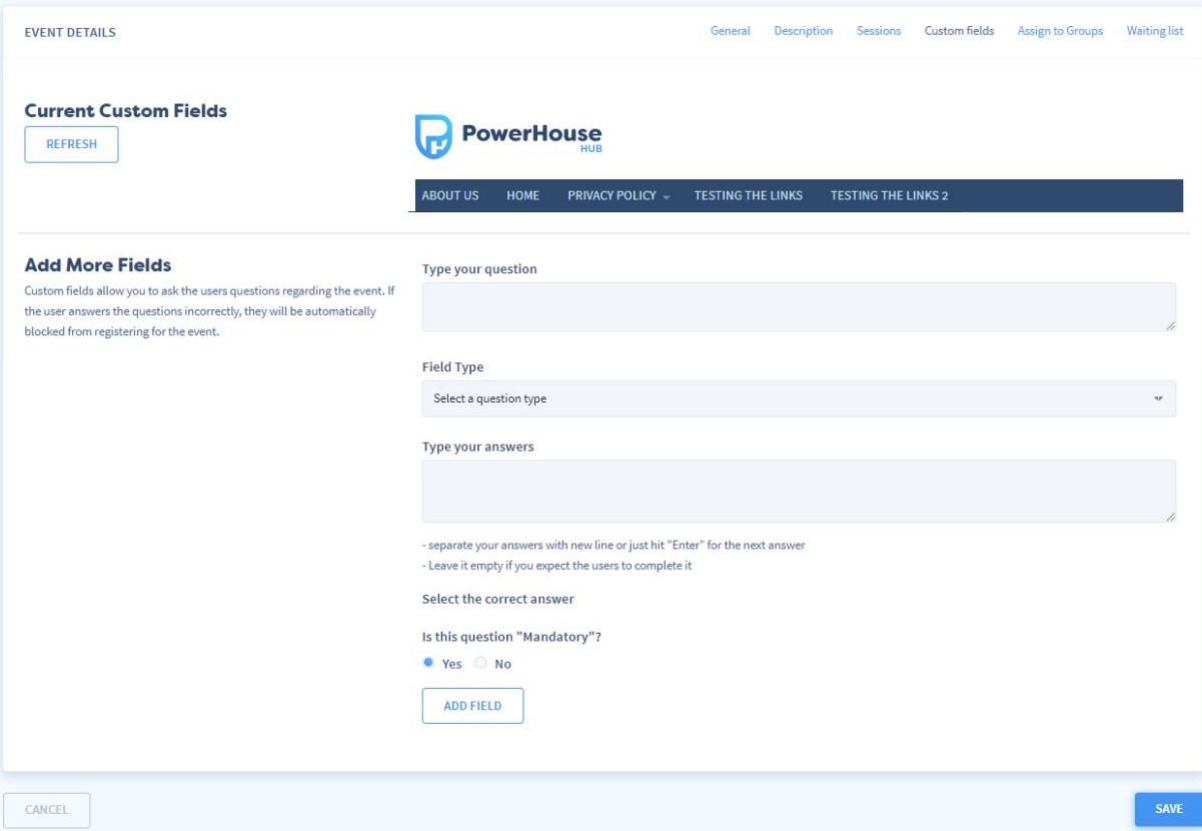
You will notice that there are two new tabs within the Event Details. *Custom Fields* and *Waiting List*.

General Description Sessions Custom fields Assign to Groups Waiting list

Editing your event – custom fields

Custom fields allow you to ask the users questions regarding the event. If the user answers the questions incorrectly, they will be automatically blocked from registering.

1. Select the **Custom fields** tab and enter all the required information.
2. To add another field, select the **Add Field**  button.



EVENT DETAILS

General Description Sessions Custom fields Assign to Groups Waiting list

Current Custom Fields

REFRESH

PowerHouse HUB

ABOUT US HOME PRIVACY POLICY TESTING THE LINKS TESTING THE LINKS 2

Add More Fields

Custom fields allow you to ask the users questions regarding the event. If the user answers the questions incorrectly, they will be automatically blocked from registering for the event.

Type your question

Field Type

Select a question type

Type your answers

-separate your answers with new line or just hit "Enter" for the next answer
- Leave it empty if you expect the users to complete it

Select the correct answer

Is this question "Mandatory"?

Yes No

ADD FIELD

CANCEL SAVE

3. Once you have finished editing the details of your event, remember to press the **Save** button, as this will not automatically save

Editing your event – waiting list

The Waiting List is used when an event has reached its maxed number of attendees. Once the maximum number of attendees has been reached, users are given the opportunity to be a part of the waiting list.

As you can see in the image below, a user has tried to register for the event; however, the maximum attendees have been reached.

Sessions

	SESSION	VENUE	START DATE	END DATE
<input type="radio"/>	Session 1	KinCare Quality Centre	(REGISTRATION FULL - APPLY FOR WAITING LIST)	
<input checked="" type="radio"/>	Session 2	KinCare Quality Centre	Tue, 05 Nov 2019 02:00AM	Wed, 13 Nov 2019 01:59AM

This image is an example of the user's point of view. The user is trying to apply for a fully booked event.

The user must select **APPLY FOR WAITING LIST** and submit their request to be added to the waiting list. This will notify them once space in that session becomes available.

After the user has registered for the waiting list, you will see that their information has been added to the table.

SESSION	VENUE	FIRST NAME	LAST NAME	EMAIL	PHONE	DATE	ACTION
Session 1	KinCare Quality Centre	Eliza	James	nowhere@nowhere.com.au		23/10/2019	Session is Full.

As you may remember from earlier when populating session times for the event, as an Administrator, you have the capability to alter the maximum attendees per session.

1. Select the **Sessions** tab

2. Alter the Max Attendees so the user(s) within the waiting list can
3. Once you have done this, press **Save**
4. Select the **Waiting List** tab and press the **Add Attendee** button, displayed underneath the actions tab. This will automatically register the user for the event.

SESSION	VENUE	FIRST NAME	LAST NAME	EMAIL	PHONE	DATE	ACTION
Session 1	KinCare Quality Centre	Eliza	James	nowhere@nowhere.com.au		23/10/2019	ADD ATTENDEE

Registered Sessions

SESSION	VENUE	START DATE	END DATE	REGISTRATION STATUS
Session 1	KinCare Quality Centre	Wed, 23 Oct 2019 02:00PM	Wed, 23 Oct 2019 02:59PM	<div style="border: 1px solid green; padding: 5px; background-color: #e8f5e9;"> You have already registered for this venue </div> Cancel Registration

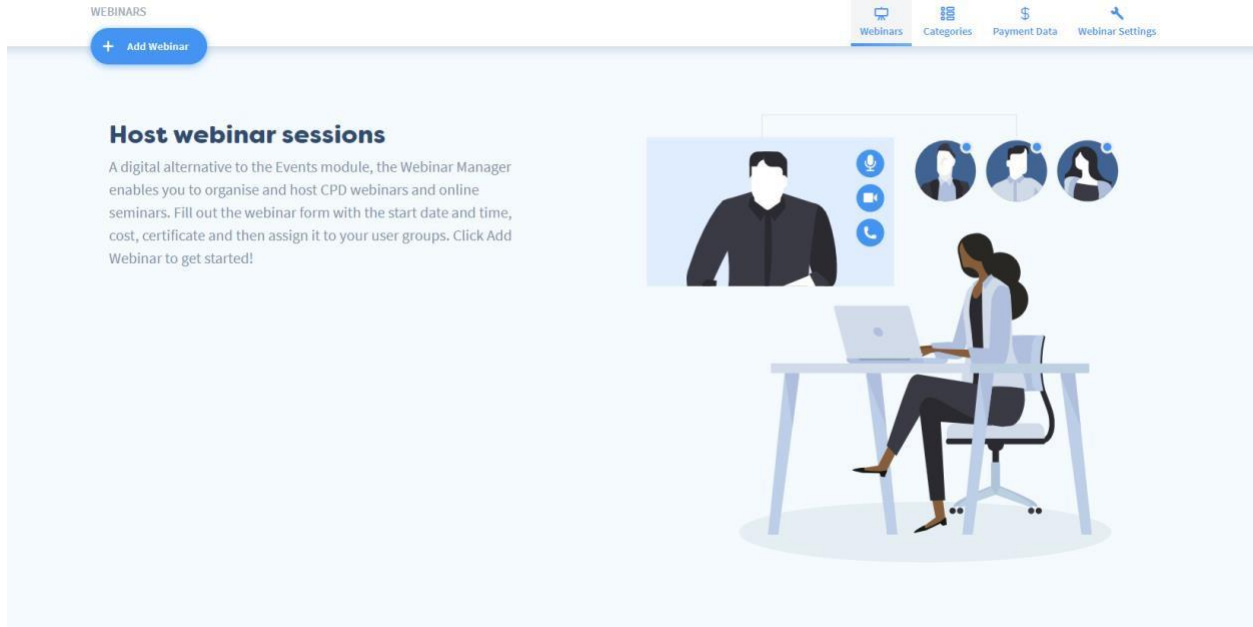
This image is an example of the user's point of view. The user is registered for the event.

Webinar Manager

The Webinar Manager integrates with the API from the GoToMeeting application. You will need to license Zoom independently and add your access codes into the *Webinar Settings* tab.


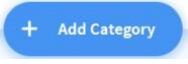
1. Inside the Publishing dropdown on the left-hand side menu, select the Webinar Manager module.

NOTE: if you are yet to create webinars on your portal, you will be welcomed with the page below:



Creating webinar categories

Before we add a new webinar, we'll be creating a new category for the webinar to be listed under.

1. Begin by selecting the **Categories**  button, in the top right-hand menu.
5. Select the **Add Category**  button.
6. Add the name and a short description of your category.

ADD WEBINAR CATEGORY

Webinar Category Details
Add a category for your webinars by adding the name and a short description (if required).

Category Title *

Category Description

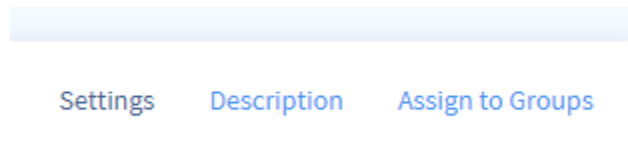
7. Press **Save** and select the Webinars  tab to be taken back to the webinar listings.

Add Webinar

1. To add a new webinar to your training portal, select the **Add Webinar** button displayed on the *Webinar* page.

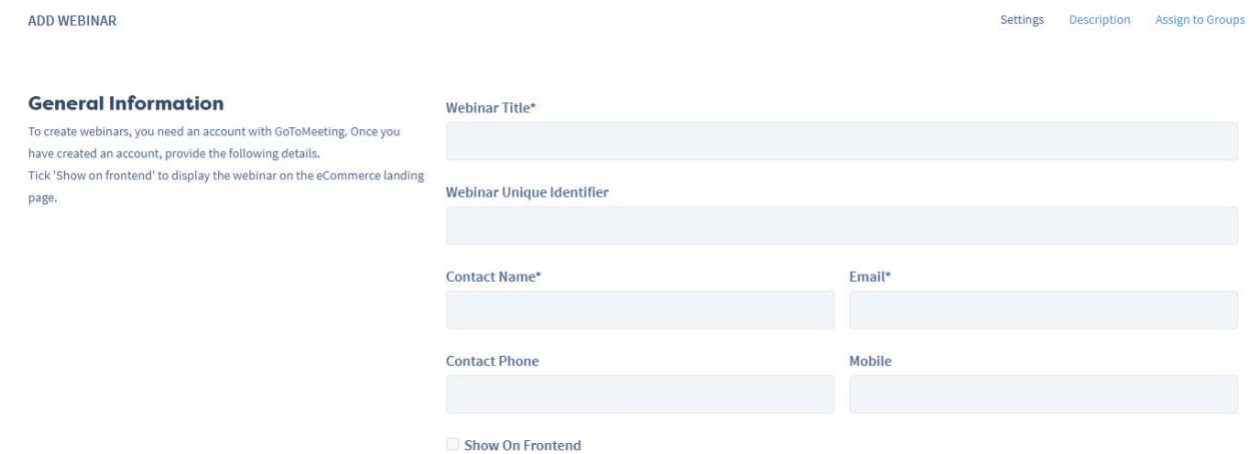


This will take you to the *Add Webinar* page. As you can see, there are three tabs requiring information. These tabs include *Settings*, *Description* and *Assign to Groups*.



Add Webinar – Settings

2. Firstly, on the **Settings** tab, within the General Information heading, you must enter the details for the following:
- Title of your Webinar
 - Host contact information
 - Webinar Unique Identifier
 - Start and finish dates and times



ADD WEBINAR Settings Description Assign to Groups

General Information

To create webinars, you need an account with GoToMeeting. Once you have created an account, provide the following details.
Tick 'Show on frontend' to display the webinar on the eCommerce landing page.

Webinar Title*

Webinar Unique Identifier

Contact Name* Email*

Contact Phone Mobile

Show On Frontend

3. In the Webinar Settings section, you must select the following from the relevant dropdown menus:

- Certificate for the webinar
- Webinar category
- Webinar status

Webinar settings

Certificate	Webinar Category	Webinar Status
Standard Certificate	Carer Meetings	Active

4. Within the Date & Time section, provide basic information on the date and duration of the webinar, using the pop-up calendar, and manually entering the time.

Date & time

Provide information on the date and duration of the webinar.

Start Date *	Start Time *
23/10/2019	09:00

October 2019

SU	MO	TU	WE	TH	FR	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Thumbnail

The thumbnail image should be 500 pixels wide and 500 pixels high. If the image uploaded has other dimensions, it will be resized and stretched accordingly.

5. Next, inside the Thumbnail section, upload an image that will be added as the thumbnail of the webinar. You can do this by selecting the **Choose file** button.

Thumbnail

The thumbnail image should be 500 pixels wide and 500 pixels high. If the image uploaded has other dimensions, it will be resized and stretched accordingly.

Thumbnail not uploaded

Upload Thumbnail

No file chosen

6. To add costs to your webinar, select the applicable webinar fee option, and provide the details as follows.

Webinar fee

Select the applicable webinar fee option, and provide the details as follows.

This Webinar is FREE

This Webinar has a **COST**

Single Registration Price (eg. 100.00) \$

50.00

Note: commas (,) are not allowed

Add Group Price

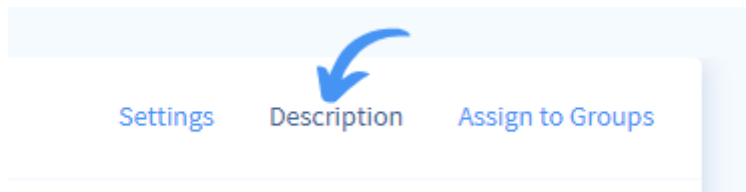
Add a group price will allow users in a certain group to pay a different price to other users. An example of using can be giving a different price for a member and non-member of your company.

5. Select **Add Group Price** button.
6. Select the Group you would like to allocate a different price to.
7. Allocate the price amount.
8. Select Save

+ ADD GROUP PRICE

Add Webinar – Description

1. Once you have finished populating the basic settings information for your webinar, select the **Description** tab, and provide a general summary and description for your webinar.



ADD WEBINAR Settings Description Assign to Groups

Webinar description
Provide general information about your webinar.

Summary

0 / 300

Description

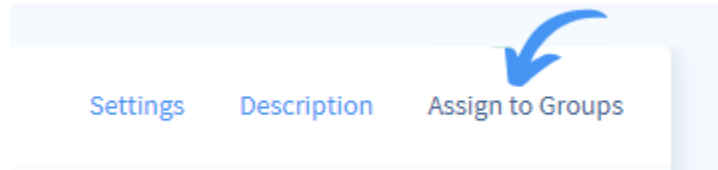
Summary text area

Description text area with rich text editor toolbar

CANCEL SAVE

Add Webinar – Assign to Groups

1. Select the **Assign to Groups** tab and assign your event to any of the groups displayed. This will show the event on 'Recommended for you' for your user(s).



ADD WEBINAR Settings Description Assign to Groups

Assign Webinar
Assign this webinar to any of the following groups. This will show the webinar on 'Recommended for you' for your user(s).

Search: To search, start typing group name..

- Content Development
- Content Group
- Cool People Only
 - Beatniks
 - Punk Rockers
- Darren
- DEAN GROUP
 - DEAN SUB
- LUKE'S TEST GROUP

CANCEL SAVE

2. Once you have navigated through the tabs and filled in the required details, press the **Save** button. This will take you back to the Webinars page, where you will see your new Webinar(s) displayed.

WEBINARS Webinars Categories Payment Data Webinar Settings

[+ Add Webinar](#)

Below is a list of all webinars currently listed on the site. To edit the details of a webinar click the 'Edit this Webinar' icon in the 'Actions' column.

ACTIONS	WEBINAR TITLE	ACCESS CODE	URL	START	END	STATUS	REGISTRATIONS
	Developing High-Performing Employees		Start Meeting	23-Oct-2019 09:00	23-Oct-2019 05:00	Active	0
	Getting started		Start Meeting	22-Oct-2019 11:00	22-Oct-2019 07:00	Active	0
	Information night: Even heroes need a helping hand!		Start Meeting	31-Oct-2019 11:00	31-Oct-2019 07:00	Active	1

As you can see, the webinar welcome text and illustration have disappeared, and now displays the *Webinar* page list.

From the list of all your webinars, you can:

- view a list of all webinars currently listed on the site. These show the start date, end date and the webinar status
- select **Start Meeting** to start the webinar at the scheduled time; and
- view the access code for the webinar

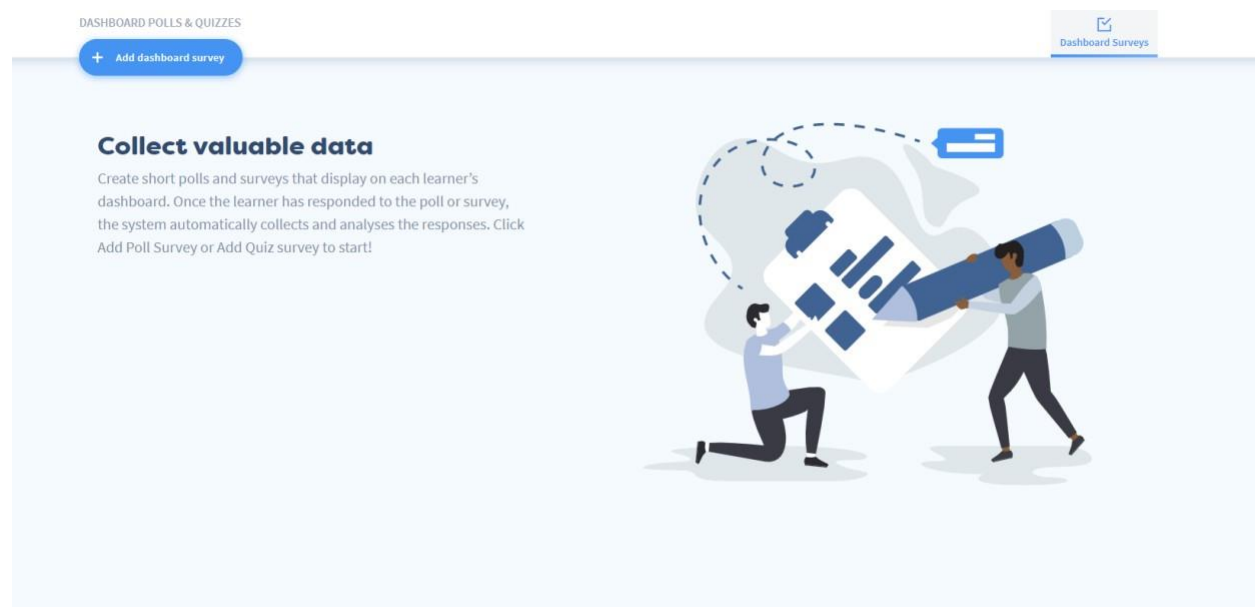


Underneath the Actions tab there are also 4 icons, which allow you to do the following:

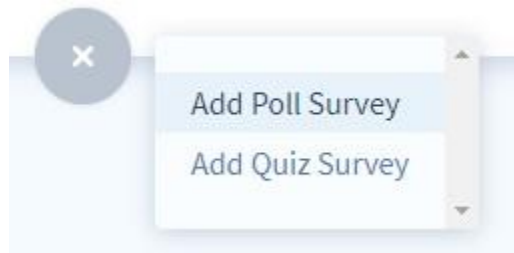
- Edit your webinar
- Mark user attendance
- Download attendee list; and
- Delete your webinar

Dashboard Surveys

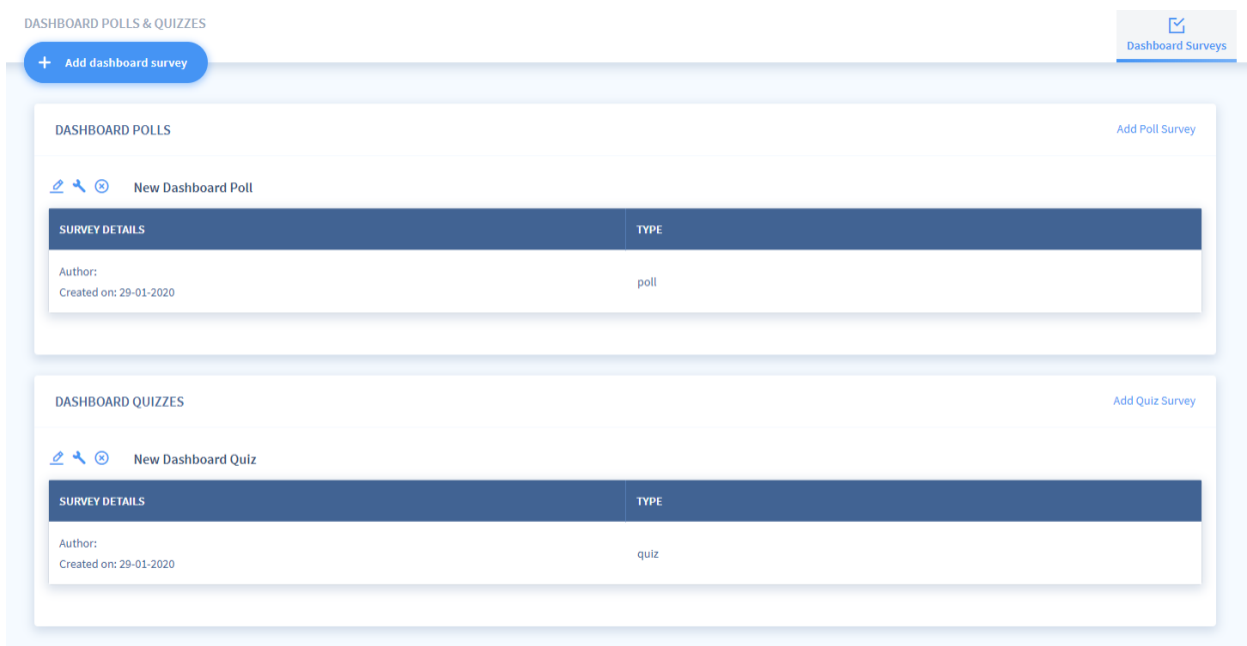
Polls and Quizzes can be created on the dashboard using *Dashboard Surveys*. Polls are excellent for discerning popular opinion among users. Quizzes can be used as a question of the day or a quick quiz to keep users refreshed and prepared.



1. To add a Poll or Survey, press the **Add Dashboard Survey**  button.



2. Select whether you would like to add a Poll or Quiz. Once you have populated some Polls and Surveys, your page will begin to look like this:



The three icons beside the title will allow you to edit/create, change the settings and delete your Poll/Quiz.




3. Click the **Settings** icon  to alter the Poll/Quiz Settings.

This will bring you to the *Settings* page. This is where you will edit the Poll/Quiz details. Such as the:

- Title
- Question Order
- Status; and

- Groups the Poll/Quiz is assigned to.

DASHBOARD POLLS Add Poll Survey

   New Dashboard Poll

POLL SETTINGS

To edit this Poll, please update the details below.

Poll Title*

Question Order

Change Status

Assign to Groups

Test group

4. Once you have completed the Poll/Survey settings, press **Save**. As you can see, the Poll and Quiz titles have now changed.

DASHBOARD POLLS & QUIZZES Dashboard Surveys

[+ Add dashboard survey](#)

DASHBOARD POLLS Add Poll Survey


   Workplace Health and Safety 

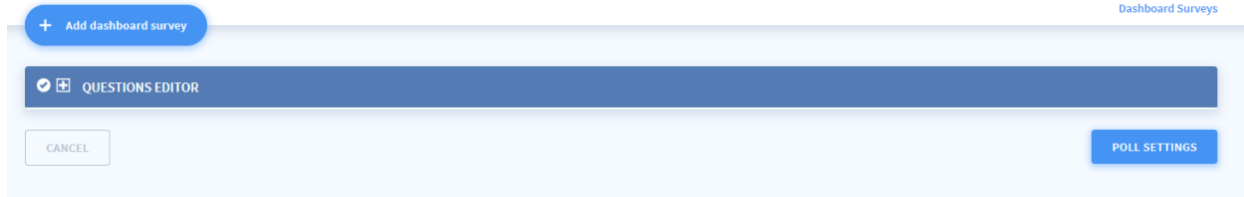
SURVEY DETAILS	TYPE
Author: Created on: 29-01-2020	poll

DASHBOARD QUIZZES Add Quiz Survey

   Care and Services 

SURVEY DETAILS	TYPE
Author: Created on: 29-01-2020	quiz

5. To start populating question types within your Poll/Quiz, select the **Edit**  icon. This will open the Questions Editor.



Within the Questions Editor, there are three icons. These include:



- Add True or False Question
- Add Multiple Choice Question
- Add Short Answer Question

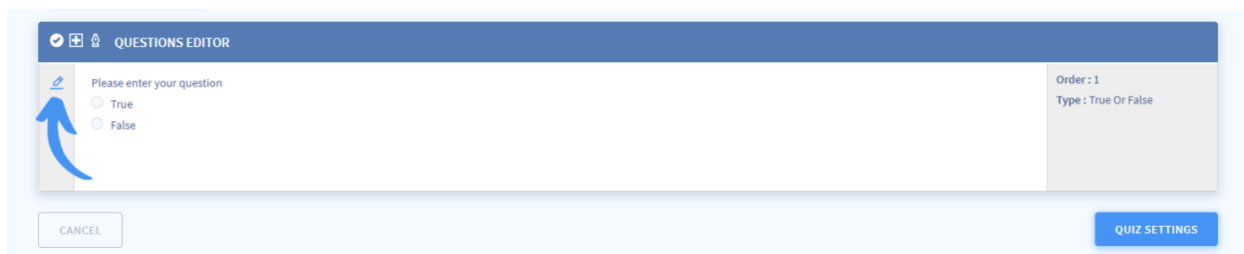
You can select the same option, or various options as many times as you'd like; however, we do suggest keeping the amount to four questions per Poll/Quiz. Polls/Quizzes are intended to provide your learners with quick mental checks or voting opportunities, rather than challenging them academically.


NOTE: Polls only have True or False and Multiple Choice options within the Questions Editor.

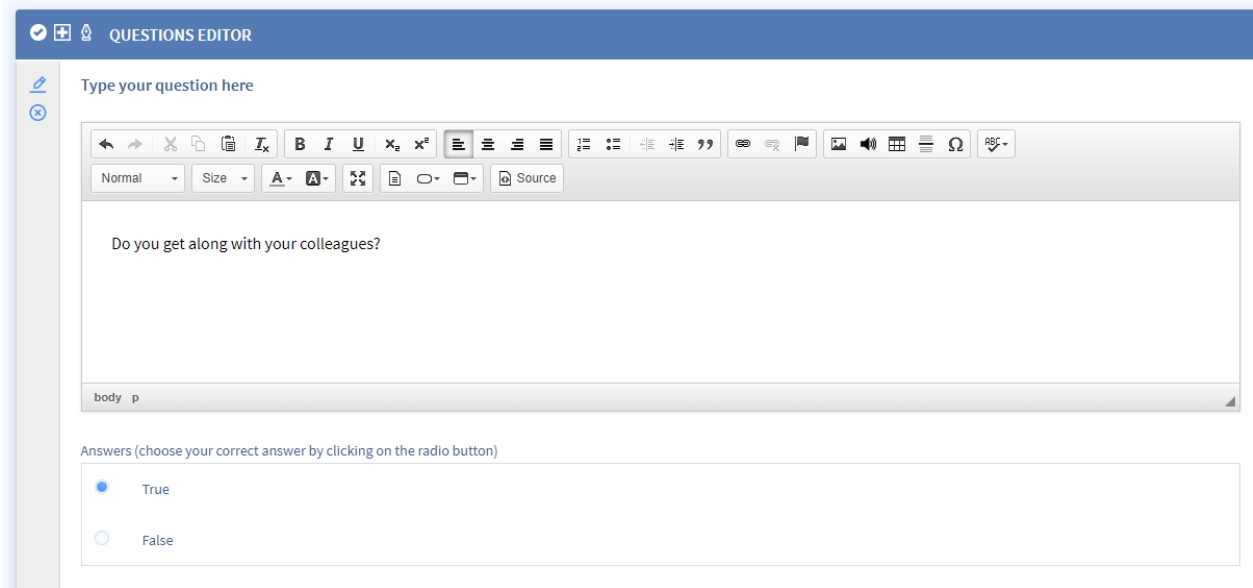
6. Select any option to begin populating questions for your Poll/Quiz.

Once you have selected an option, the Questions Editor will unfold text fields, where you can alter the content for your question(s). Let's take True or False, for example:

True or False





1. Select the **Edit**  icon, on your True or False question type.
2. Type your question inside the Question field.

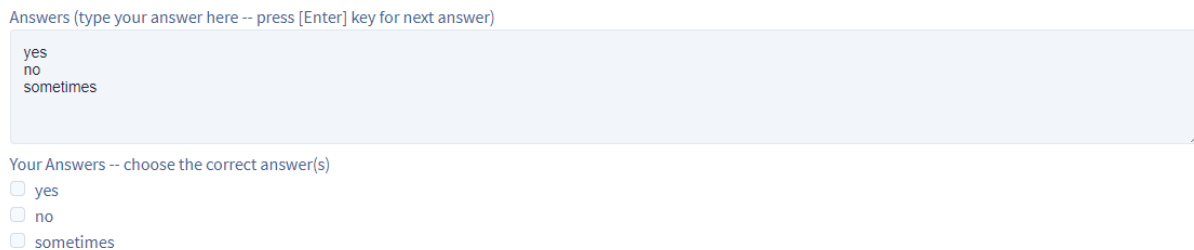


The screenshot shows the 'QUESTIONS EDITOR' interface. At the top, there's a blue header with a pencil icon and the text 'QUESTIONS EDITOR'. Below the header, there's a text input field with the placeholder 'Type your question here'. Underneath this is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), alignment, list creation, indentation, and other editing tools. The main text area contains the question: 'Do you get along with your colleagues?'. Below the question field, there's a section for 'Answers (choose your correct answer by clicking on the radio button)'. This section contains two radio button options: 'True' (which is selected) and 'False'.

3. Select whether the question should be marked as true or false.
4. Press **Save**.

Multiple Choice

1. To start populating multiple choice question types, select the **Add Multiple Choice Question**  icon on the Questions Editor.
2. Select the **Edit**  icon on your new Multiple-Choice question to open up the text fields.
3. Type your question into the question field.
4. Inside the answers field, type your responses. After typing each answer, press 'enter' on your keyboard, and type the next response. It should look something like this:





The screenshot shows the 'Answers' field for a Multiple Choice question. The text input area contains the following text: 'yes', 'no', and 'sometimes', each on a new line. Below the text input area, there's a section for 'Your Answers -- choose the correct answer(s)'. This section contains three radio button options: 'yes', 'no', and 'sometimes', all of which are currently unselected.

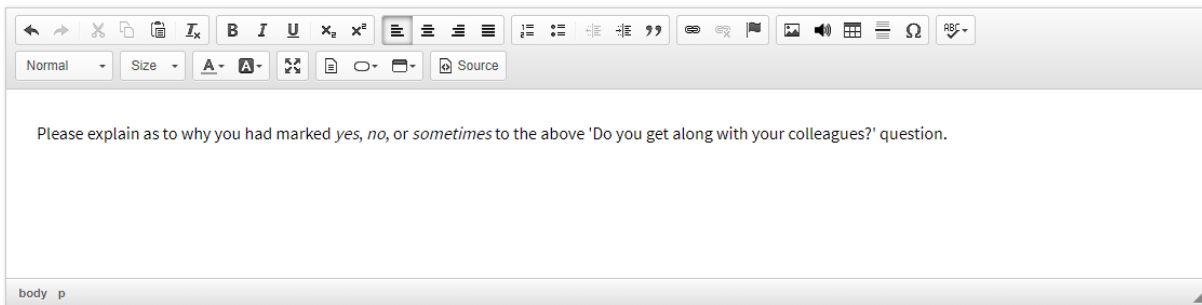
NOTE: as you begin to populate your answer responses, your answers will appear below, where you can select the correct answer(s).

5. Once you have finished selecting the correct answer(s), press **Save**.

Short Answer

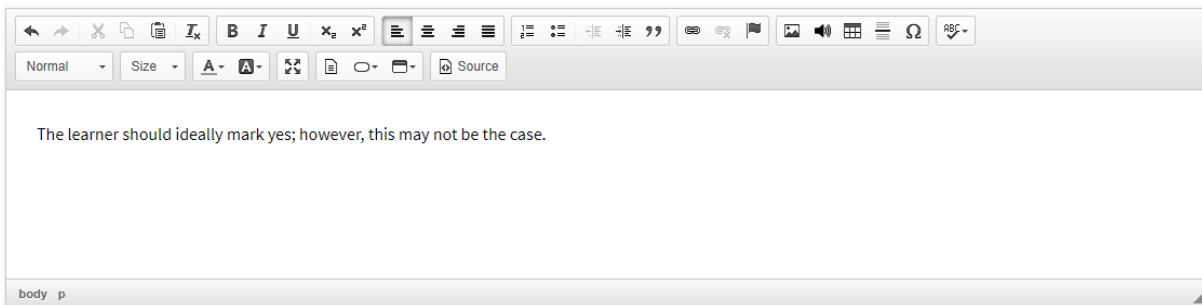
1. To start populating short answer question types, select the **Add Short Answer Question**  icon on the Questions Editor.
2. Select the **Edit**  icon on your new Short Answer question to open up the text fields.
3. Type your question into the question field.
4. Inside the answers field, type the Model Response. This is where you, the administrator, can write what the answer *should* be. The answer the learner provides will then be marked against the Model Response. Once done, it should look something like this:

Type your question here



The screenshot shows a rich text editor for entering a question. The toolbar includes icons for undo, redo, bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, quote, insert link, insert image, insert audio, insert video, insert table, and insert code. Below the toolbar, the text "Please explain as to why you had marked *yes, no, or sometimes* to the above 'Do you get along with your colleagues?' question." is entered into the text area. The status bar at the bottom indicates "body p".

Model Response (type your correct answer below)



The screenshot shows a rich text editor for entering a model response. The toolbar is identical to the one above. Below the toolbar, the text "The learner should ideally mark yes; however, this may not be the case." is entered into the text area. The status bar at the bottom indicates "body p".

CANCEL

SAVE










5. Once done, press **Save**


Premium Surveys

The Premium Surveys module is used to calculate overall employee satisfaction levels, create employee risk profiles and recognise workplace hazards.

1. To get started, select the Premium Surveys module underneath the Publishing tab on the left-hand menu.

As you can see, there are pre-existing surveys with the *Premium Surveys* page table.

ACTIONS	TITLE	RESULT	PARTICIPATION	CATEGORY	STATUS
	Employee Satisfaction		0%		Published
	Employee Exit Survey		No Users Assigned		Published
	Employee Net Promoter Score Survey (eNPS)		No Users Assigned		Published
	Customer Net Promoter Score		No Users Assigned		Published
	Sentiment Check (Mood)		No Users Assigned		Published
	Initiative Check (Employee Reactions)		No Users Assigned		Published
	Risk Assessment: Workplace Hazards		No Users Assigned		Published
	Risk Assessment: Employee Risk Profile		No Users Assigned		Published

2. To begin editing a premium survey, select the **Settings**  icon on any of the pre-existing surveys. This will bring you to the *Survey Details* page, where you can provide basic information about the survey.

NOTE: the first option, *Employee Satisfaction*, will be selected for this manual demonstration.

SURVEY DETAILS

Survey information
Please provide basic survey information

Survey Title *
Employee Satisfaction

Survey Status *
Published

Main Image
Choose file No file chosen

Repeat Survey *
 OFF

Assign To Groups *
To search, start typing group name..
 Test group

Show Survey *
 Surveys Page
 Dashboard
 On Login

Show Group Results After Completion
 ON

CANCEL SAVE

3. Add the Survey Title.
4. Select the Survey Status that relates to your survey; **Published** or **Draft**, by pressing the dropdown menu.

Survey Status *

Published

Published

Draft

5. Choose a Main Image for your survey, by pressing the **Choose File** button, and selecting the appropriate image.
6. Enable or disable the **Repeat Survey** functionality, by clicking on the slider icon. This is where you are able to select the Repeat Frequency and the start date of the scheduled survey.

Repeat Survey *

Repeat Frequency

Please select

Please select

1 Day

2 Days

3 Days

7 Days

30 Days

Start On 20/09/2019

Assign To Groups *

To search, start typing group name..

#TEST-GROUP-TESTING

- Assign your survey to the correct group by selecting the checkboxes.
- Click the appropriate **Show Survey** option. Options include:

Show Survey *

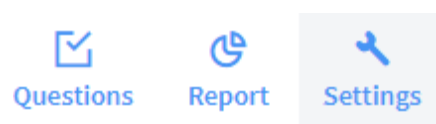
- Surveys Page
- Dashboard
- On Login

- **Surveys Page:** by selecting this, you are enabling your survey to be displayed on the Surveys Page.
- **Dashboard:** this ensures the survey will be displayed on the Learner's Dashboard.
- **On Login:** this button enables the survey to be the first thing the Learners views, once they are logged into the Learner portal.

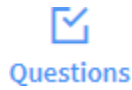
- Next, enable or disable the ability to show the learner the overall results of the group, upon completion of the survey.
- Once you have completed the *Survey Details* page, select the **Save** button.

Premium Surveys – question types

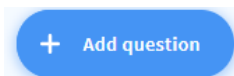
From the Survey Details page, there are three tabs displayed on the top right-hand corner. These tabs include:



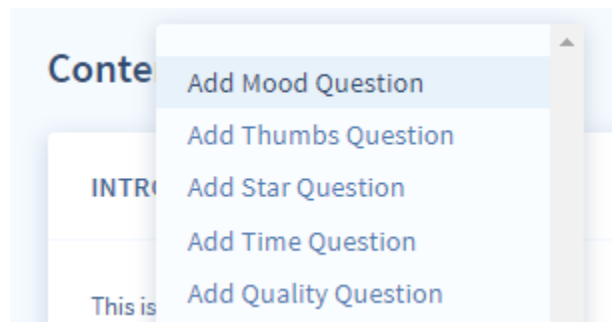
- **Questions:** this is the page we are currently on. This page is where you can alter the Introduction Text, add new questions and start populating your Premium Survey.
- **Report:** this is where you can view the reports of the Premium Survey. Reports are made up of overall marks which contain participation percentages, Keyword Clouds, User Leader boards and Group Leader boards.
- **Settings:** this is where you can alter the survey information we provided earlier on in the section. Remember to save any changes you make within the *Settings* tab, as it will not save automatically.



1. Select the **Questions** tab. This will open the Employee Satisfaction survey editor.

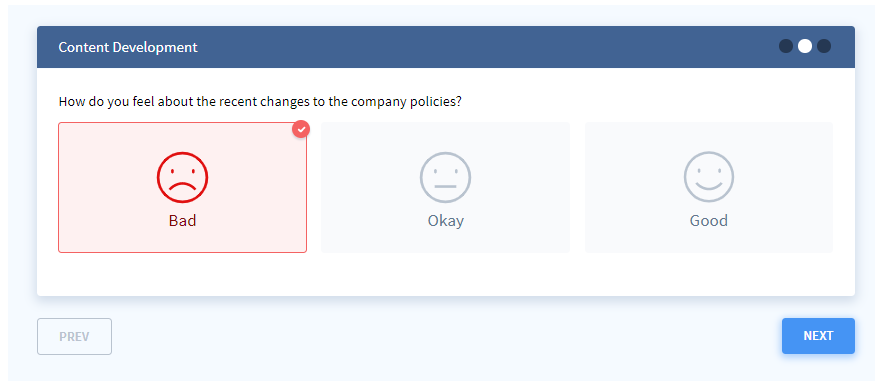


As you select the **Add Question** button at the top of the screen, you'll see various question types. These include:



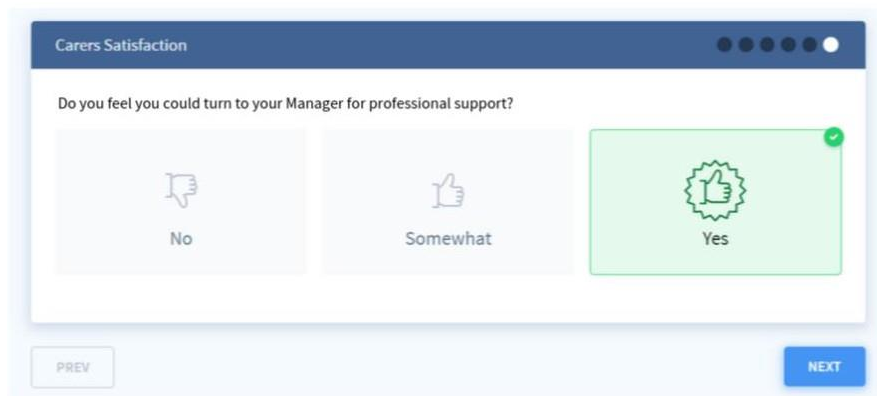
- **Mood** – Bad, Okay, Good
- **Thumbs** – No, Somewhat, Yes
- **Star** – No, Somewhat, Yes
- **Time** – Never, Sometimes, Often
- **Quality** – Low, Medium, High

- **Mood**



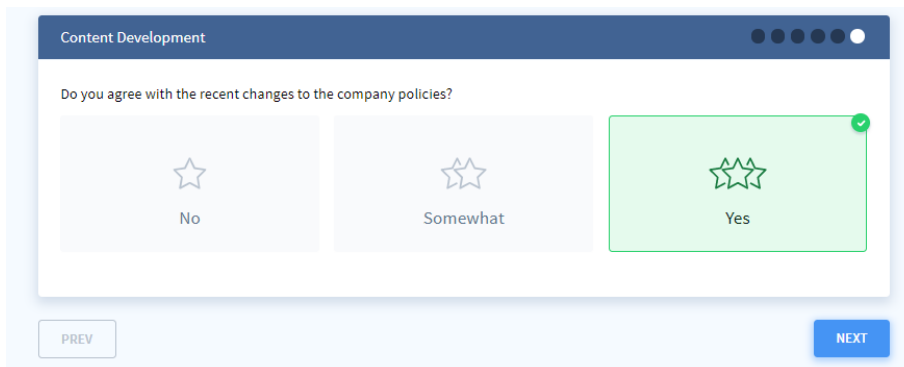
Example of the Learner's (front-end) view of the Mood Survey question.

- **Thumbs**



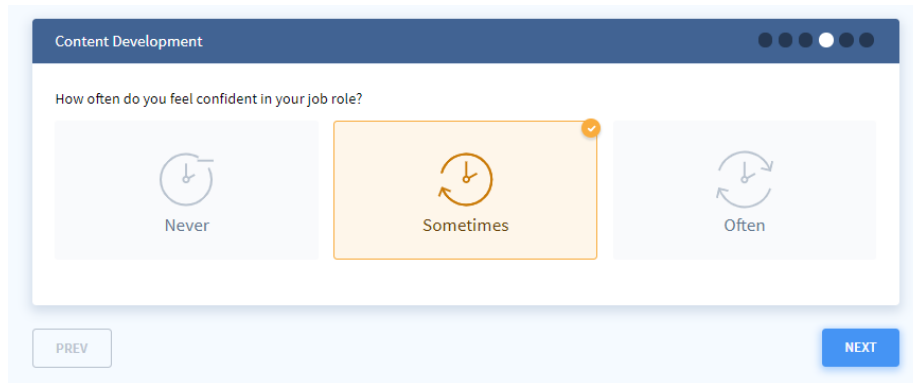
Example of the Learner's (front-end) view of the Thumbs Survey question.

- **Star**



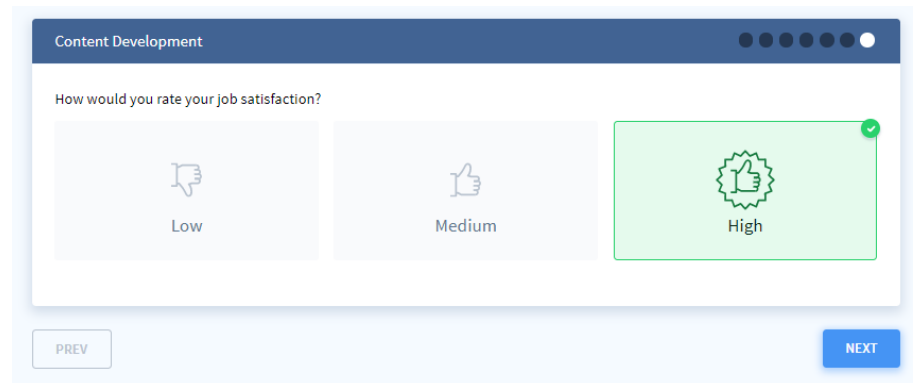
Example of the Learner's (front-end) view of the Star Survey question.

- **Time**



Example of the Learner's (front-end) view of the Time Survey question.


- **Quality**

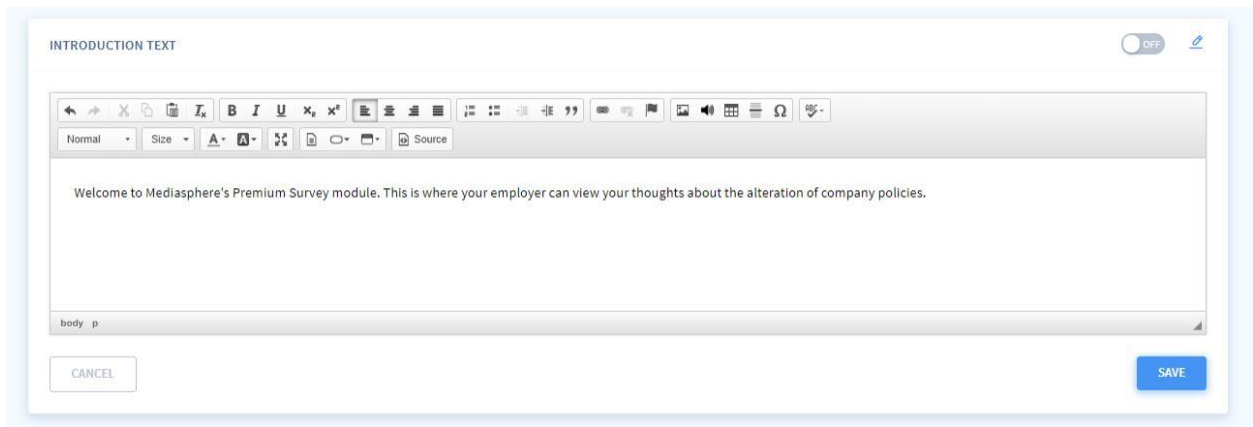


Example of the Learner's (front-end) view of the Quality Survey question.

Premium Surveys – edit your survey

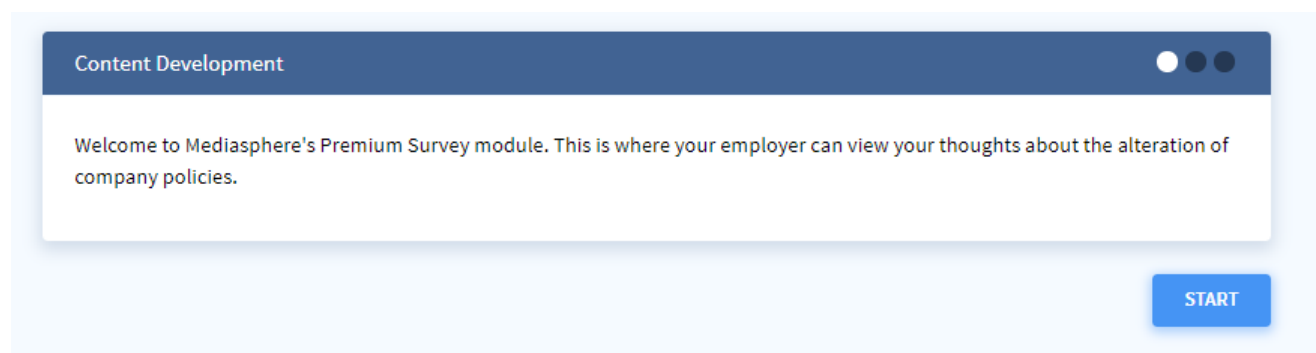
To begin creating your Premium Survey, you will need to start populating some Introductory Text.

1. Select the **Pen** icon  on the right hand-side and type your introductory text into the CK Editor.



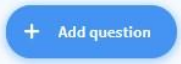
2. Once you have done this, select the **Save** button.

NOTE: To prevent your text from being missed, remember to Enable your Introduction Text, by selecting the slider icon, like so:

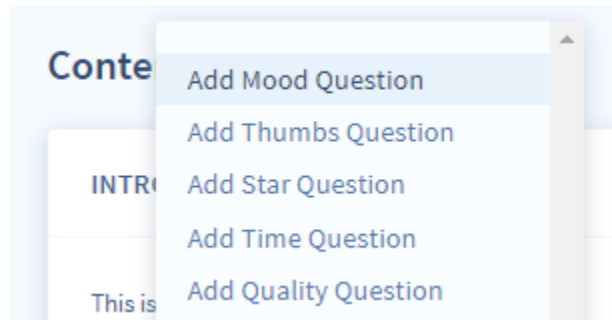



Example of the Learner's (front-end) view of the Introduction Text of the Premium Survey.

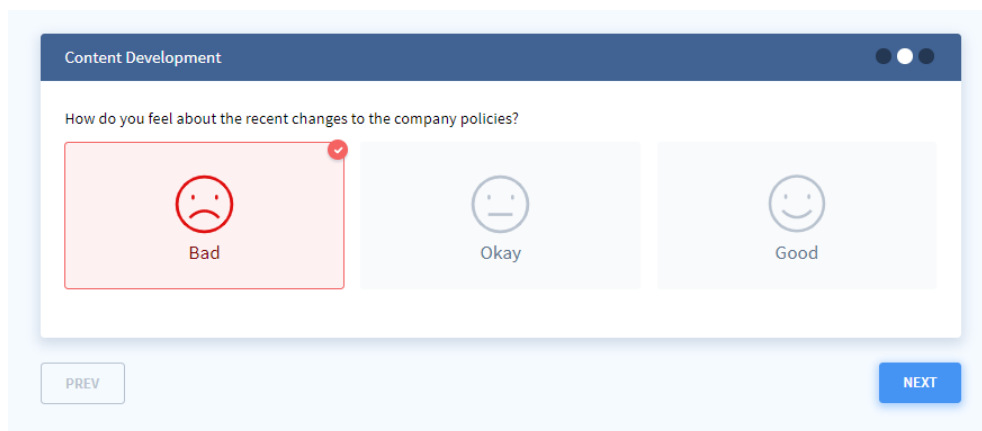
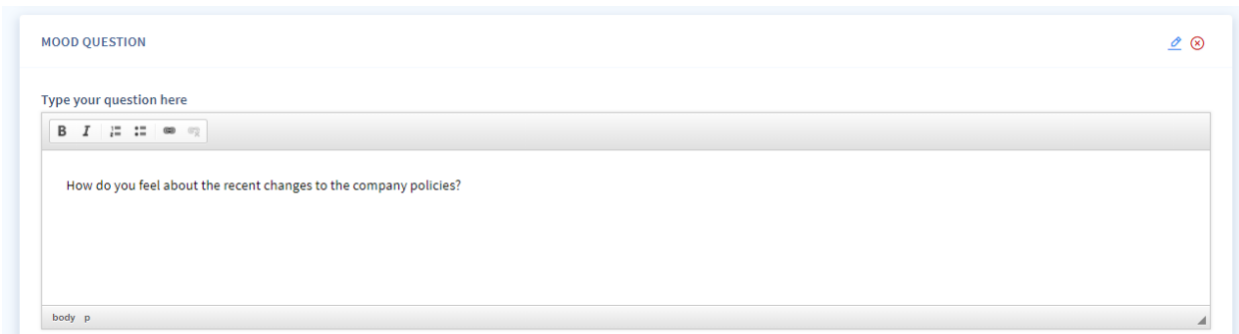
3. Select the **Add question** icon



This will display the question list, shown below.



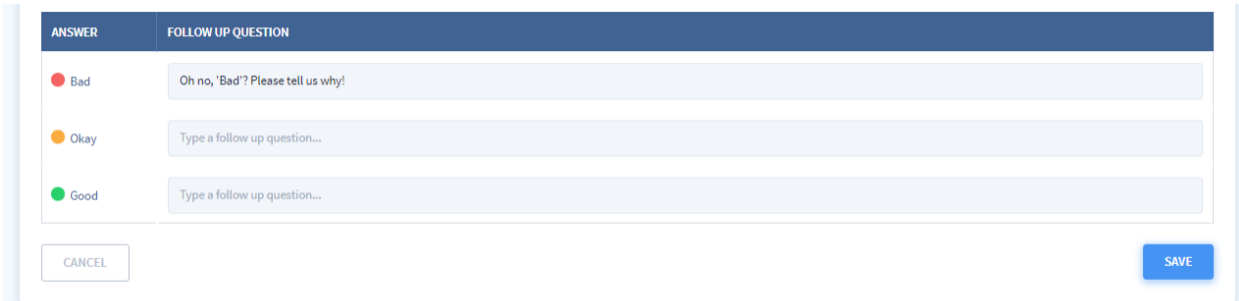
4. Select the **Pen** icon  on one of the survey options you have selected.
5. Type your question within the text box. E.g. *How do you feel about the recent changes to the company policies?* (Potential answers: *Bad, Okay, Good*).



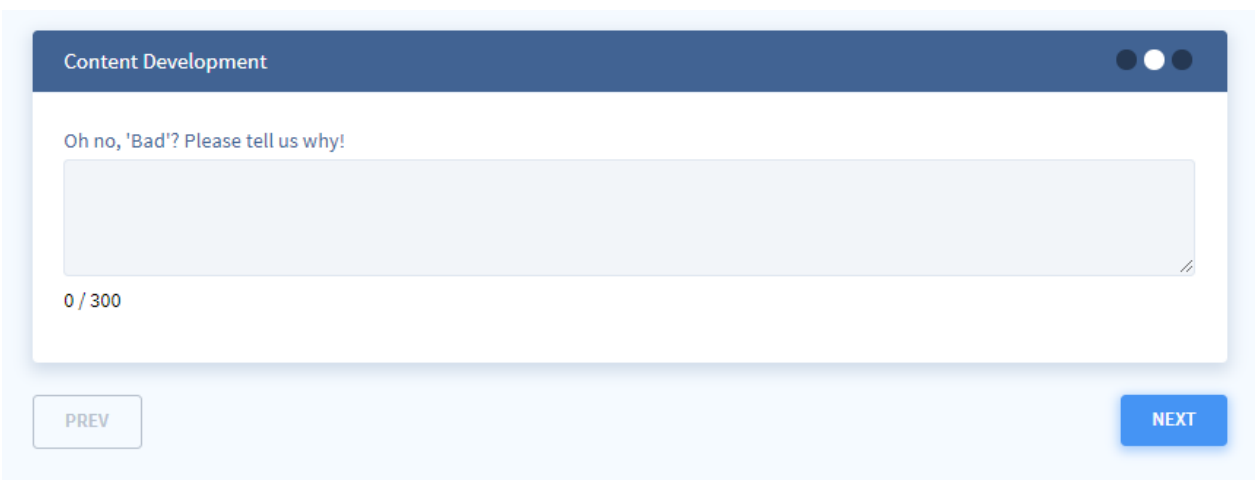
Example of the Learner's (front-end) view of the Mood Survey question.

6. Inside the answer panel, insert the follow up question for each potential answer. E.g. If the employee were to answer with *Bad*, the follow up question could be:

'Oh no, 'Bad'? Please tell us why!'



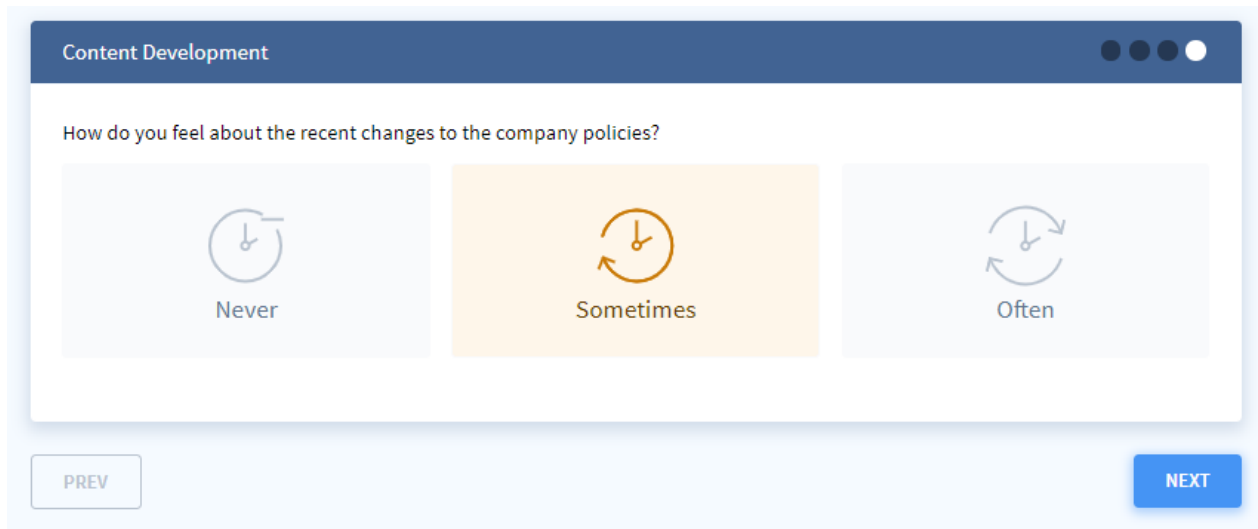
The screenshot shows a configuration panel with two columns: 'ANSWER' and 'FOLLOW UP QUESTION'. Under 'ANSWER', there are three radio button options: 'Bad' (red dot), 'Okay' (orange dot), and 'Good' (green dot). Under 'FOLLOW UP QUESTION', there are three corresponding text input fields. The 'Bad' field contains the text 'Oh no, 'Bad'? Please tell us why!'. The 'Okay' and 'Good' fields contain the placeholder text 'Type a follow up question...'. At the bottom left is a 'CANCEL' button and at the bottom right is a 'SAVE' button.



The screenshot shows a learner's view of the survey. The title bar reads 'Content Development'. The main content area displays the question 'Oh no, 'Bad'? Please tell us why!' above a large text input field. Below the input field, the character count '0 / 300' is shown. At the bottom left is a 'PREV' button and at the bottom right is a 'NEXT' button.

Example of the Learner's (front-end) view of the Mood Survey follow up question.

NOTE: Not all question types are the same. So, you may have to be a little creative with your questions, in order for them to match the survey type. For instance, the Time survey type would not require the same answers as the Mood survey type. The below image will display how confusing this will be to your Learners.



Example of the Learner's (front-end) view of the unsuitable Survey responses.

7. Once you have populated all question types with questions, and follow-up responses, press **Save**.

Job Alerts Manager

This is where you, the administrator, can advertise jobs available within the company. Once you have posted the details of a vacant position, your staff can view the job post and apply for the position.

To begin adding job posts, underneath the Publish tab on the left-hand menu select the **Job Alerts Manager** module. This will bring you to the *List Jobs* page.


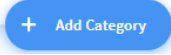
Firstly, you're going to create a category for your Job Post, this will help keep your job postings organised.

Start the recruitment process in-house

This is where administrators can advertise jobs available within the company. Once you have posted the details of a vacant position, your staff can view the job post and apply for the role. The administrator can then review the submissions in the system. Click Add Job to get started.



Job Alerts Manager – categories

1. Select the **Categories**  tab on the top right-hand side of the *List Jobs* page.
2. Press the **Add Category**  button.
3. Add the Category Title and a Category Description inside the text field, if required. Once you have done this, press the **Save** button and make your way back to the *List Jobs* page.

ADD CATEGORY

Job Alert Category Details

Add a category for your job roles by adding the category title and a short description (if required).

Category Title *

Category Description

Category Status

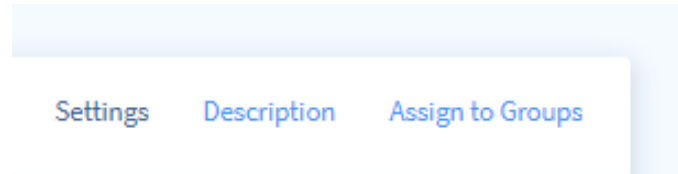
Active ▼

CANCEL
SAVE

Job Alerts Manager – create a job posting

1. Select the **Add Job**  button.

Once you are taken to the *Add Job* page, you will see that there are three tabs which require information. These include Settings, Description and Assign to Groups.



Job Alerts Manager – settings

1. Add the Job Title.
2. Give the job an Author

NOTE: *The Author can also be the company name.*

3. Select a Job Category.
4. Set a Location for the job.
5. Enter the expected Salary.
6. Add an Email Recipient.
7. Set a Removal Date.
8. Select the Status for the job posting.

ADD JOB Settings Description Assign to Groups

General Information
 Create a new job by adding the title, summary, author, location, salary, email recipient and job removal date.

Job Title *

Author

Job Category
 Press and hold the CTRL to select multiple categories

- Administration
- Creative
- Design
- Development
- Information Technology
- Management

Location *

Salary* Email Recipient *

Published Date * Removal Date * Status *

9. Once you have done this, select the **Description** tab.

Job Alerts Manager – description

Provide information on the job description. This is where you can outline the key responsibilities of the position.

- 10. Provide the Job Summary.
- 11. Enter the Job Description.

Once you have done this, select the **Assign to Groups** tab.

ADD JOB Settings Description Assign to Groups

Job Description
Provide information on the job description. This is where you can outline the key responsibilities of the position.

Job Summary

0 / 300

Job Full Description

Insert job content here

CANCEL SAVE

Job Alerts Manager – assign to groups

Assign this job to a group. By doing this, you are allowing the users within that group to view the job on their learning portal.

- Assign the job to any of the groups, by selecting the checkboxes.

ADD JOB Settings Description Assign to Groups

Assign to Groups
Assign this job to a group. By doing this, you are allowing the users within that group to view the job on their learning portal.

To search, start typing group name..




- Content Development
- Design
- Doctors
- Marketing
- Nurses
- Production
- Support
- Test group
- test subgroup

CANCEL SAVE

- Once you have filled all tabs with important information about the vacant position, press **Save**. This will take you to the *List Jobs* page, where you will see your list of jobs beginning to form.

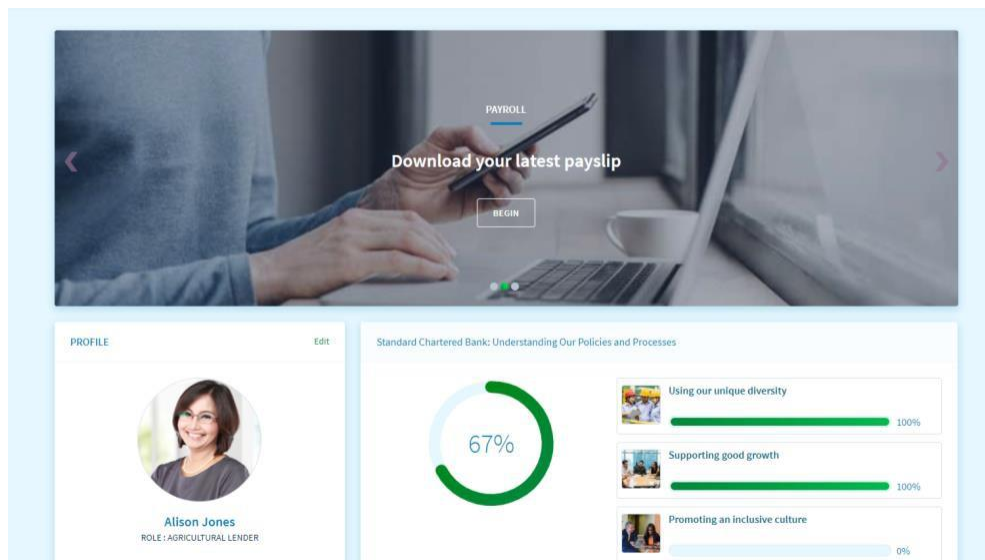
+ Add Job

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

ACTIONS	JOB TITLE	AUTHOR	STATUS	ADDED ON	EXPIRES ON
  	Content Developer	PowerHouse Hub	Published	11-Feb-2020	18-Feb-2020

Dashboard Banner

Create dashboard banners that feature courses, news items or external links.



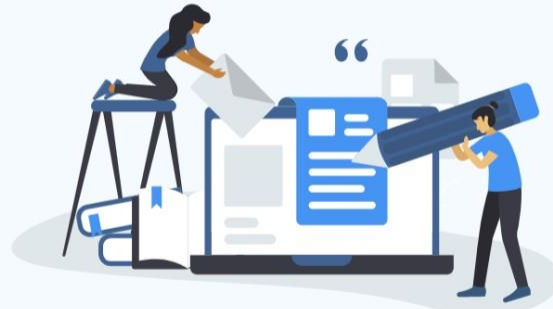
This image is a visual representation of how the Dashboard Banner will display on the learner dashboard.

1. Begin creating your dashboard images by selecting the Dashboard Banner module, underneath the administration tab on the left-hand menu. This will bring you to the *Learner Dashboard Image Carousel* page.

+ Add Image

Add Images to your Learners' Dashboard

Feature Courses or News Items, or create external links. Click Add Image to start!



2. Select the **Add Image**  button.

This will bring you to the *Add Image* page, where you can start creating your Dashboard Banner Image.

Dashboard Banner Image

Add an image and details to display on the learner dashboard.

3. Add the Image Title.
4. Insert the correct Image File.

NOTE: Do not exceed 1400x420 pixels.

5. Enter an Image Caption.

ADD IMAGE

Dashboard Banner Image

Add an image and details to show to Learners on their dashboard.
Recommended image size: 1400 x 420 pixels.

Image Title *

Image File *

 No file chosen

Allowed file types: JPG, JPEG, PNG, GIF, SVG

Image Caption

Add a Link to the Image

Add a link to the learner dashboard. This allows the learner to click on the dashboard banner and be taken to a related link. You can select whether you would like the image to be linked to:

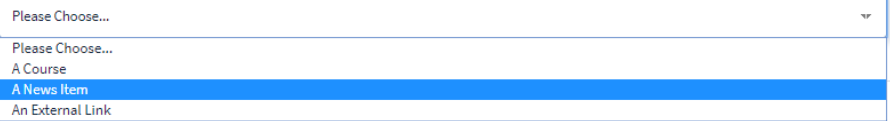
- a course
- a news item; or
- an external link.

Add a Link to the Image

Add a link to show to Learners on their dashboard. If you link a course or news item, ensure you assign this image to the same groups.

Assign to Groups

Link Image to an item



A screenshot of a dropdown menu titled "Link Image to an item". The menu is open, showing four options: "Please Choose...", "A Course", "A News Item", and "An External Link". The "A News Item" option is currently selected and highlighted in blue.

Assign to Groups

Assign this banner image to a group. By doing this, you are allowing all users within those groups to view the banner on their learner dashboard.

NOTE: If you have chosen to link your banner to a news item or course, ensure you have assigned the banner to the groups that display that certain item.

Assign to Groups

Assign this banner image to a group, only images assigned to users groups will display on the Learner dashboard.

Note: If you have chosen a News Item or Course to link, please ensure to assign to the same groups as the chosen item.

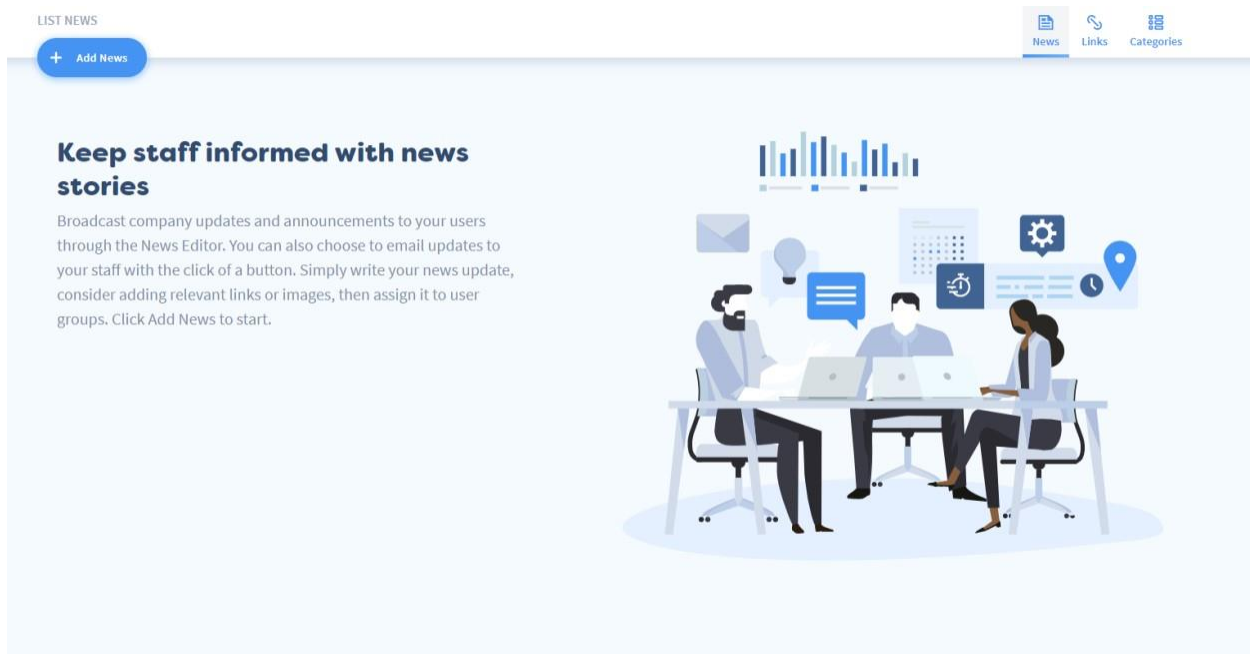


A screenshot of a group selection interface. At the top is a search bar with a magnifying glass icon and the placeholder text "To search, start typing group name..". Below the search bar is a list of groups, each with a checkbox and a label. The groups and their checkbox states are: "Content Development" (checked), "Design" (checked), "Doctors" (unchecked), "Marketing" (checked), "Nurses" (unchecked), "Production" (unchecked), "Support" (unchecked), "Test group" (unchecked), and "test subgroup" (unchecked). A downward-pointing arrow is visible at the bottom right of the list.

News Editor

The News Editor module allows you to publish news stories to the learner *Dashboard*.

1. Inside the Publishing tab, on the left-hand side menu, select the News Editor module. This will bring you to the *List News* page.



News Category

1. To add a News Category, press the **Categories**  **Categories** button on the top right-

hand menu, and select **Add Category** .

CATEGORY DETAILS

News Category Details
Add a category for your news and links by adding the name and a short description (if required).

Category Title *

Category Description

CANCEL SAVE




1. Fill in the category name.
2. Provide a brief category description.
3. Once you're finished adding the required information, press **Save**.

This will create the *List Categories* page, where you will see your categories begin to populate.

LIST CATEGORIES


+ Add Category

Reorder Categories News Links Categories

ACTIONS	CATEGORY TITLE	DESCRIPTION	TOTAL NEWS
   Updates			0

Within the Category List, there are three icons underneath the Actions column. These include:



- Edit this category
 - Assign news to this category
 - Delete this category
4. Select the **News** tab  on the top right-hand corner. This will bring you back to the *List News* page, where you can start populating your news articles.

Add News

1. To get started, press the **Add News**  button at the top of the page.

2. Create a news article by filling out the Settings details, including the article's title, author, status, published dates, and display settings.

ADD NEWS Settings Description Assign to Groups

General Settings
Create a news article by adding the news title, a summary, the author, the status and dates.

Title *

Author *
Admin Admin


Status *
Published

Published Date
29/01/2020

Removal Date
31/01/2021

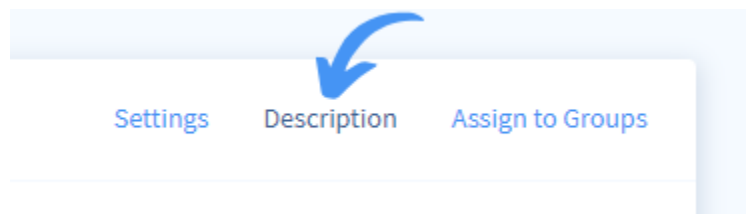
Email News to Users?
 NO

Display Settings

Thumbnail


Recommended Size: 100x100 pixels
 No file chosen

3. Next, select the **Description** tab, inside the *Add News* page.



4. Fill out the News Article's content, including the summary of the article, and the news content within the CK Editor.

ADD NEWS Settings Description Assign to Groups

News Content
Write your news story in the 'Content' section.

Summary

Leading Age Services Australia (LASA), the voice of aged care, is ramping up calls for an extra \$1.3 billion in funding, as a new report warns of the risk of residential care home closures in both metropolitan and rural areas. The latest [StewartBrown](#) survey of 984...

267 / 300

Content *

Leading Age Services Australia (LASA), the voice of aged care, is ramping up calls for an extra \$1.3 billion in funding, as a new report warns of the risk of residential care home closures in both metropolitan and rural areas.

The latest StewartBrown survey of 984 homes shows 51 per cent of aged care facilities recorded an operating loss in the September quarter across all geographic regions.

"Without urgent additional funding, the care of thousands of vulnerable older Australians is at great risk, in country and city areas," said LASA CEO Sean Rooney.

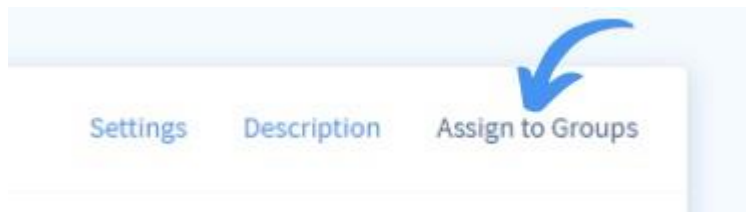
"This independent report highlights the importance of LASA's call for an extra \$1.3 billion over the next 18 months. We calculate this would reduce the number of loss-making providers back to the long-term industry average of 30 per cent."

Year-on-year, the Average Net Profit Before Tax dropped from \$2,095 per bed per annum to a loss of \$582. The report

body p strong a

CANCEL SAVE

- Next, move onto the **Assign to Groups** tab and select the groups you wish to view the News Article.



ADD NEWS Settings Description Assign to Groups

Assign to Groups
Assign this news article to groups.

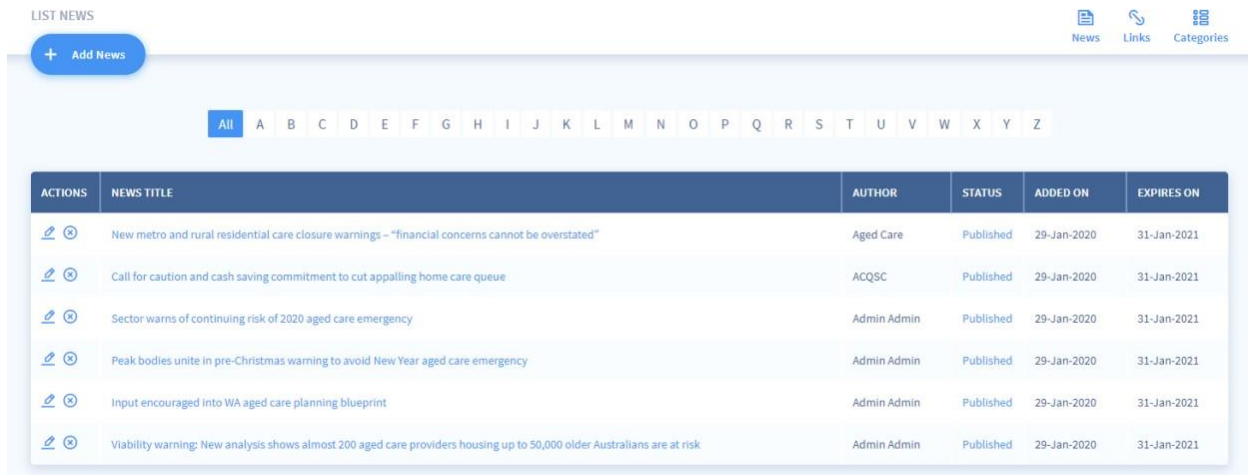
Assign to Groups

- Content Development
- Design
- Marketing
- Production
- Support
- Test group













CANCEL SAVE

6. Once you're done, press **Save**.

As you start to populate more News Articles, the *News List* is created:



The screenshot shows the 'LIST NEWS' interface. At the top left, there is a '+ Add News' button. At the top right, there are three tabs: 'News', 'Links', and 'Categories'. Below the tabs is a navigation bar with letters A through Z, and 'All' is selected. The main content is a table with the following columns: ACTIONS, NEWS TITLE, AUTHOR, STATUS, ADDED ON, and EXPIRES ON. The table contains six rows of news articles.


ACTIONS	NEWS TITLE	AUTHOR	STATUS	ADDED ON	EXPIRES ON
 	New metro and rural residential care closure warnings – “financial concerns cannot be overstated”	Aged Care	Published	29-Jan-2020	31-Jan-2021
 	Call for caution and cash saving commitment to cut appalling home care queue	ACQSC	Published	29-Jan-2020	31-Jan-2021
 	Sector warns of continuing risk of 2020 aged care emergency	Admin Admin	Published	29-Jan-2020	31-Jan-2021
 	Peak bodies unite in pre-Christmas warning to avoid New Year aged care emergency	Admin Admin	Published	29-Jan-2020	31-Jan-2021
 	Input encouraged into WA aged care planning blueprint	Admin Admin	Published	29-Jan-2020	31-Jan-2021
 	Viability warning: New analysis shows almost 200 aged care providers housing up to 50,000 older Australians are at risk	Admin Admin	Published	29-Jan-2020	31-Jan-2021

Edit News

1. To edit an existing news item, select the **Edit**  icon inside the *Actions* column.
2. Once you have finished editing your news article, remember to press the **Save** button to save your changes.

Links

This module allows you to add website links and assign those links to a specific group. The learners within those groups will then be able to access those links through their learning portal.

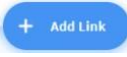
1. Inside the News Editor module, select the **Links**  tab on the top right-hand menu. You will be taken to the following page:

+ Add Link

Bookmark the PowerHouse Hub portal

This module allows your users to access links to important websites from their learner portal. As an administrator, you can add links to other websites, files, pages etc. and assign those links to specific groups. The users within those specific groups, will be able to view the links by accessing the "links" tab on their learner portal. Select the Add Link button to start populating some links.



2. Select the **Add Link**  button. You will be taken to the *Link Details* page, where you will be able to provide basic link information.
3. Add the Link Title.
4. Provide the full URL into the Link URL text field.

Basic Link Information

Provide the full URL (including the "http://") for the link you wish to include.

Link Title *

Link URL *

5. Provide the author's name.
6. Confirm the Status of the link.

General Settings

Provide the general settings of the link, including the author and status.

Author *

Admin Admin

Status *

Published

7. Set the link Publish Date, and link Removal Date.

Date Range

Add the published and removal dates.

Published Date

29/01/2020

Removal Date

31/01/2021

8. Assign the link to the relevant group.

Assign Link

Assign this link to groups.

Assign to Groups

Q To search, start typing group name...

- Content Development
- Design
- Marketing
- Production
- Support
- Test group

9. Once you have populated all required information for your Link, press **Save**.

Document Library

The Document Library allows you to categorise documents for your users to access from their learning portal.

1. Underneath the Publishing tab inside the left-hand menu, select Document Library to be taken to the *Documents* page. This is where you can create, edit, download and delete documents.


DOCUMENTS

+ Add Document

Documents Categories

Upload your files

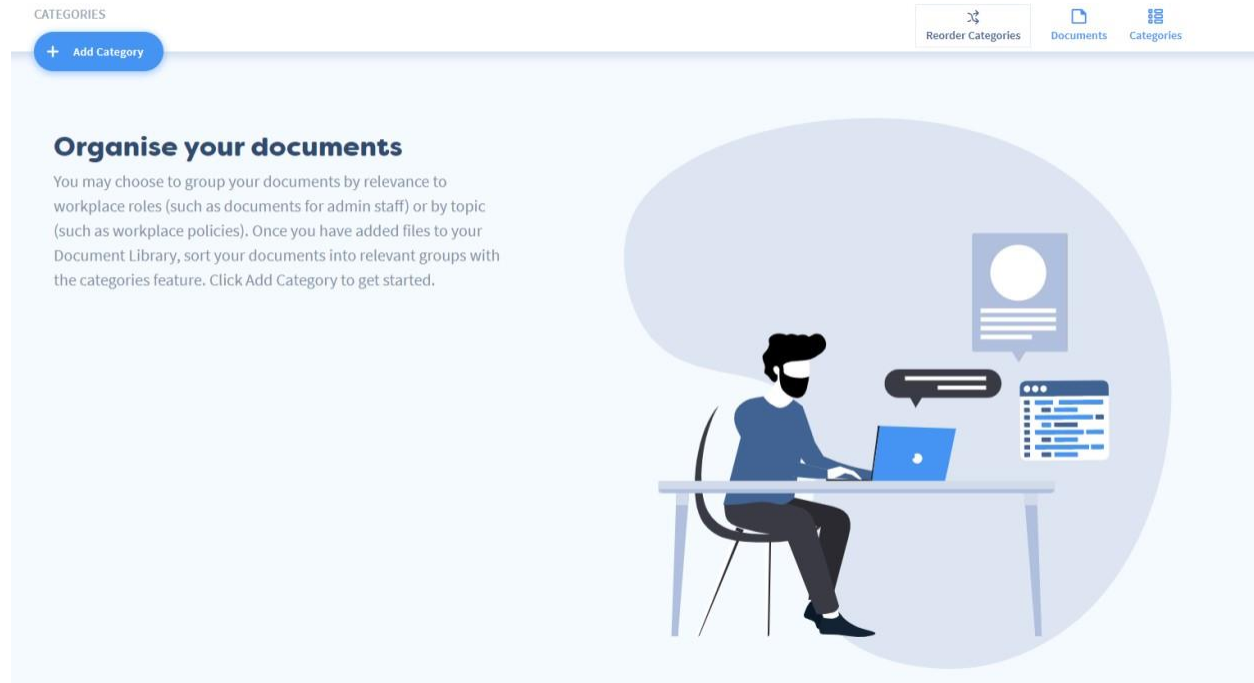
Store and distribute your key files, policies and documents to your users with the Document Library. Simply upload your files, add a description and assign the files to a category and your user groups. Click Add Document to get started.

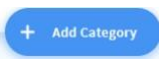


Before you start creating documents, you must first create some categories. This will help organise the filing system.

Document Library – creating a category

1. Press the **Categories** button  displayed on the top left hand-side menu. This will take you to the *Categories* page



2. Select the **Add Category**  button.
3. Add a Category Name and Category Description.
4. Once you have done this, press **Save**


Once you begin to populate your categories, this will create the categories list on the *Categories* page.

CATEGORIES

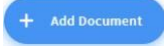
+ Add Category

Reorder Categories Documents Categories

ACTIONS	CATEGORY TITLE	DESCRIPTION	TOTAL DOCS
  	Construction Safety		0
  	Business Support		0
  	Employment Relations		0

5. To start populating Documents, select the **Documents**  tab on the top right-hand side menu. This will take you back to the *Documents* page.

Document Library – creating a document

1. To begin creating your document, select the **Add Document**  button.
2. Add a document name.
3. Upload the appropriate file.
4. Provide a document description.
5. Select the applicable category.

NOTE: Press and hold the CTRL button to select multiple categories.

6. Add a publish and removal date for your document, by selecting the textboxes and clicking the correct dates.

Category

Construction Safety

Publish Date *

29/01/2020

Removal Date

28/01/2021

Status *

Active

- Content Development
- Design
- Marketing
- Production

January 2021						
SU	MO	TU	WE	TH	FR	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- Assign the document to the relevant group(s). This document will show on the learner dashboard for users in the selected group(s).

Assign to Groups

Assign groups to your document. This document will show on the learner dashboard for users in the selected group(s).

- Content Development
- Design
- Marketing
- Production
- Support
- Test group

- Once you have finished importing all relevant information for your document(s), press **Save**.













As you begin to populate your documents, this will create the documents list, on the *Documents* page.

DOCUMENTS

+ Add Document

Documents Categories

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

ACTIONS	DOCUMENT TITLE	UPLOADER	ADDED ON	STATUS
  	Annual Leave Request Form	First321 Last321	10-Oct-2019	Active
  	Care Packages	First321 Last321	10-Oct-2019	Active
  	Policies and Procedures	First321 Last321	10-Oct-2019	Active
  	Welcome to the team	First321 Last321	10-Oct-2019	Active



Underneath the Actions heading of the Documents List, there are three icons, which enable you to:

- edit the documents
- download the documents; and
- delete the documents

User Uploads



To allow your users to upload files, you need to add files on the Admin Portal. For example, your organisation may require all employees to provide a specific license for operating a forklift.

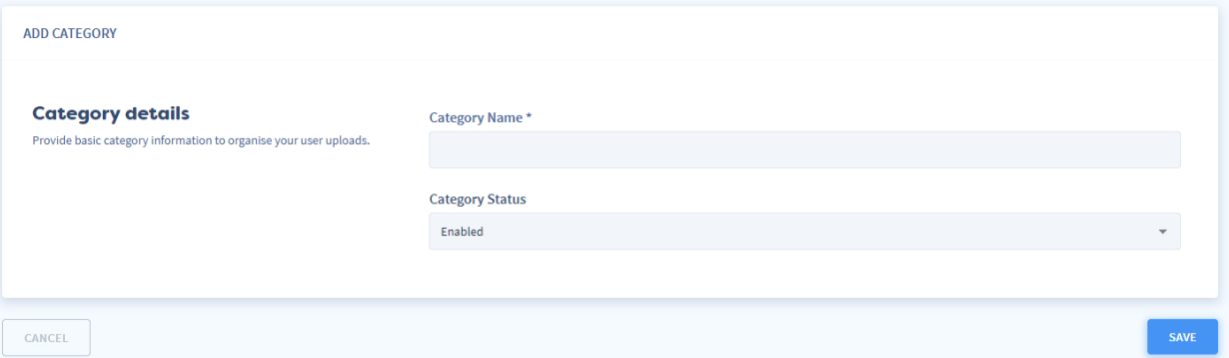
The learner will then be able to add this file from the front end under *Edit Profile* in the user dashboard.

1. Underneath the Administration tab in the left-hand menu, select the User Uploads module. This will take you to the *User Uploads* page.

Before we begin populating user uploads, we must first create a category for the file to go into.

User Uploads – creating categories

1. Select the **Categories**  tab.
2. Press the **Add Category**  button displayed at the top of the *Registration Categories* page.
3. Provide the basic information such as **Category Name** and **Status**.



ADD CATEGORY

Category details
Provide basic category information to organise your user uploads.

Category Name *

Category Status
Enabled


CANCEL SAVE

4. Press **Save** once you have done this

User Uploads – adding a user upload file

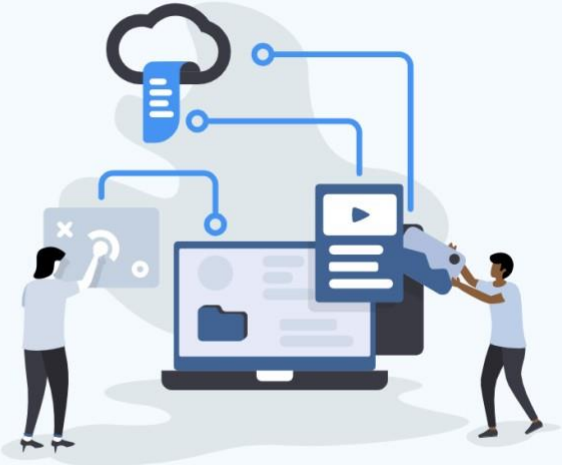
1. To add a User Upload File, press the **Add File**  button on the top of the *User Uploads* page.

USER UPLOADS

 **Add File** Search Files Categories

Allow your users to upload files to the portal

Keep your organisation compliant by allowing your learners to upload their certificates (e.g. a CPR completion certificate, White Card etc.) and other important documentation to the learner portal. To begin, start selecting the files types required of your learners, by clicking the Add File button.



2. Create a new file type for your users to upload, by:
 - entering the file name
 - selecting the category and status; and
 - assigning the User Upload File to a specific group or groups

ADD FILE

File details
Create a new file type for your users to upload. Enter the file name, the category and the status.

File Name*
Annual Leave Request Form

Category
Employment Relations

File Status*
Enabled

Assign to Groups

Q To search, start typing group name..

- Content Development
- Design
- Marketing
- Production
- Support
- Test group

CANCEL SAVE

3. Once you have finished, press **Save**.

Now that the user file has been added to the user's portal, the *Personal File Uploads* section of their *My Details* page, should look something like this:

PERSONAL FILE UPLOADS

Work Documentation

ENABLED	COMPETENCY	UPLOAD FILE	EXPIRY DATE
<input checked="" type="checkbox"/>	Annual Leave Request Form	View File Re-Upload	- Add Expiry Date

This is the frontend view of a user uploading a personal file to their portal.

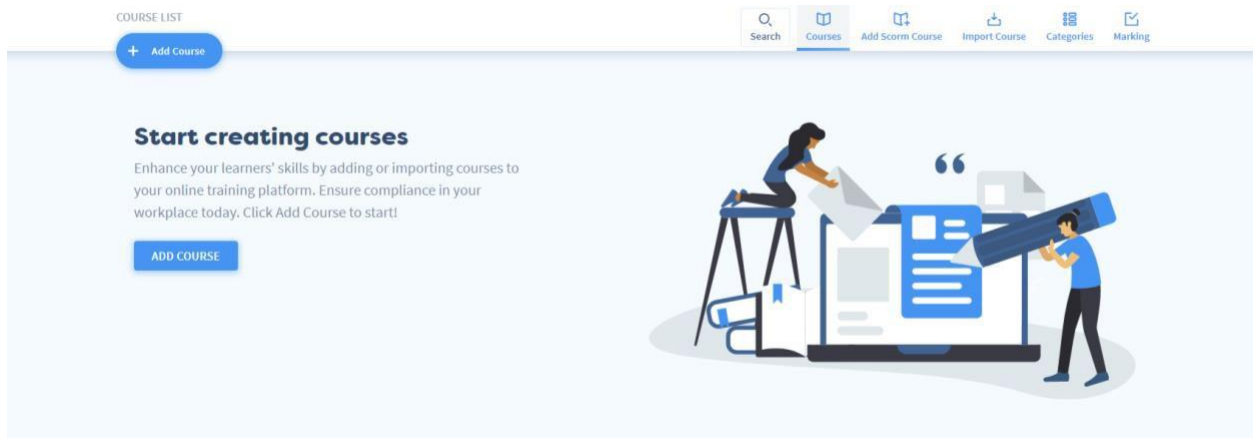
Compliance and Credentials – uploading files for onboarding workflows

The Compliance and Credentials tabs allow you to create documents that need to be uploaded when a user is completing an onboarding workflow. The files can be sorted into both categories depending on the type of file such as for compliance this type of file could be a Blue Card and for credentials this type of file could be Drivers License.

Content Publisher


The Content Publisher allows you, the administrator, to enhance your users' skills by adding or importing courses to your online training platform. This is where you can create and import courses, define course categories and mark completed assessments.

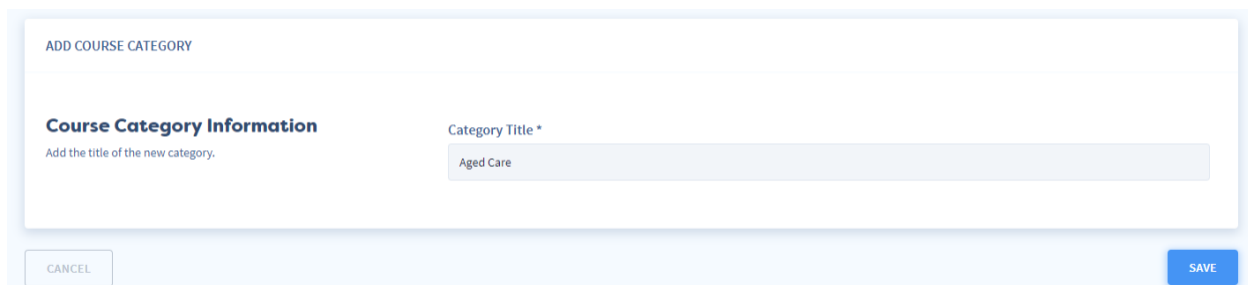
1. Underneath the Publishing tab in the left-hand menu, select Content Publisher. This will open the *Course List* page.



Content Publisher – course categories

Before you start populating your courses, you will need to create a category in relation to them. By adding a new course category, your list will be sorted into separate topics, making it easier for you to manage your courses based on their categories.

1. To start populating your new course category, select the **Categories**  **Categories** tab in the top-right of the *Course List* page, and add the title of your new category.

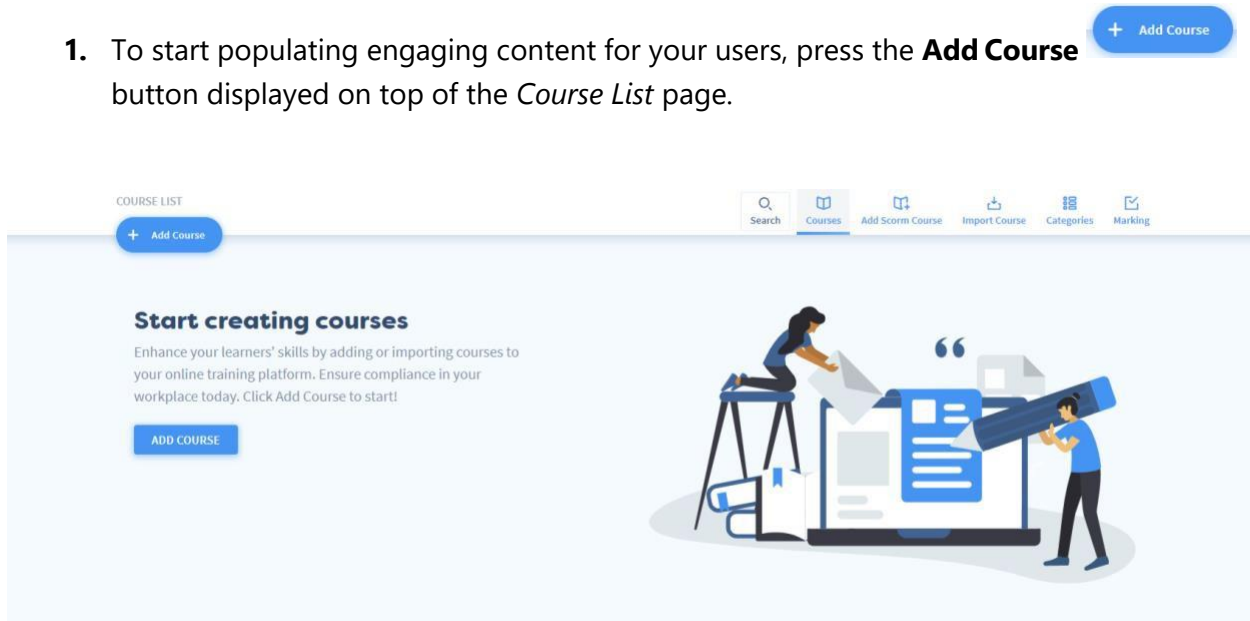
The screenshot shows a form titled 'ADD COURSE CATEGORY'. Under the heading 'Course Category Information', there is a sub-heading 'Add the title of the new category.' and a text input field labeled 'Category Title *' with the value 'Aged Care' entered. At the bottom left is a 'CANCEL' button and at the bottom right is a 'SAVE' button.

2. Once you have done this, press **Save**.

Now that we have the course category sorted, it's time to start creating some courses.

Creating a Course

1. To start populating engaging content for your users, press the **Add Course** button displayed on top of the *Course List* page.



This will bring you to the *Add Course* page, where you will need to provide basic information about your course.

Course Information

Edit course information by adding the course title, the unique identifier, pass rate, status and certificate.

Course Title *

End of Month Course

Course Unique Identifier

Search Keyword

Pass Rate

100%

Assign Certificate

No Certificate

Training Time

Hour(s)

Minute(s)

Course Status

Published

Send Managers a notification when a Learner completes this course

NO

Course Expiration

Using the dropdown menu, select the course Expiration type. Select this if a user is to re-submit a course after a specified amount of time has passed. This generally applies to users who complete annual re-induction courses, such as Workplace Health & Safety.

Select Course Expiration Type

Does not expire

Re-Induction

Using the dropdown menu, select the course Re-Induction type. By

Select Re-Induction Type

Disabled

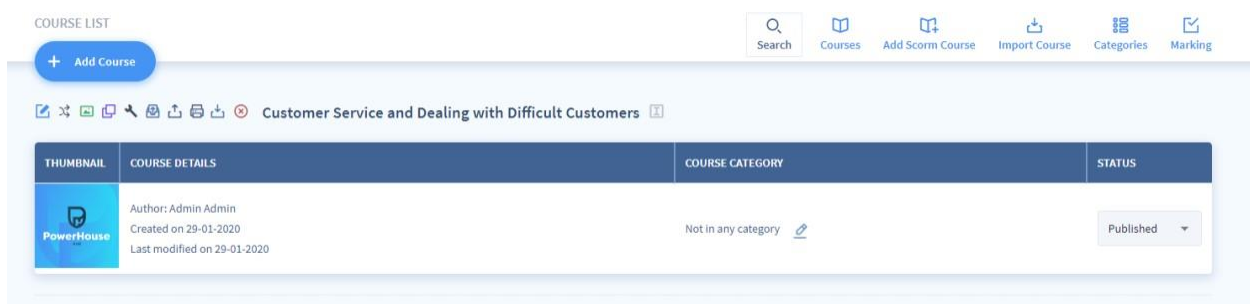
1. To start creating your course, you will need to:

- Add the course title
- Enter the course unique identifier
- By selecting the dropdown menus, choose your course' pass rate, certificate (*as mentioned on page 31, this is where creating your certificate prior to building your courses, webinars and events comes in handy*), course category(s) and status; and
- Assign your course to a mandatory group. By doing this, you are allowing the users within that group to view the course on their portal.
- Training time allows you to allocate how long the course should take to be completed. (This is optional)
- Course expiration allows you to enable after the course has been assigned if there is an expiry for the learner to complete the course.
- Re-induction allows learner users to re-complete the course if needed after a certain period, e.g a course must be completed annually.

NOTE: you can assign to multiple course categories.

2. Once you have done this, press **Save**.

As you are taken back to the *Course List* page, you will notice your new course will be displayed at the top of the course list.



The screenshot shows the 'COURSE LIST' interface. At the top left, there is a '+ Add Course' button. On the right, there are navigation icons for Search, Courses, Add Scorm Course, Import Course, Categories, and Marking. Below the navigation bar, there is a course title bar: 'Customer Service and Dealing with Difficult Customers'. Below this is a table with the following columns: THUMBNAIL, COURSE DETAILS, COURSE CATEGORY, and STATUS. The table contains one row with a thumbnail icon, course details (Author: Admin Admin, Created on 29-01-2020, Last modified on 29-01-2020), course category (Not in any category), and status (Published).

Course Icons

In the Course Title bar, there are a range of icons. These icons include:



The screenshot shows the course title bar: 'Customer Service and Dealing with Difficult Customers'. Above the title, there is a row of icons: a pencil (edit), a trash can (delete), a document with a checkmark (publish), a document with a checkmark and a plus sign (add), a document with a checkmark and a minus sign (remove), a document with a checkmark and a plus sign (add), a document with a checkmark and a minus sign (remove), a document with a checkmark and a plus sign (add), a document with a checkmark and a minus sign (remove), and a document with a checkmark and a plus sign (add).

- **Edit Course:** This icon opens the Course Editor and allows you to edit the sections and pages within the selected course.

COURSE REORDER

This will allow you to reorder the courses that are displayed to learners. The order configured here will only be visible from the learners perspective and won't reorder them for administrators.

Use your mouse to drag and drop each item into the order you desire. When you re-arrange an item it will automatically save the new position.



- **Re-arrange Courses:** This feature allows you to arrange the course order displayed in the fronted of your site. Use your mouse to drag and drop each item into the order you desire. When you re-arrange an item, the re-order will automatically save.
- **Update Course Thumbnail Image:** This icon allows you to select a thumbnail image to represent the course. This thumbnail will display on the admin and learner portal.

UPLOAD IMAGE

Upload Image

Please click "Browse" to select an image from your local drive. The image should be 500 pixels wide and 500 pixels high. If the image uploaded is different it will be resized accordingly.

Acceptable file types: (jpeg, jpg, gif, png)



Upload Image * :

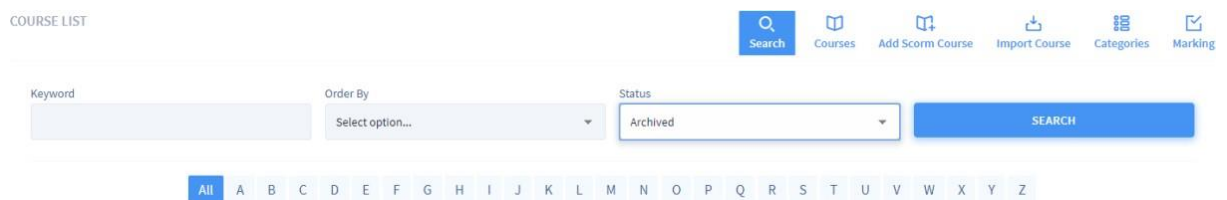
Choose file | Key concepts – Workforce interactions.png



CANCEL



UPLOAD

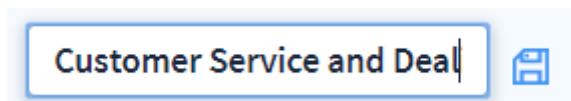
- **Duplicate Course:** This will create a copy of the selected course. This comes in handy when you need to create a backup of a course.
- **Course Settings:** Click on this icon to open the *Course Settings*. This is where you would change the course details mentioned on page 57.
- **Export Course to SCORM:** This icon gives you the ability to export any course to SCORM.

- **Export Course:** This icon gives you the ability to export any course.
- **Export Course to PDF:** This icon gives you the ability to export any course to PDF.
- **Import Course Content:** This icon allows you to import additional course content to a pre-existing course.
- **Archive Course:** Click on this icon to archive your course. To delete a course, you must archive it first. You can delete a course any time by clicking on the **Archive Course**  icon. This course will then show under archived courses. To find it, click the **Search**  on the Status dropdown menu select **Archived**, then **Search**.



To permanently delete the course, click on the **Permanently Delete Course**  icon. If you wish to restore an archived course, click on the **Restore**  icon. The course will then show up under the status dropdown menu as *Active*.

- **Click to edit:** This icon allows you to edit the title of the course. Simply click the **Click to edit**  icon displayed on the right-hand side of the course title, make your changes and press the **save**  icon.



Add SCORM Course

Our platform allows the import of SCORM with pass or fail reporting capabilities. There are two options for exporting SCORM. These files can either be added to the page, which allows for the addition of other course pages, or as a course, which will have the file sitting by itself. Should

you wish to have more detailed reports, it is recommended to use our platform to build your assessments.

1. To start populating your SCORM courses, select the **Add Scorm Course** tab displayed at the top of the page.



This will bring you to the *Add Course* page, where you will need to provide basic information for your new SCORM course.

2. To start creating your course, you will need to:
 - add the course title
 - enter the course unique identifier

- upload the SCORM object.

NOTE: ensure the file is zipped before uploading.

- select the correct SCORM Version
- assign a certificate
- assign a category to your SCORM course
- choose your course' status; and
- assign your course to a group. By doing this, you are allowing the learners within that group to view the course on their portal.

3. Select **Save** once you have done this.


Once you have saved the information provided, your SCORM course will display within the *Course List* page.

The screenshot shows the 'COURSE LIST' interface. At the top, there is a navigation bar with icons for Search, Courses, Add Scorm Course, Import Course, Categories, and Marking. Below this is a '+ Add Course' button. The main content area displays two course entries. The first entry is for 'Key Concepts', which has a thumbnail of a PowerHouse logo, author 'Admin Admin', creation date '29-01-2020', last modified date '29-01-2020', category 'Aged Care', and status 'Published'. A blue arrow points from the 'Add Course' button to this course entry. The second entry is for 'Customer Service and Dealing with Difficult Customers', which has a similar thumbnail, author 'Admin Admin', creation date '29-01-2020', last modified date '29-01-2020', category 'Not in any category', and status 'Published'.

NOTE: The only changes that can be made to this course are changes to the SCORM file. If you would like to add assessments, this must be done by adding the SCORM file to the page. We recommend for SCORM to be added to the page rather than added as a course as this allows for assessments to be built on our platform. Adding SCORM as a course will only mark pass or fail for assessments within the SCORM.

Import Course

Content Publisher also has the option to import an existing course.

1. Select the **Import Course**  icon. This will take you to the *Import Course(s)* page.

IMPORT A NEW COURSE/S

Drag and drop files here....

or...

CHOOSE FILE..

Maximum file size is 500 Megabytes

- Click the **Choose File** button and select the course you wish to upload from your computer.

NOTE: The types of courses that can be uploaded are SCORM and .json file types.



IMPORT A NEW COURSE/S

Drag and drop files here....

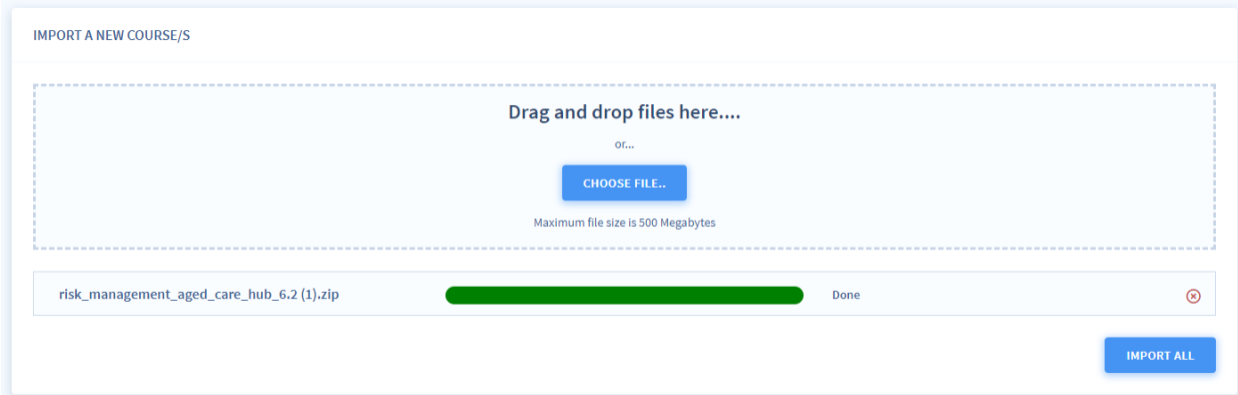
or...

CHOOSE FILE..

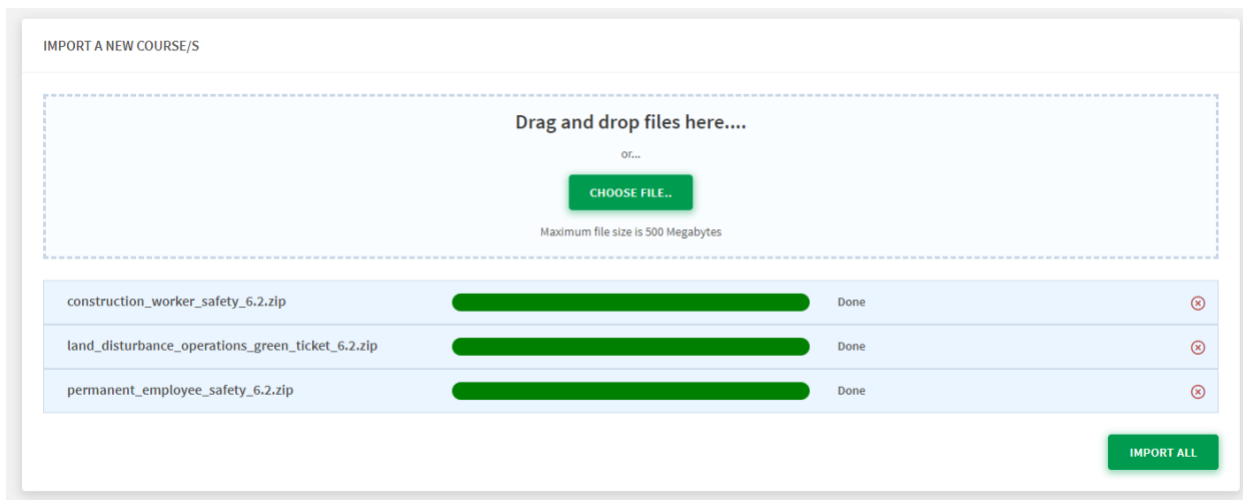
Maximum file size is 500 Megabytes

- You can also start importing your courses by drag and dropping them into the *Import* field.

Once you have selected the appropriate course, click the **Import All** button to import it. The uploaded course can then be found at the top of the *Courses List* page.



You can upload multiple course files at once using either the **Choose File** or drag and drop method.



Assign Certificate to Import Course Upload

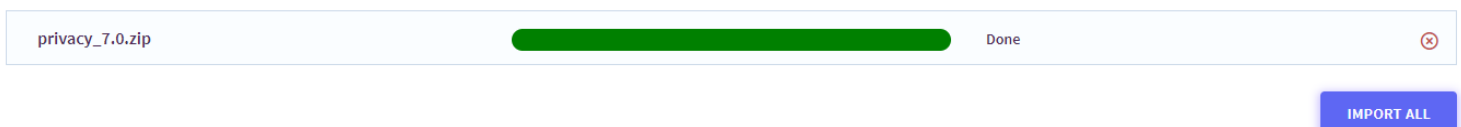
While importing courses through content publisher, you can now add certificates uploaded through Certificate Manager before importing the course.

1. After importing course, under *Assign Certificate*, select the desired certificate you wish to automatically be designated.
2. Select Import All.


If you would like to assign a certificate to the course/s, please choose one from the list below.

Assign Certificate

No Certificate ▼



Course Skeleton

To start creating the skeleton of your course, select the **Edit Course**  icon within your course title bar.



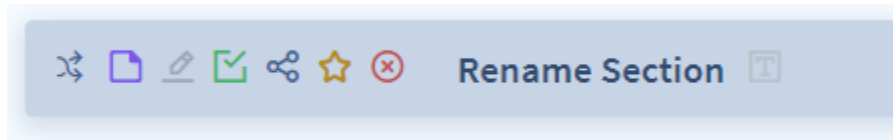
This will open the *Edit Course* page.

As you can see, there will be a range of icons. These icons include:



- **Add Page:** select this icon to add new pages to your course
- **Add Section:** selection this icon to add new sections to your course
- **Add Practice Test:** select this icon to add a test before your course commences
- **Add Test:** select this icon to add a test to the end of your course
- **Add Scenario:** select this icon to add a scenario to your course
- **Add Survey:** select this icon to add a survey to the end of your course

Each section features a range of icons on the left-hand side of the title.

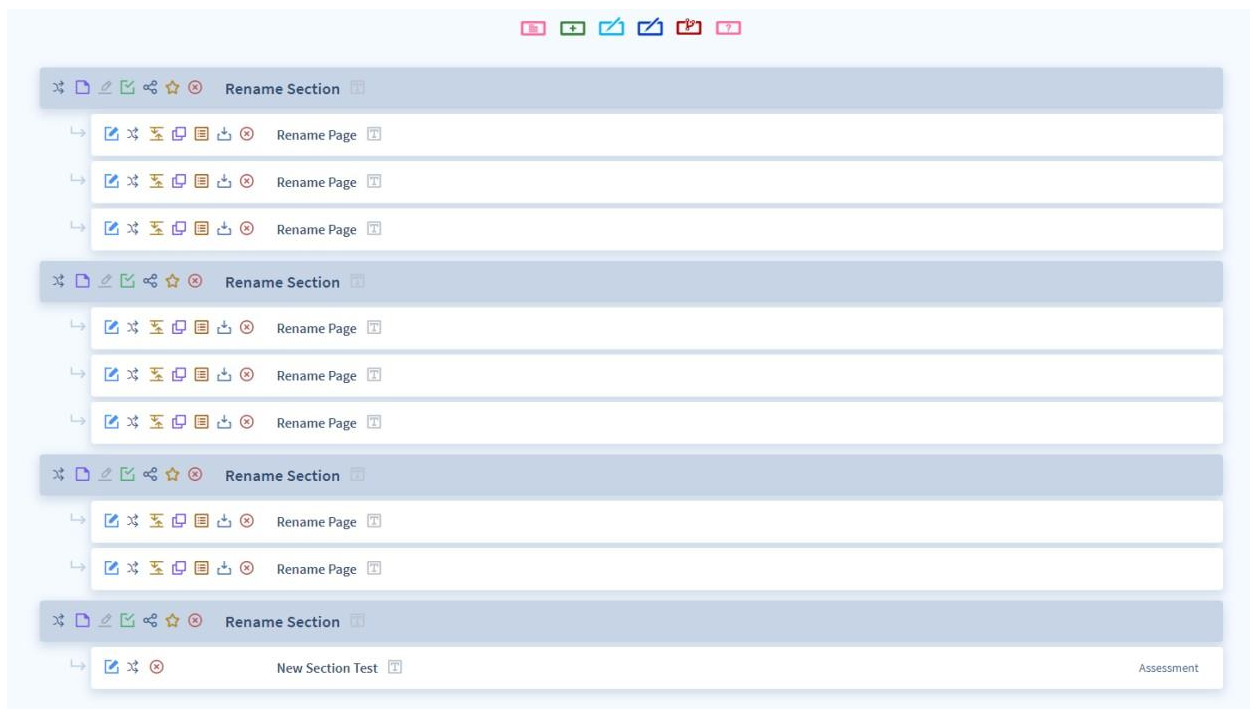


These icons include:

- **Re-arrange Items:** select this icon to rearrange the order of sections within the course. These can be drag and dropped.
- **Add Section Page:** select this icon to add a page to the section you are currently editing.
- **Add Section Practice Test:** select this icon to insert a formative practice test to your section.
- **Add Section Test:** select this icon to insert a summative assessment to your section.
- **Add Section Scenario:** select this icon to add a scenario to your section.
- **Add Section Survey:** select this icon to insert a survey to your section.
- **Delete Section:** select this icon to remove the section from your course.
- **Click to edit:** select this icon to edit the title your section. Remember to press the **Save** icon once you have done this.

Select any of these options to develop your comprehensive course skeleton.

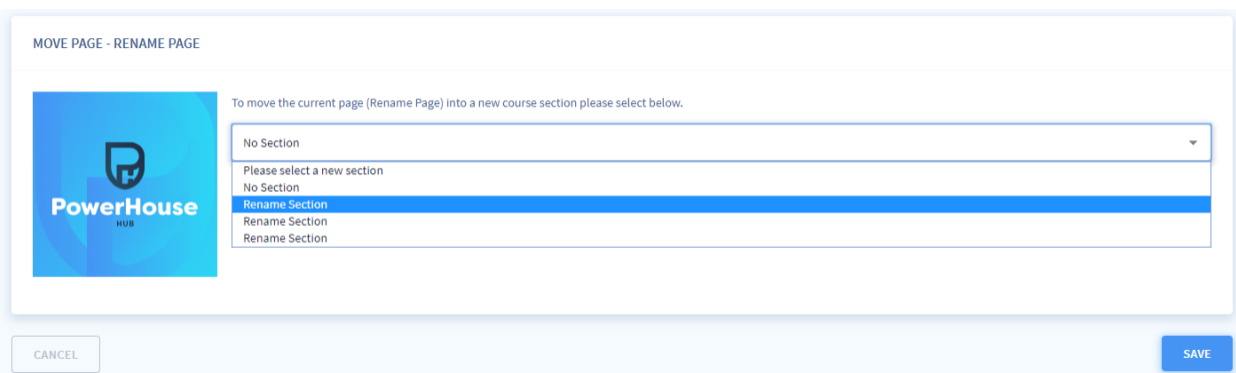
As you start populating sections and pages within those sections, you'll start to see your course skeleton forming:



As you can see, the course pages also display a range of icons. These include:



- **Edit this page:** select this icon to edit the course page.
- **Re-arrange Items:** select this icon to rearrange the order of pages within the section. These can be drag and dropped.
- **Move this page:** select this icon to move the current page into a new course section.



- **Duplicate this page:** select this icon to duplicate the course page.
- **Preview this page:** select this icon to preview the course page.
- **Import SCORM to this page:** select this icon to import a SCORM to the selected page.
- **Delete this page:** select this icon to remove the page from your course.

- **Click to edit:** select this icon to edit the title of your page. Remember to press the **Save** icon once you have done this.

Editing Course Pages


Now that you have your course skeleton, it's time to start importing text, images and templates to help create an engaging and vibrant course. To do this, select the **Edit this page** icon, on any of the pages within the course skeleton. This will open up a blank page, where you will see PowerHouse Hub's inbuilt content editor, referred to as the CK Editor. You will use this to add content to all the pages of the course.

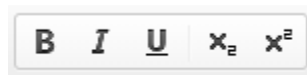



The CK Editor has a variety of templates, font styles, colours and formatting options for you to choose from when creating content for a course. Simply hover over the symbols and click to use them.


From left to right, the icons include:

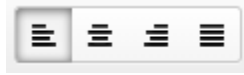


- **Undo:** select this icon to undo any mistakes you make.
- **Redo:** select this icon to redo mistakes that you have undone.
- **Cut:** select this icon to cut any items.
- **Copy:** select this icon to copy an item you wish to duplicate. Select the **Paste**  icon to display the duplicated item.
- **Paste:** select this icon to paste an item you have cut.
- **Remove format:** select this icon to remove any formatting the text may have.



- **Bold:** select this icon to make text become bold. Highlight the text you wish to bolden and select the **Bold** icon.
- **Italic:** select this icon to make your text become italicised.
- **Underline:** select this icon to underline your text.
- **Subscript:** select this icon to script your text. Highlight the text and select the **Subscript**  icon.

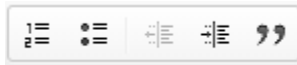
- **Superscript:** select this icon to script your text. Highlight the text and select the **Superscript**  icon.




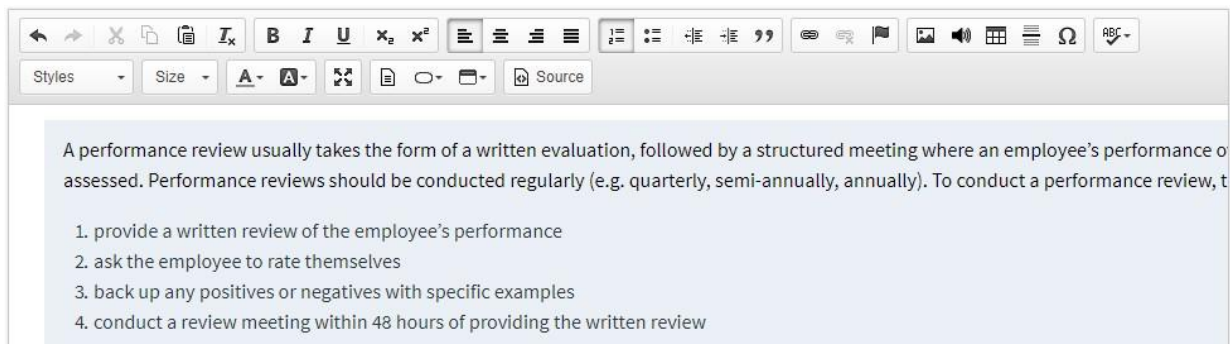
From left to right, select the above icons to:

- left align
- centre
- right align; and
- justify your text

Highlight the text that requires alignment and select the alignment you wish to apply to the text.






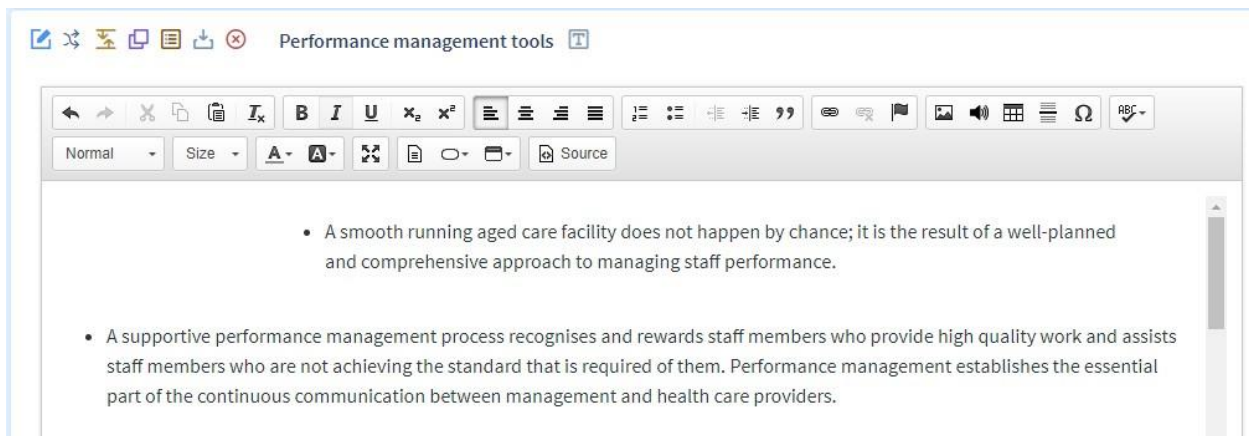
- **Insert/Remove Numbered List:** select this icon to populate or remove a numbered list. Highlight the text you wish to add or remove a numbered list to/from, and select the **Insert/Remove Numbered List**  icon.



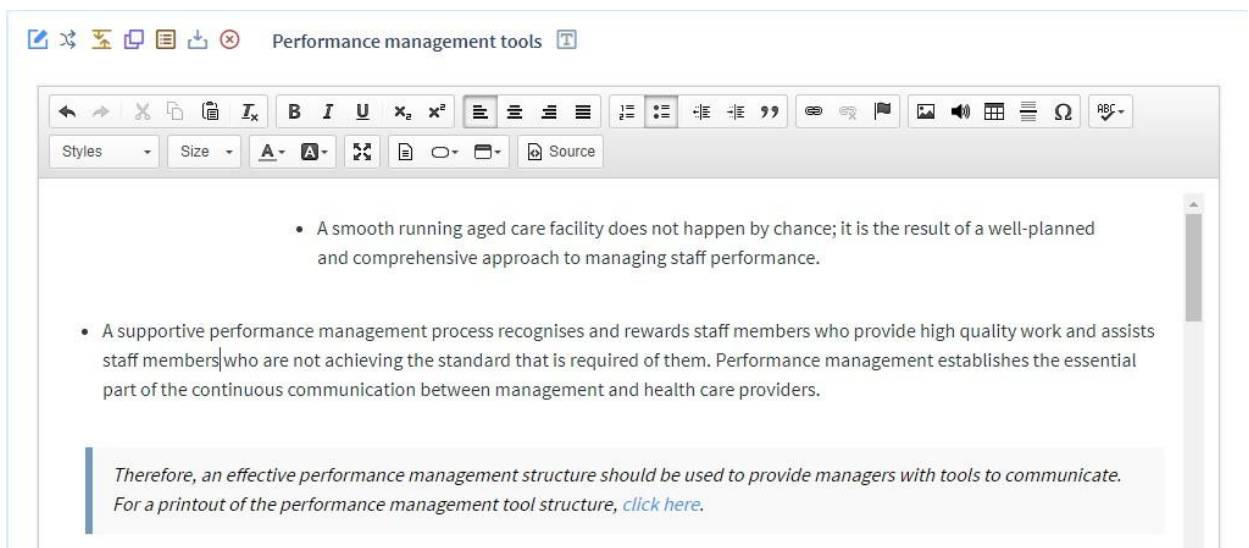
A performance review usually takes the form of a written evaluation, followed by a structured meeting where an employee's performance is assessed. Performance reviews should be conducted regularly (e.g. quarterly, semi-annually, annually). To conduct a performance review, the following steps should be followed:

1. provide a written review of the employee's performance
2. ask the employee to rate themselves
3. back up any positives or negatives with specific examples
4. conduct a review meeting within 48 hours of providing the written review

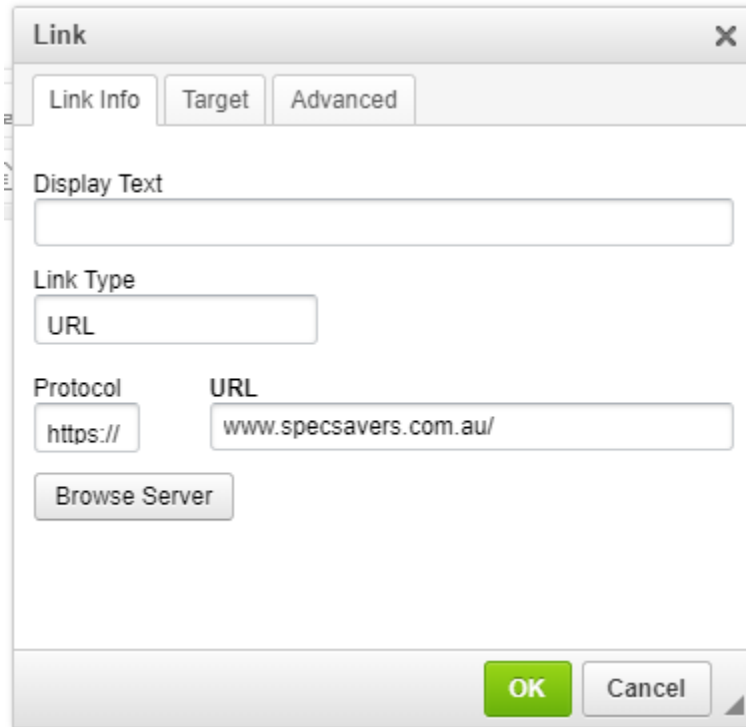
- **Insert/Remove Bulleted List:** select this icon to populate or remove a bullet-point list., Highlight the text you wish to add or remove a Bulleted list to/from, and select the **Insert/Remove Bulleted List**  icon.
- **Indenting:** select this icon to alter the numbered and bullet-point lists. Use the **Increase Indent**  icon to bring the bullet point closer to the middle of the page. You can continue clicking this button until you are happy with the alignment of the bullet point. Clicking the **Decrease Indent**  icon will move the bullet point back the other way.





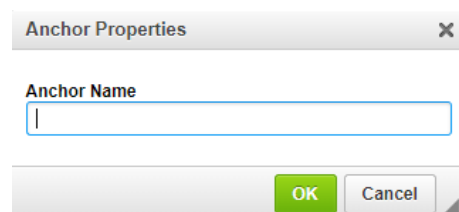
- **Block Quote:** select this icon to create a block quote textbox to the page. From here, you will be able to add text to the quoted textbox; or, you could highlight existing text and select the **Block Quote** ” icon to make your ordinary text standout.




- **Link:** select this icon to help gain easy access to websites and documents. Highlight the text you wish to be linked to a website or document, then select the **Link** icon. Once you have done this, the Link pop-up will appear, where you can insert the URL and window details. Select the OK button once you have entered the required details.




- **Unlink:** select this icon to remove the link. Highlight the text and select the **Unlink**  icon.
- **Anchor:** select this icon to insert an anchor on your page. Once you have selected the **Anchor**  icon, this will open the Anchor Properties pop-up, where you will type the name of your anchor. This will display a red flag next to your text, which is only visible from the administration portal.

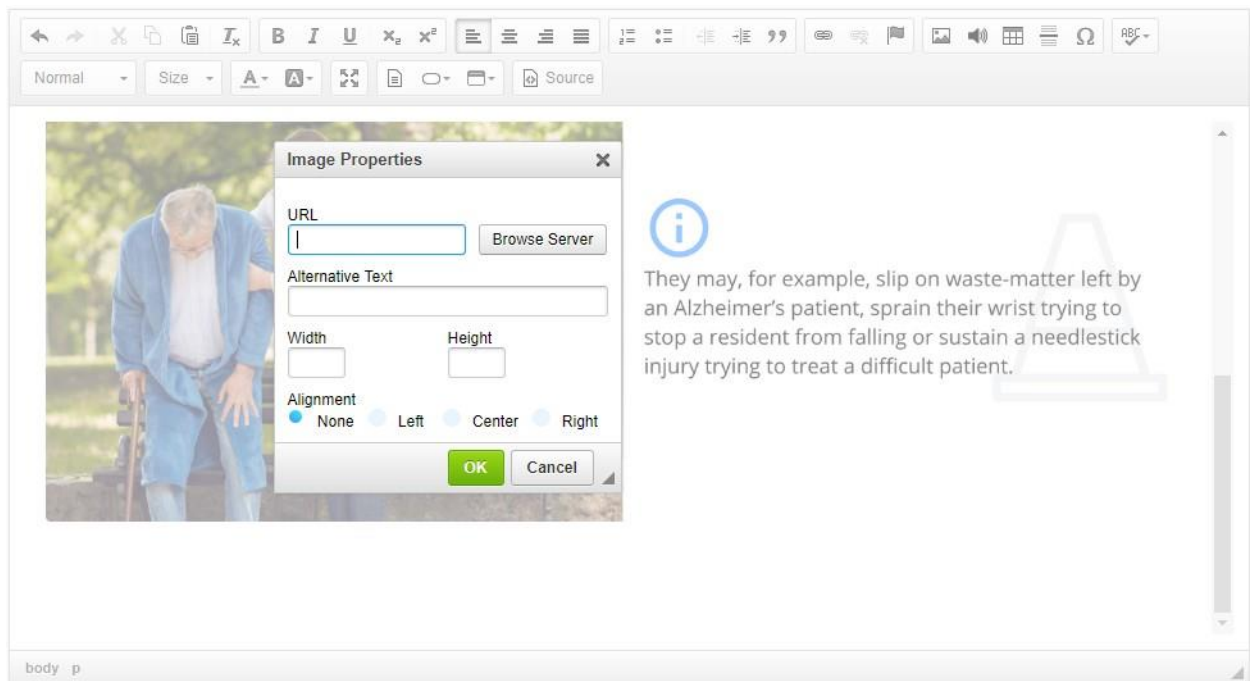


Rewarding staff members is a great way to motivate them and let them know they are valued.  Rewards may include:

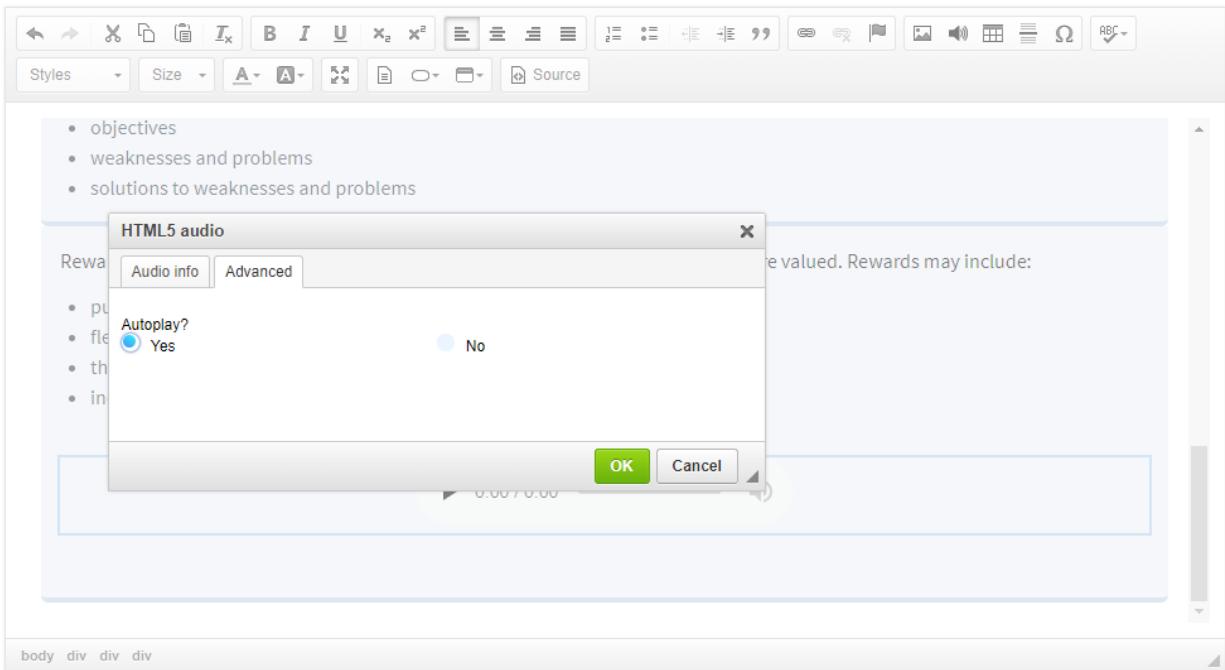
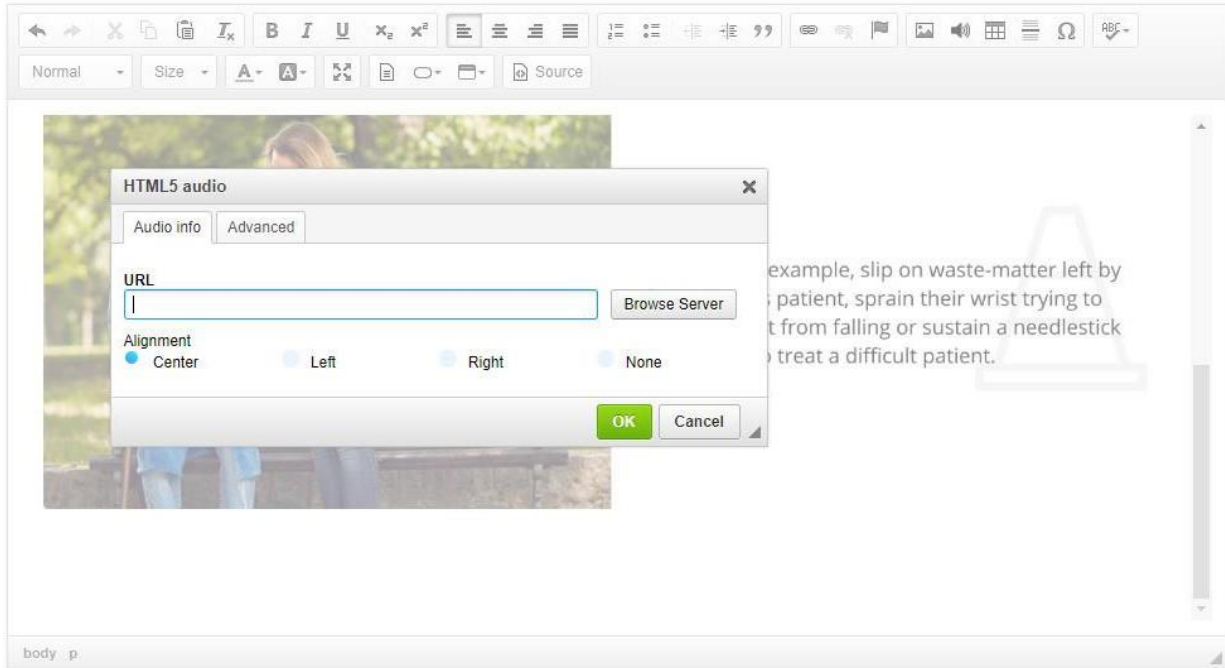
- publicly acknowledging contributions and achievements
- flexibility in the workplace
- the ability to work from home
- increased pay

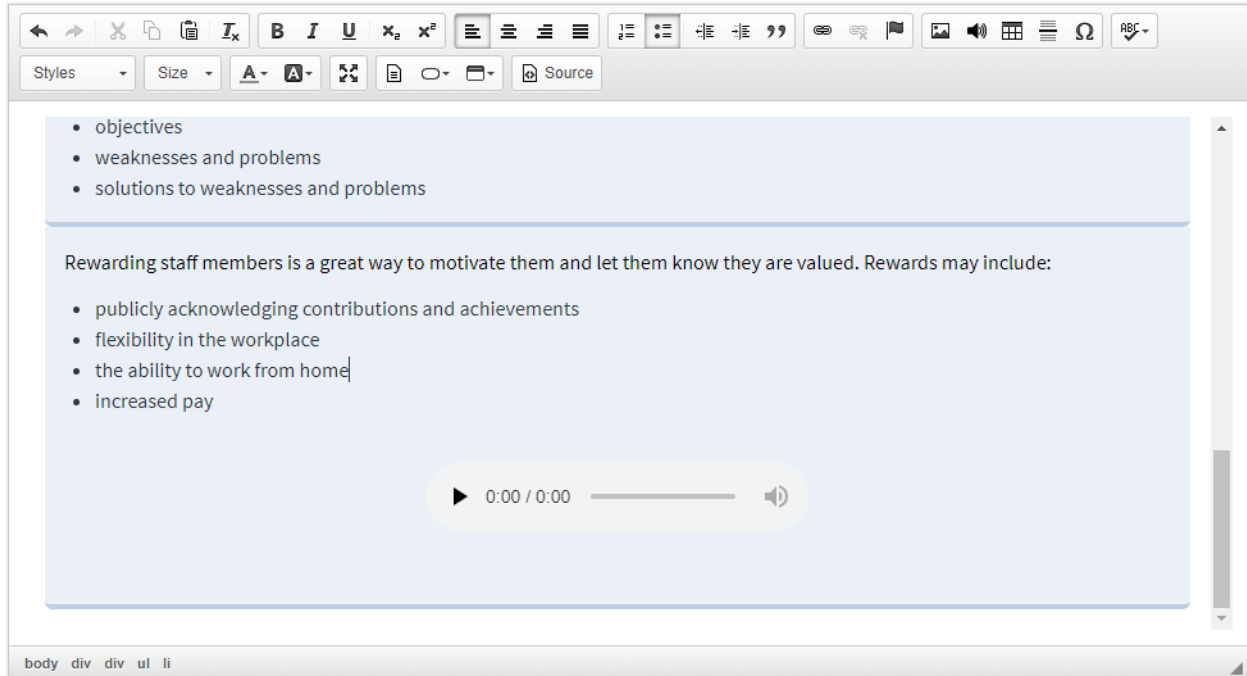


- **Image:** select this icon to add an image onto your page. Once you have selected the **Image**  icon, the *Image Properties* pop-up will appear. Once you have chosen your image file from the Asset Manager, choose the Width, Height and the desired alignment of the image. Click **OK** to add your image to the page.

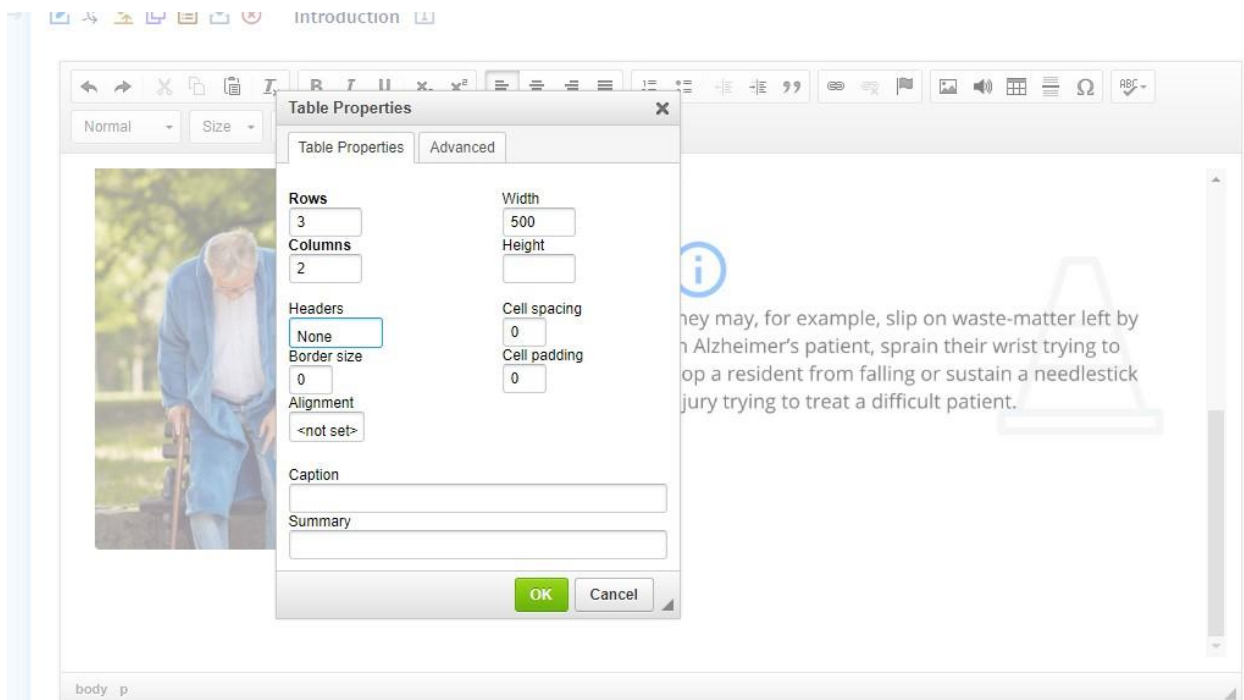


- **Insert HTML5 Audio:** select this icon to add audio to your page. This will display the HTML5 Audio pop-up. This is where you can add an online sound file. To do so, paste or type the sound URL into the URL text field. Choose your desired alignment at the bottom and click **OK** to add it to the page. A sound file can also be added from the platform.
 1. In the *HTML5 Audio* pop-up, press **Browse Server**.
 2. Hover over the required audio file and select **Insert**.
 3. Provide any basic information needed to the *HTML5 Audio* pop-up. Once you have done this, press **OK**.



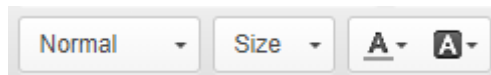
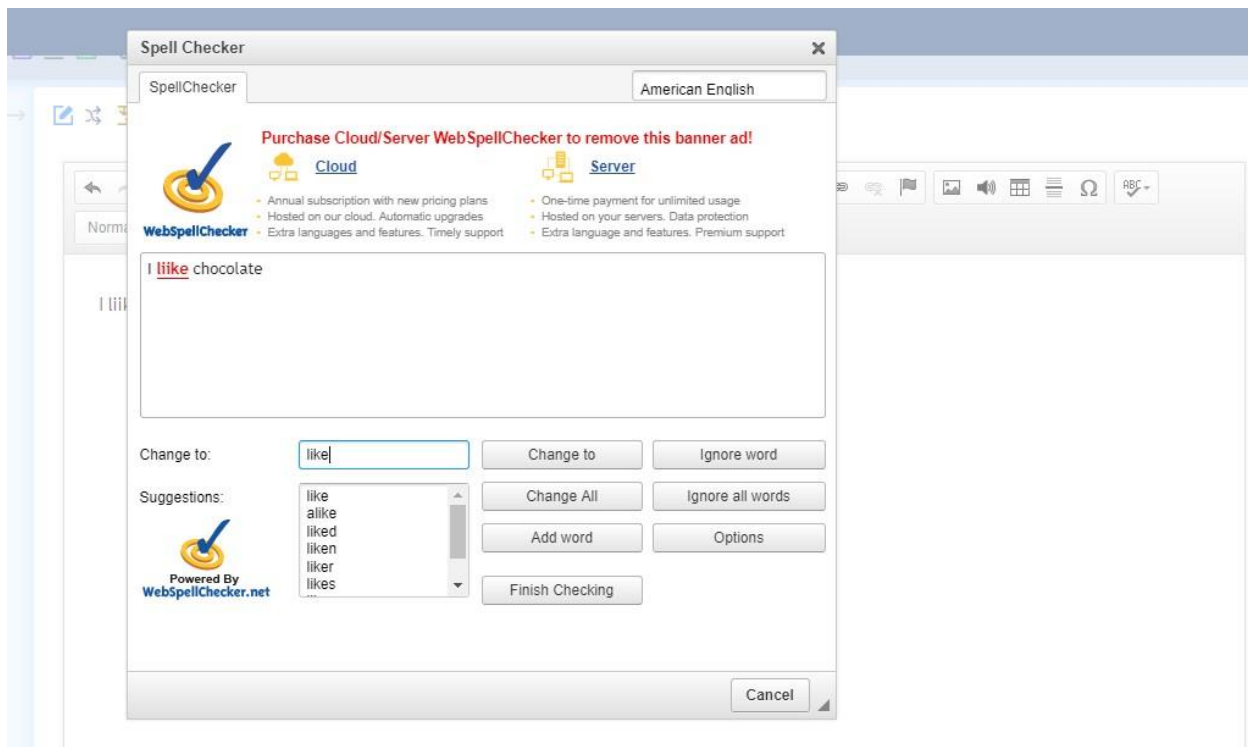


- **Table:** select this icon to create an organised way of breaking up the content of a page with the use of Tables.

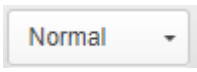


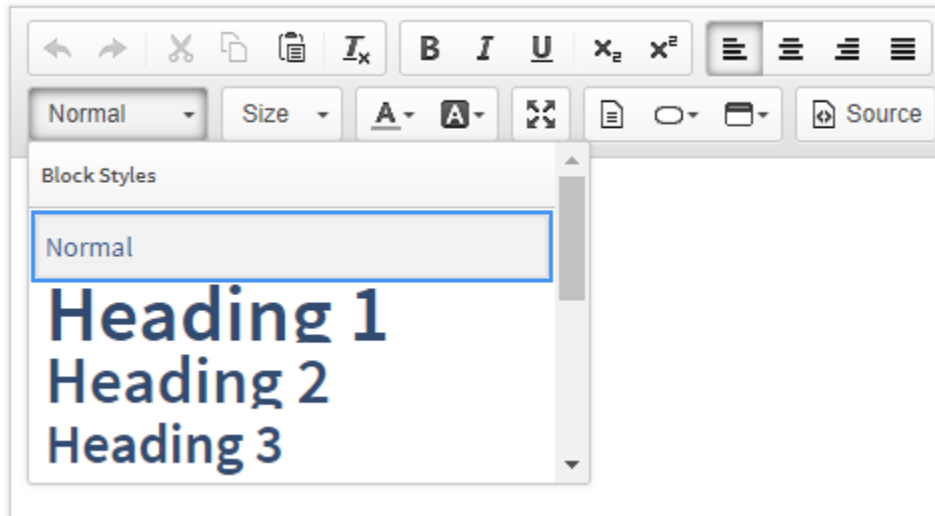
- **Insert Horizontal Line:** select this icon to insert a horizontal line to your page.
- **Insert Special Character:** select this icon to insert a special character within your text.

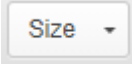
Spell Checker: select this icon to check your spelling.



- **Formatting Styles:** select this icon to choose the style of your text. Simply select the

Formatting Styles  icon and select the relevant style of your text. You can select from:



- **Block Styles** – Heading1, Heading2, Heading3, Heading4, Heading5 and custom box options; or
 - **Inline Styles** – *Cited work* and “Inline Quotation”.
-
- **Font Size:** select this icon to alter your text size. Either select your option before you begin typing or highlight pre-existing text, select the **Font Size**  icon and choose the best option for your page.
 - **Text Colour:** select this icon to change the colour of your text.
 - **Background colour:** select this icon to change the background colour of your text. This will display as highlighted text.

NOTE: It's best to stick with a light background colour and a dark text colour, like so:


Ensure you use a bright colour for your text background.



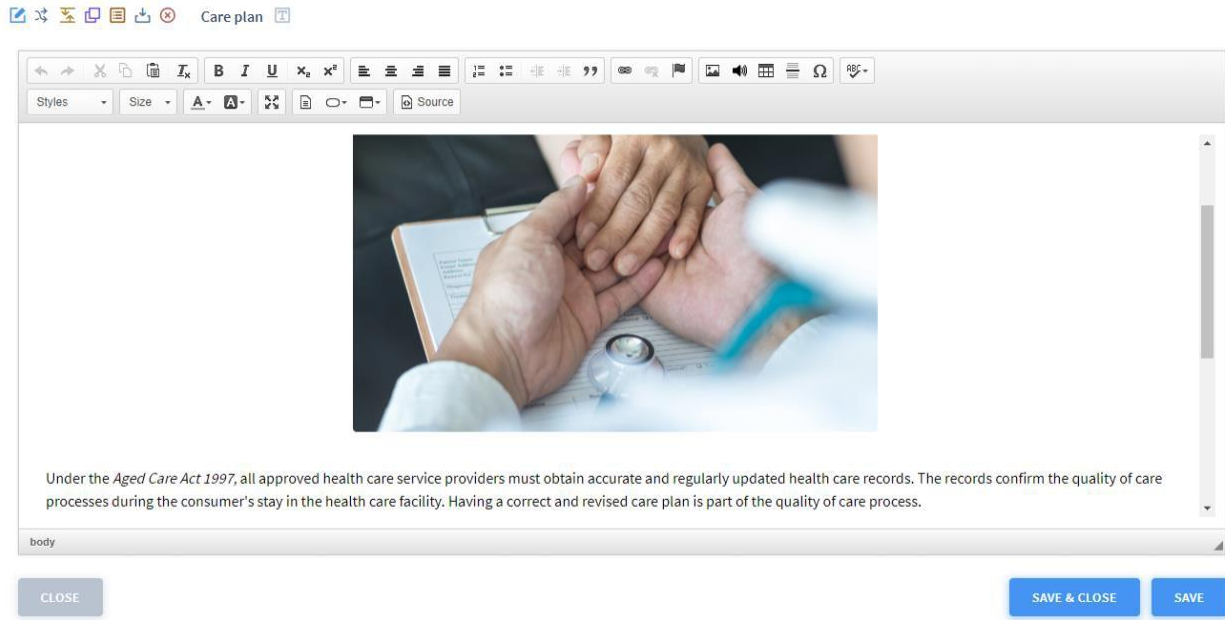
Templates, Wells and Panels

Templates, wells and panels are a great way to enhance your ordinary text pages.

Templates

By selecting the **Templates**  icon, you have access to all pre-created options, such as:

- Full Width Image Page



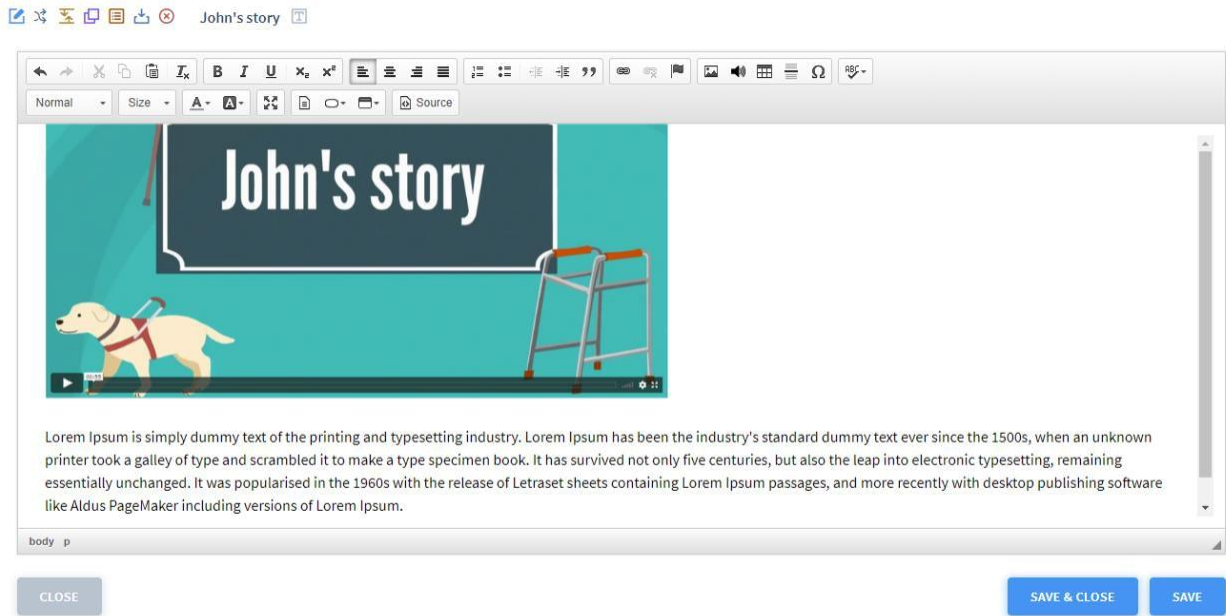
Care plan

Under the *Aged Care Act 1997*, all approved health care service providers must obtain accurate and regularly updated health care records. The records confirm the quality of care processes during the consumer's stay in the health care facility. Having a correct and revised care plan is part of the quality of care process.

body

CLOSE SAVE & CLOSE SAVE

- Full-Width Video Page



John's story

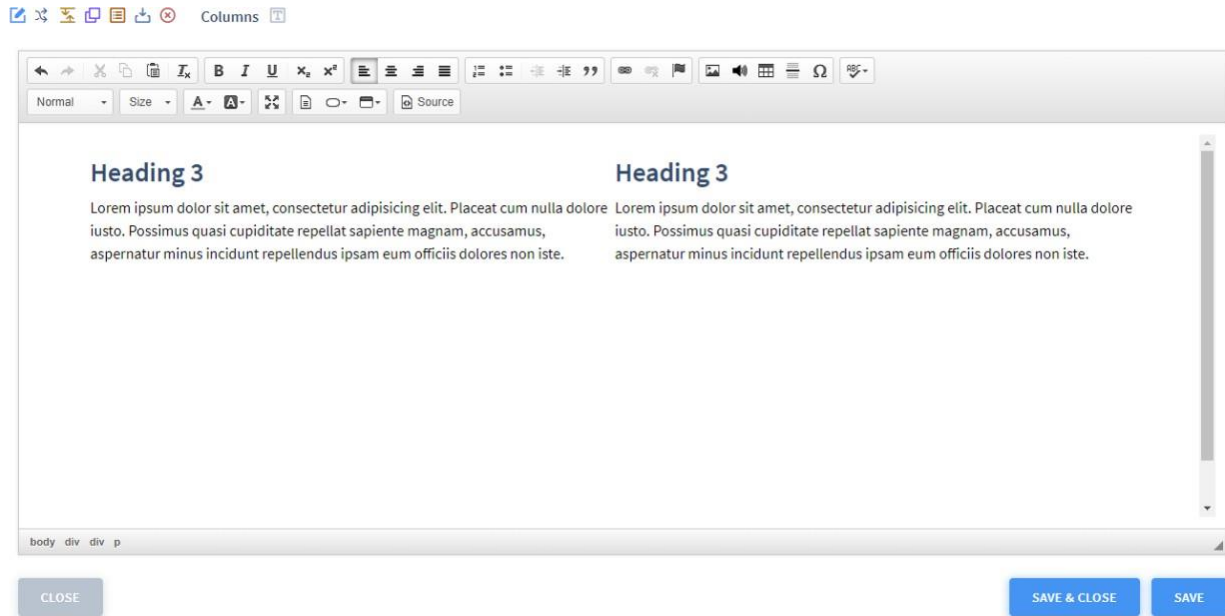
John's story

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

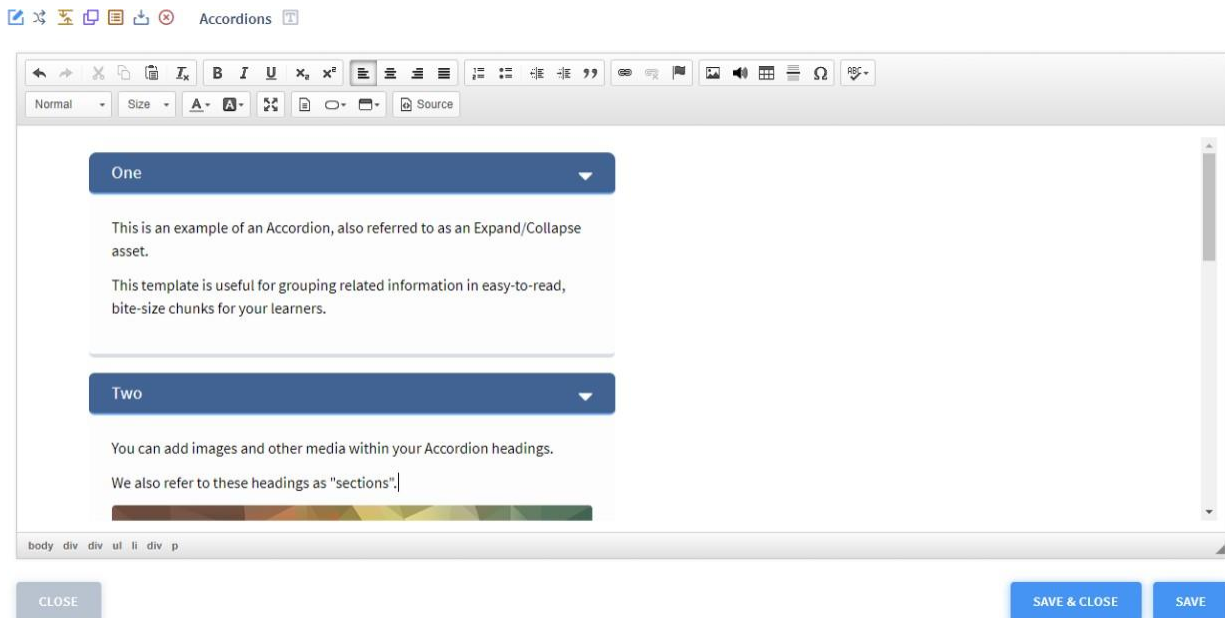
body p

CLOSE SAVE & CLOSE SAVE

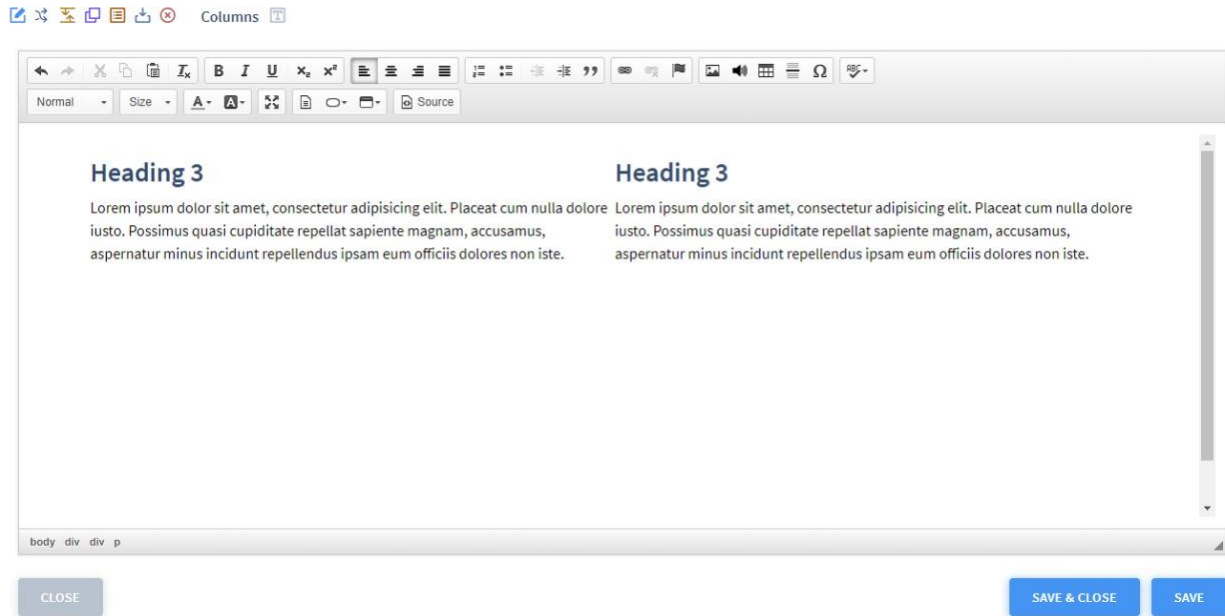
- Columns



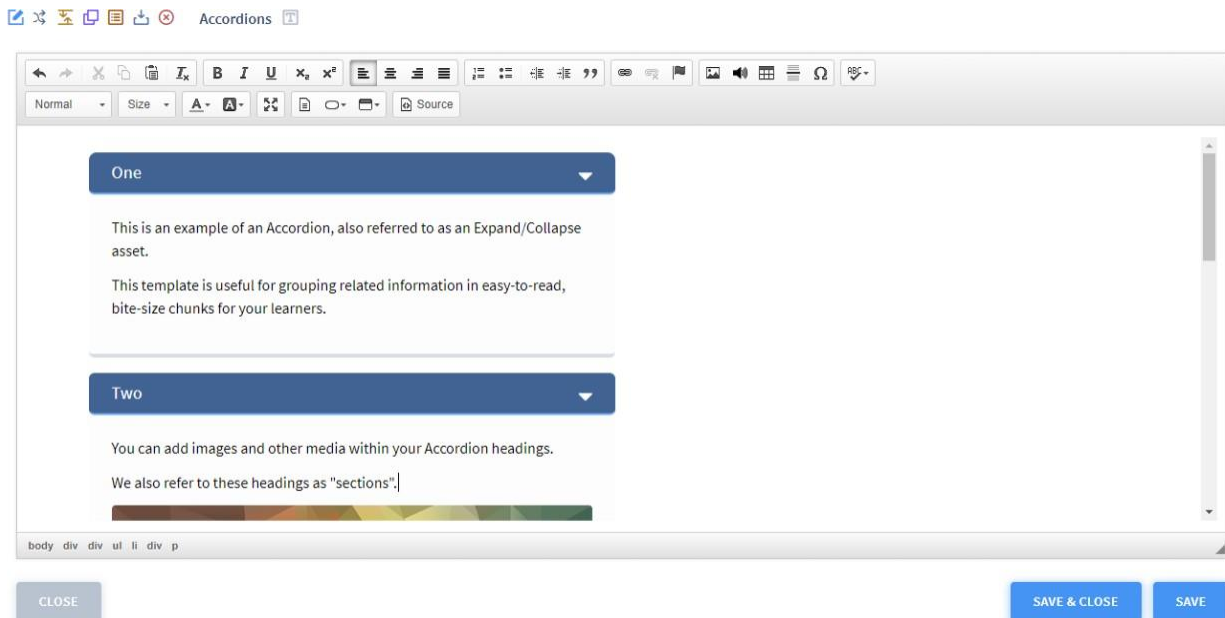
- Accordions; and



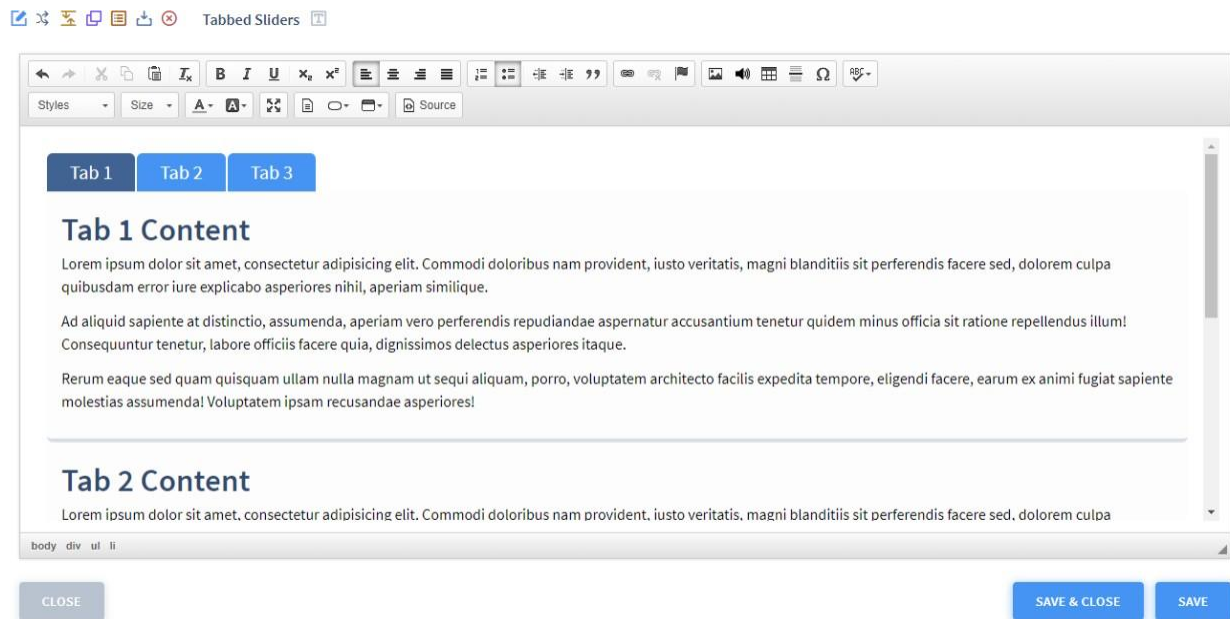
- Columns



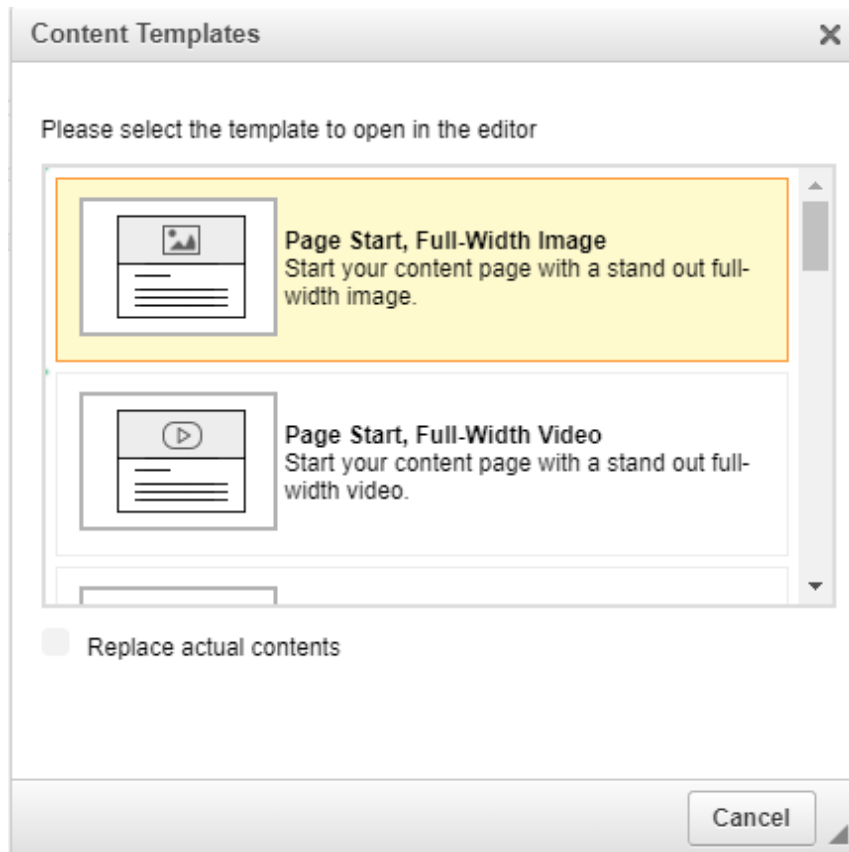
- Accordions; and



- Tabbed Sliders

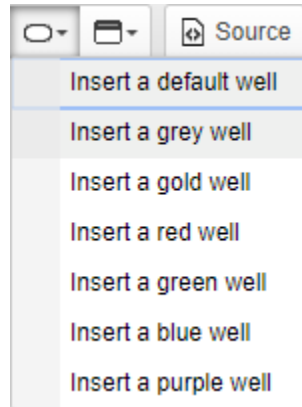


Simply select an option and fill in the Template with text and/or images.



Wells

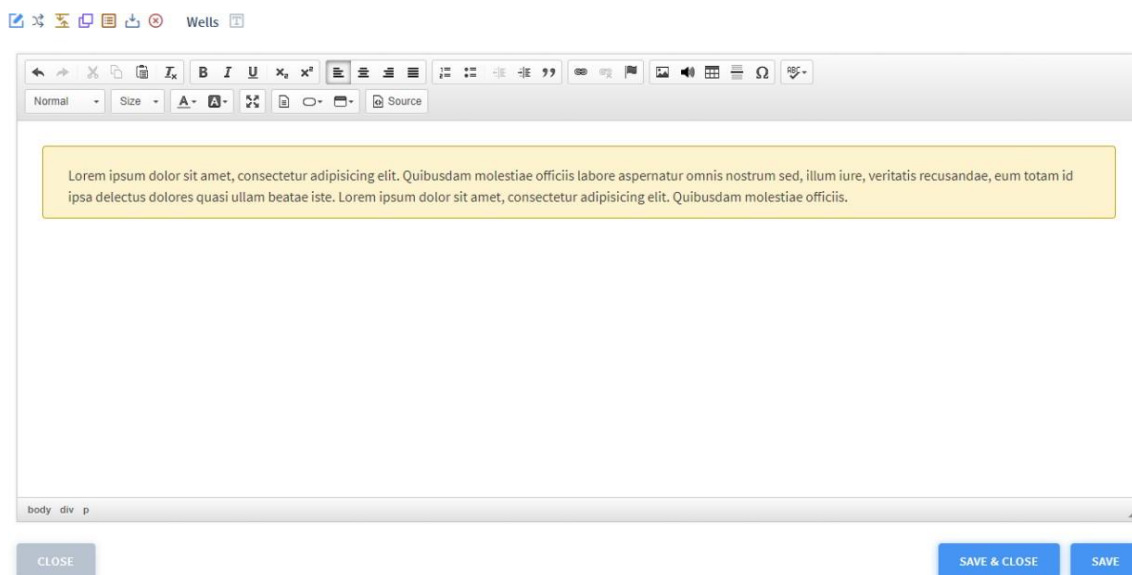
Wells are a great way to uplift your ordinary text pages.




Selecting this will display a Wells drop-down tab. Options include:

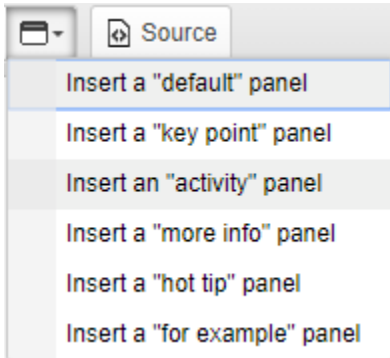
- default well
- grey well
- gold well
- red well
- green well
- blue well
- purple well

Select an option and fill in the Well with text.



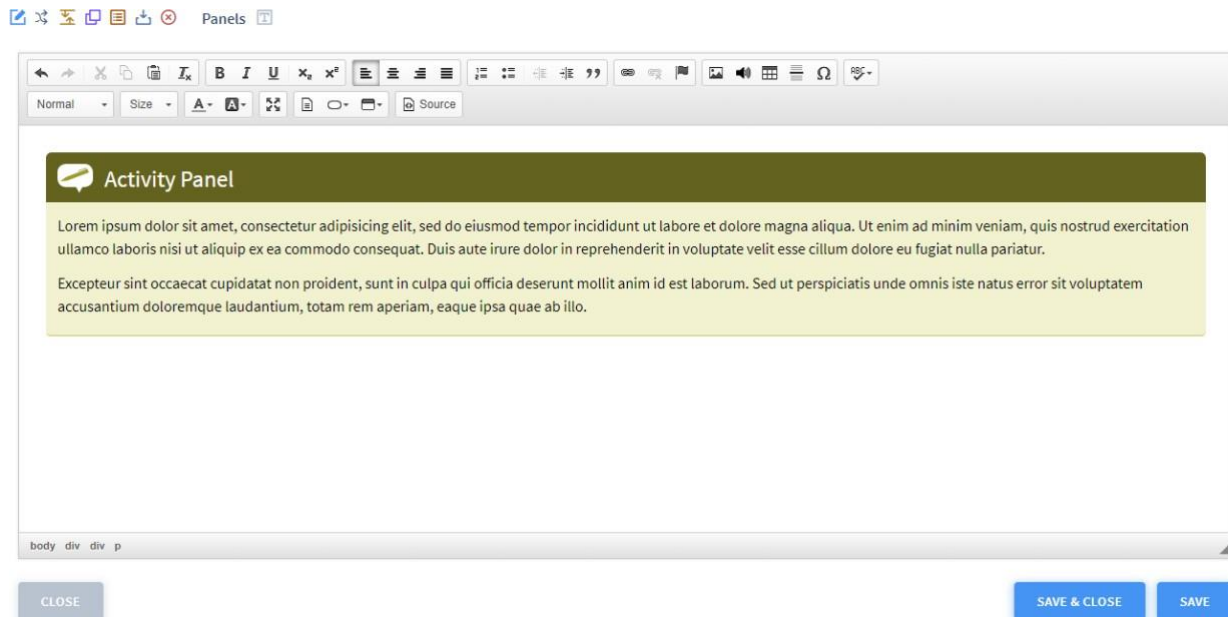
Panels

The **Panels**  icon displays a drop-down tab with options for panels. Options include:




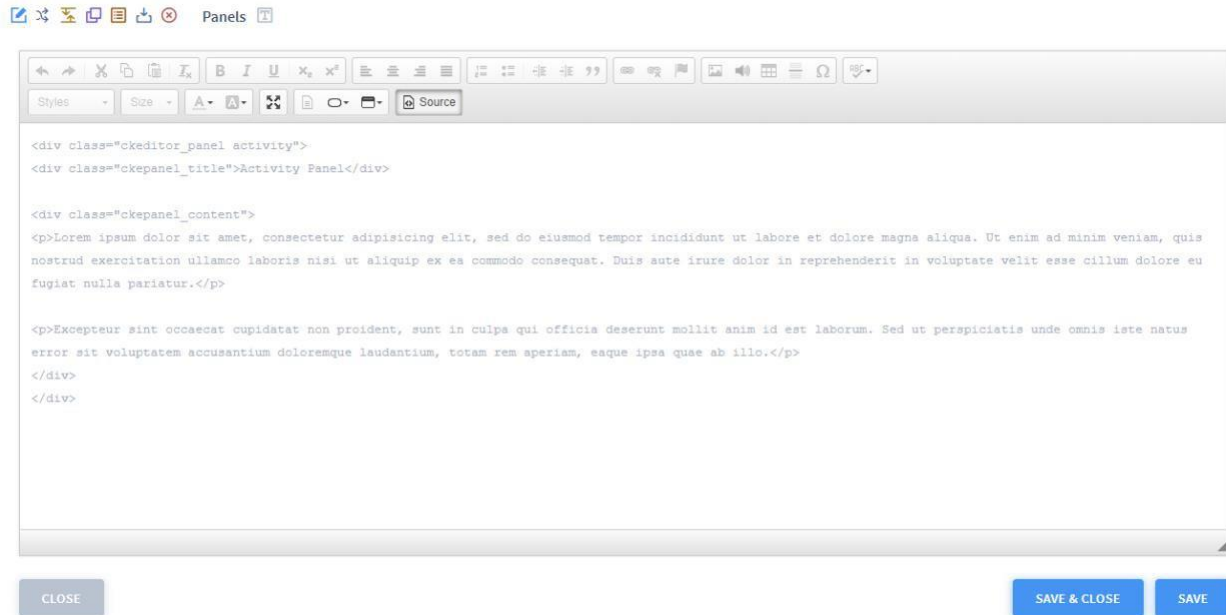
- "Default" panel
- "Activity" panel
- "Key Point" panel
- "More Info" panel
- "Hot Tip" panel
- "For Example" panel

Select an option and fill in the Panel with text.




Source Code


By selecting the **Source**  icon you can view any templates, stand-alone text, images or videos through code. Here you can alter any unnecessary text, spaces or image alignments.



Embedding an Image

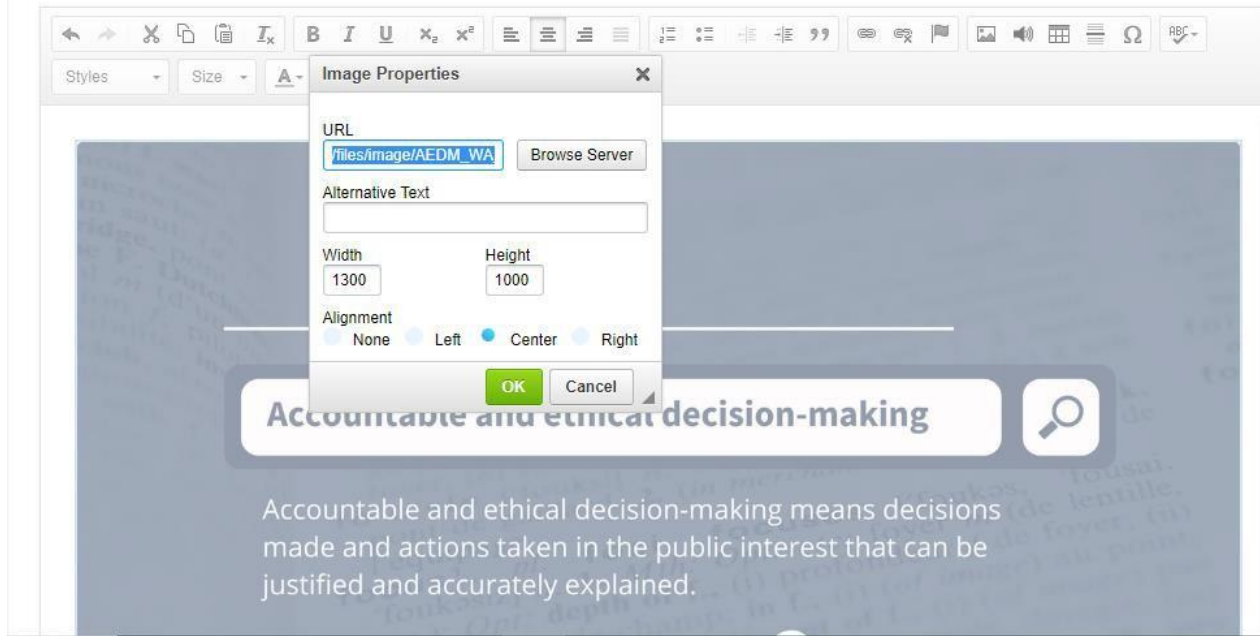
1. To get a full-screen image in your course page, select the **Image**  icon and click **Browse Server**. This will open the Asset Manager, home for all images uploaded to the platform.


NOTE: If you're wanting to upload a new image from your computer, at the top of the page select **Upload File**, then click **Choose File**. Locate your chosen image, then select the **Upload** button.

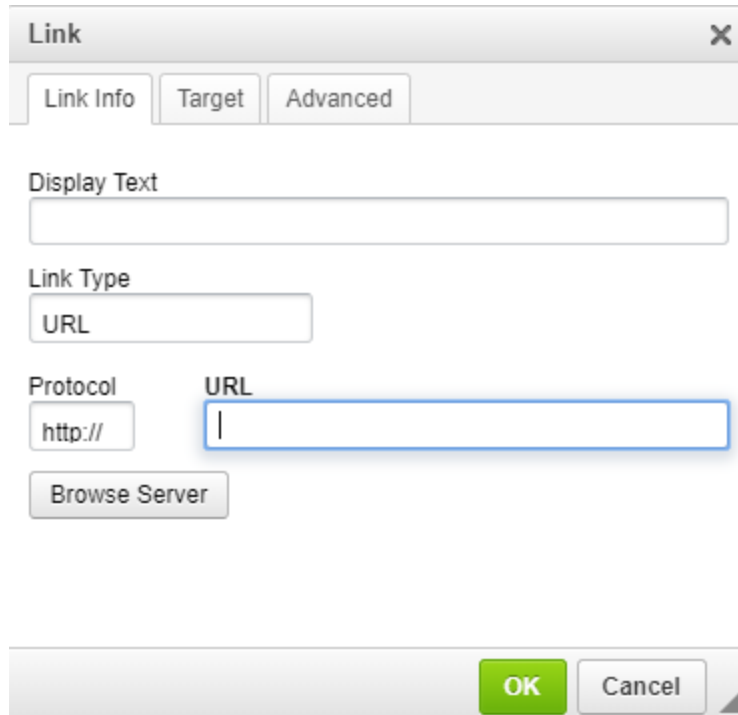
2. Once you have located your chosen image, hover over its thumbnail, and select the green **Insert**  button.

You will be taken to the **Image Properties** window. From here, you will be able to fill in the relevant fields, such as the Alternative Text, Width, Height and the alignment of the image.

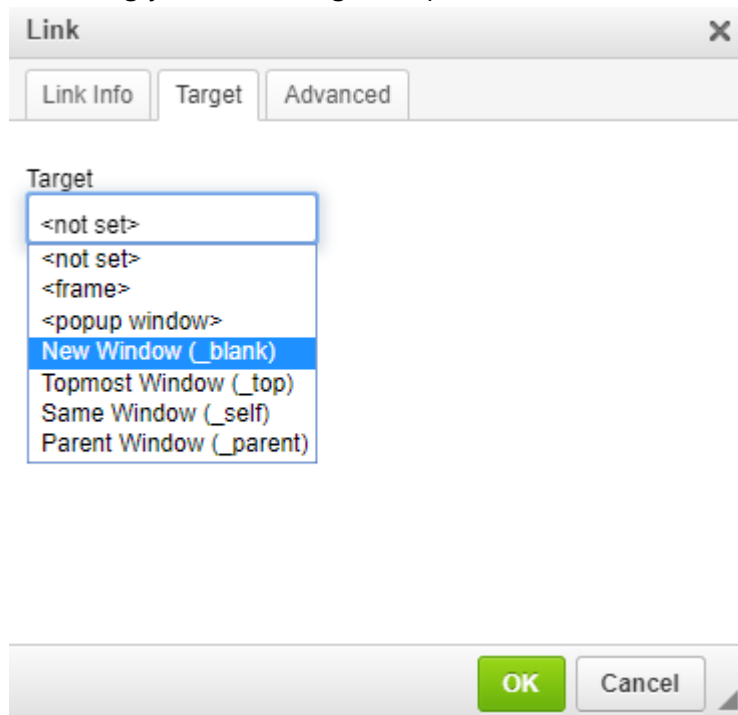
NOTE: Ensure you copy the image's URL address. You will need this to embed the image.



3. Press the green **OK** button when finished.
4. Select the image.
5. While you have the image selected, press the Link  icon.
6. Paste the image's link into the URL field.



7. Once you have copied the link into the link URL, select the Target tab inside the Link pop-up. This will bring you to the Target dropdown menu.



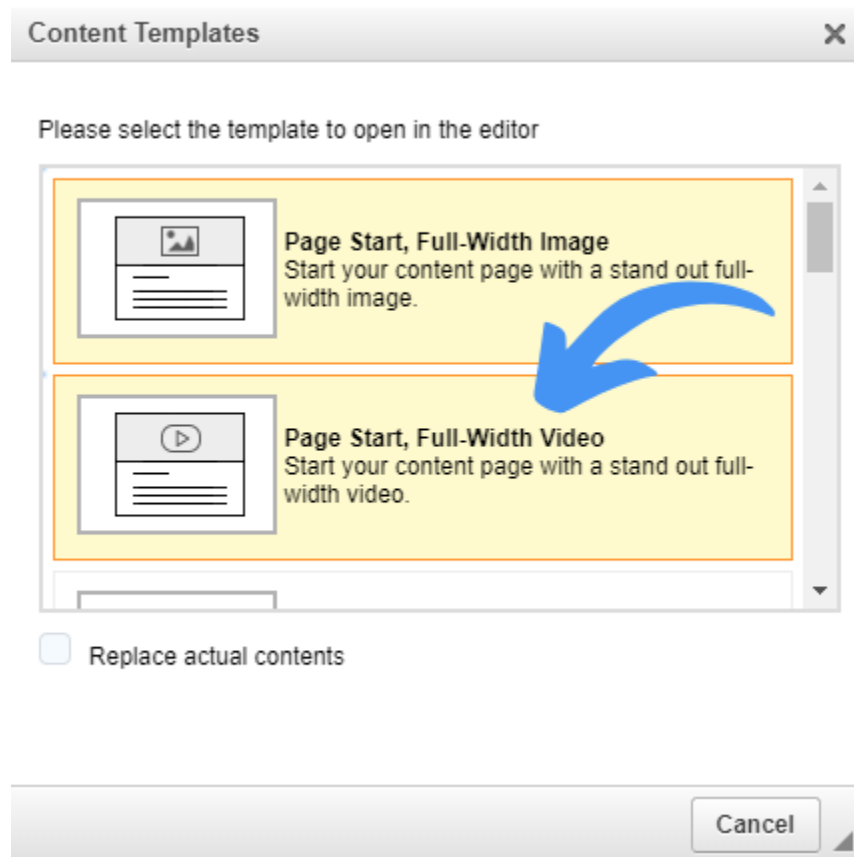
8. Select the **New Window (_blank)** option and press **OK**.


The image has now been embedded.

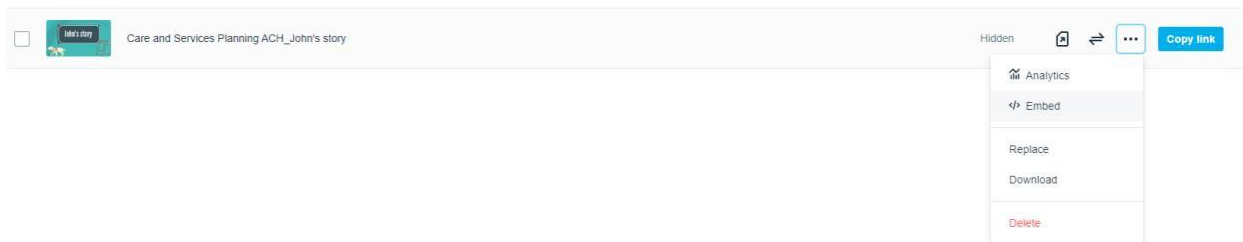
Embedding Vimeo Videos



1. In the CK Editor, select the **Templates**  icon and select the **Full-Width Video** option.



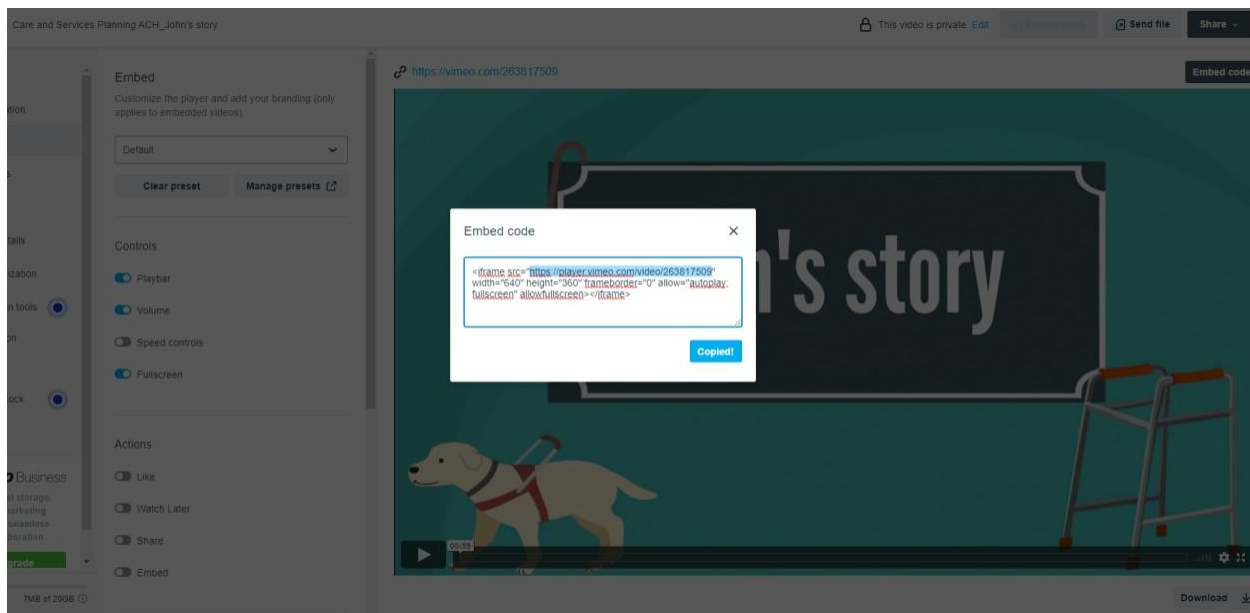
2. Once you have accessed *Vimeo* and found your chosen video, select the **More Actions** icon  and select the Embed option.



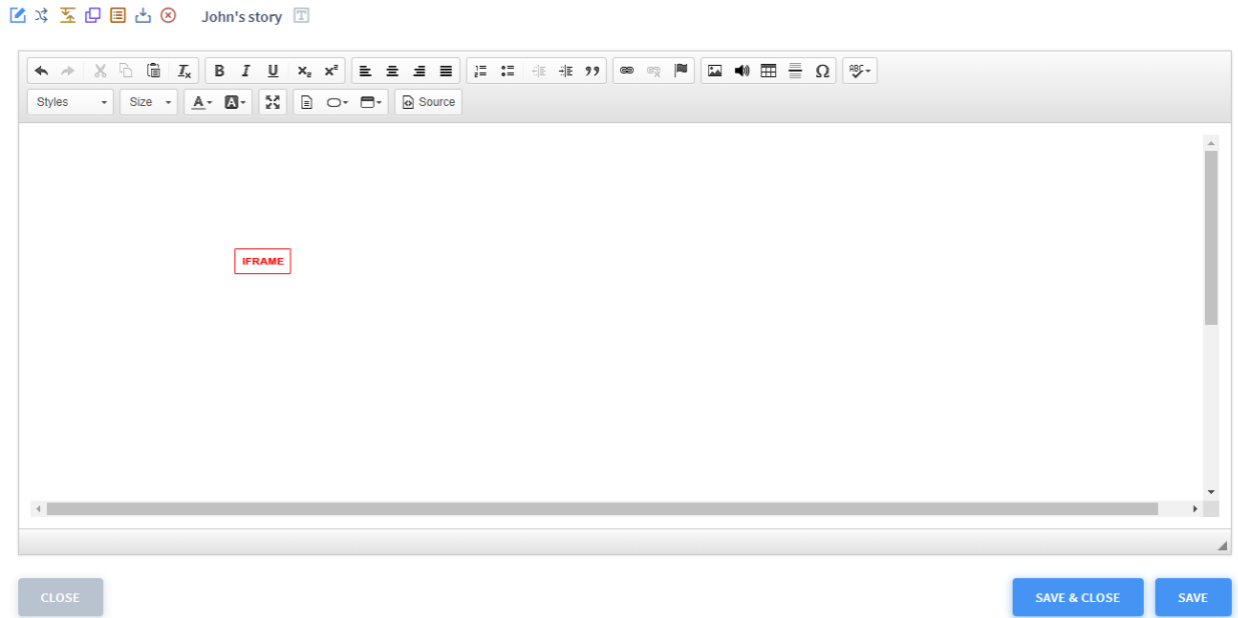
This will take you to the Embed page of the video.



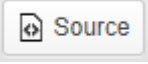
3. Select the Embed Code button on the top right-hand side of the page.



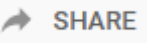
4. Copy the HTML code between the quotation marks (""") and navigate your way back to the course page.

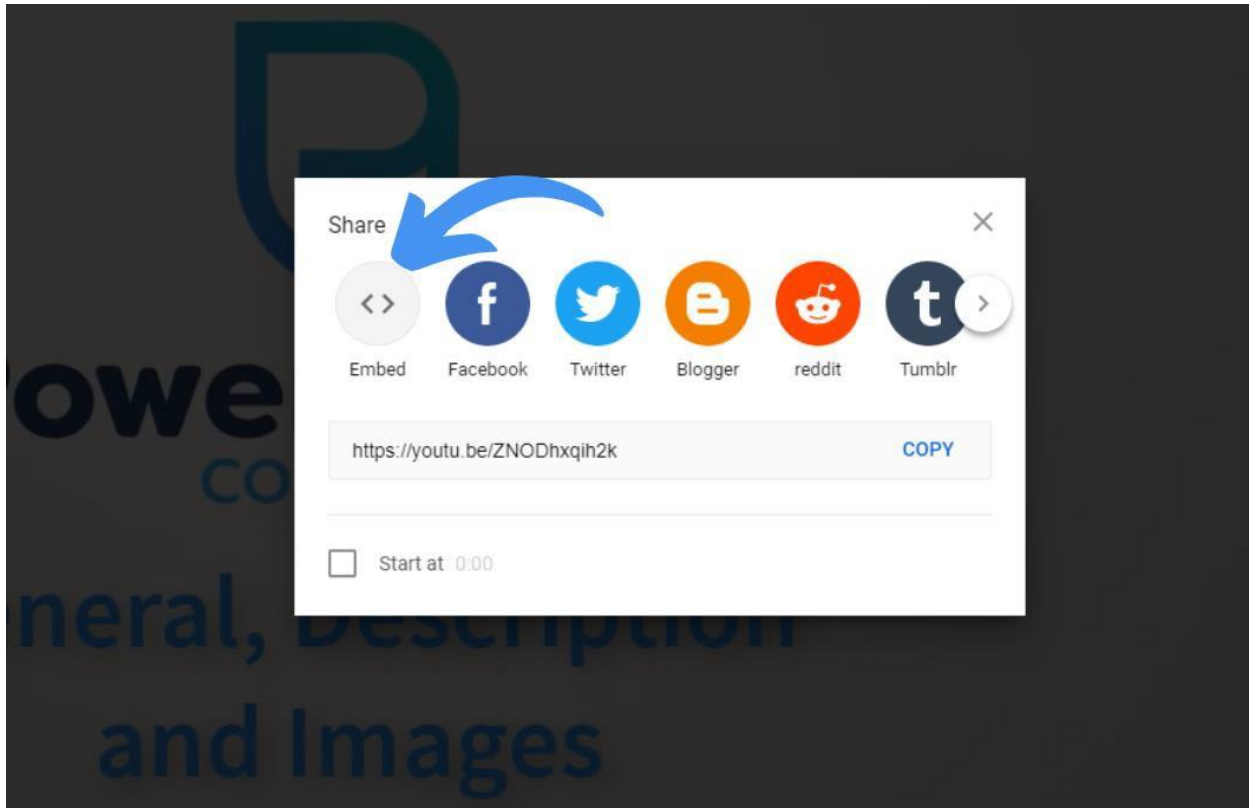


Now it's time to paste the video code into the Full-Width Video code.

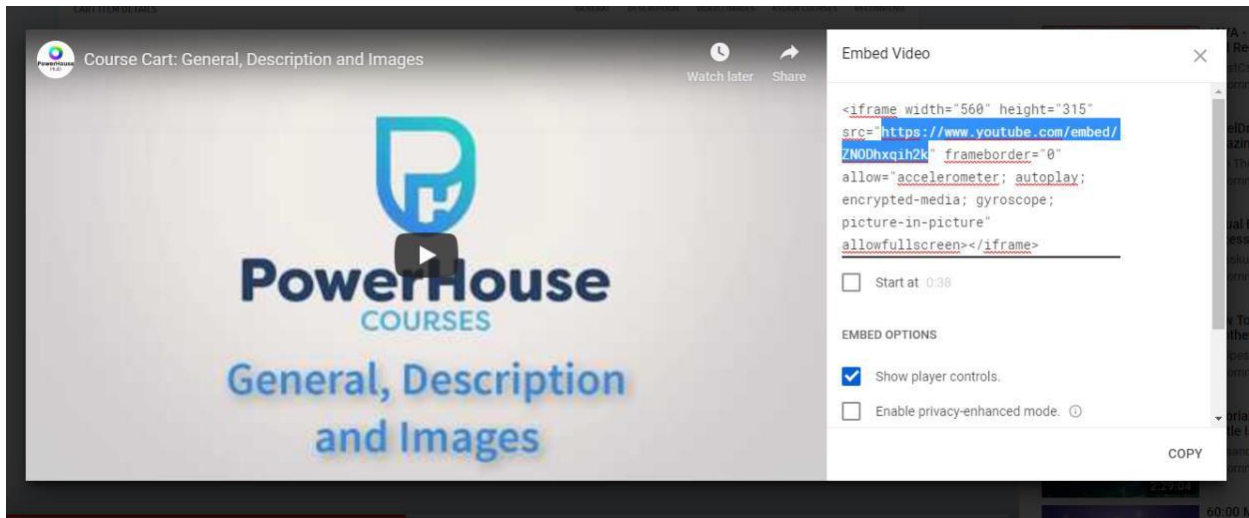
5. Select the Source Code  icon.
6. Replace the pre-existing code between the quotation marks with the embedded video code.

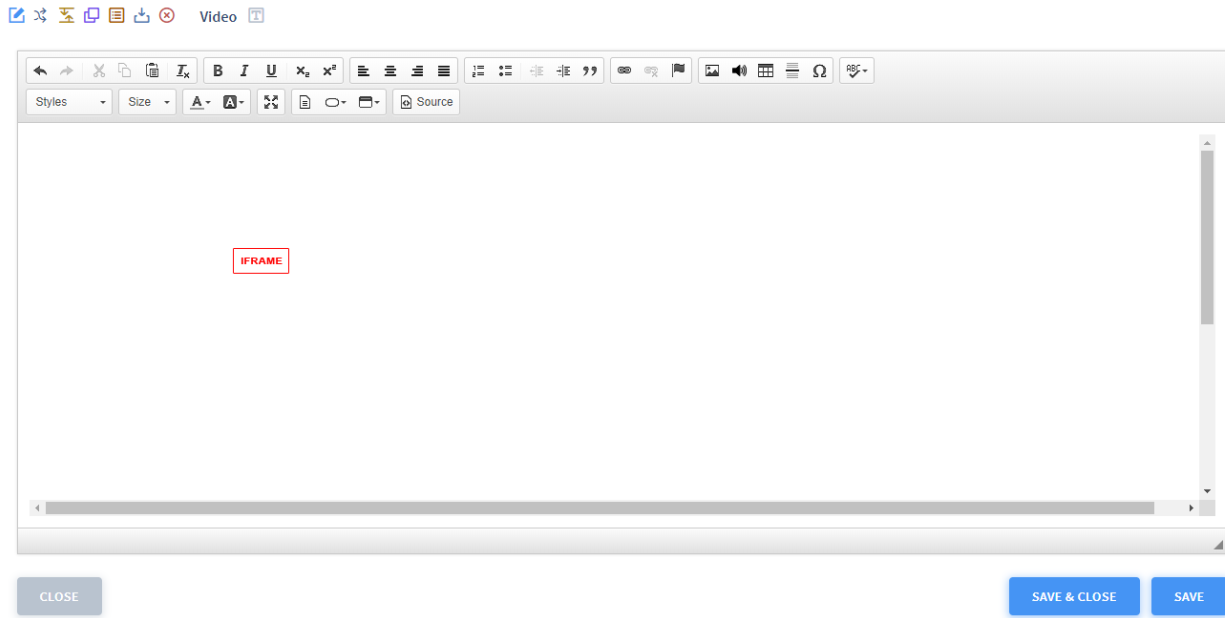
Embedding YouTube Videos

1. Once you have accessed *YouTube* and found your chosen video, select the **Share**  icon and select the **Embed** option.

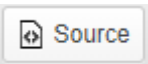


7. Copy the HTML code between the quotation marks ("") and navigate your way back to the course page.






Now it's time to paste the video code into the Full-Width Video code.

2. Select the Source Code  icon.
3. Replace the pre-existing code between the quotation marks with the embedded video code.

Adding a Test

1. To add a section test, select the **Add Section Test**  icon within the section tab.



2. To begin editing the Section Test, select the **Edit**  icon on the test title bar. This will take you to the *Assessment Editor*.



3. As the assessment editor provides the option for you to add

introduction and summary

text, enable the text fields, select the **Edit Content**  icon, and add content to the introductory and summary fields.

4. Once you have added your introductory and summary content, press **Save**.

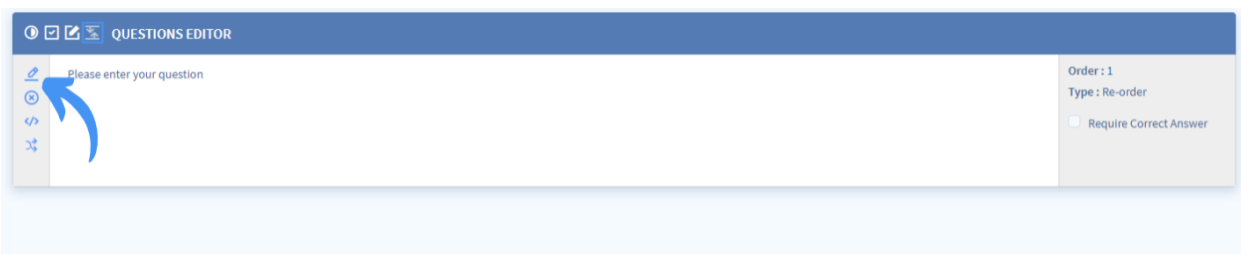
Questions Editor




The platform features a range of questions that you can add to the Questions Editor. Question types include:

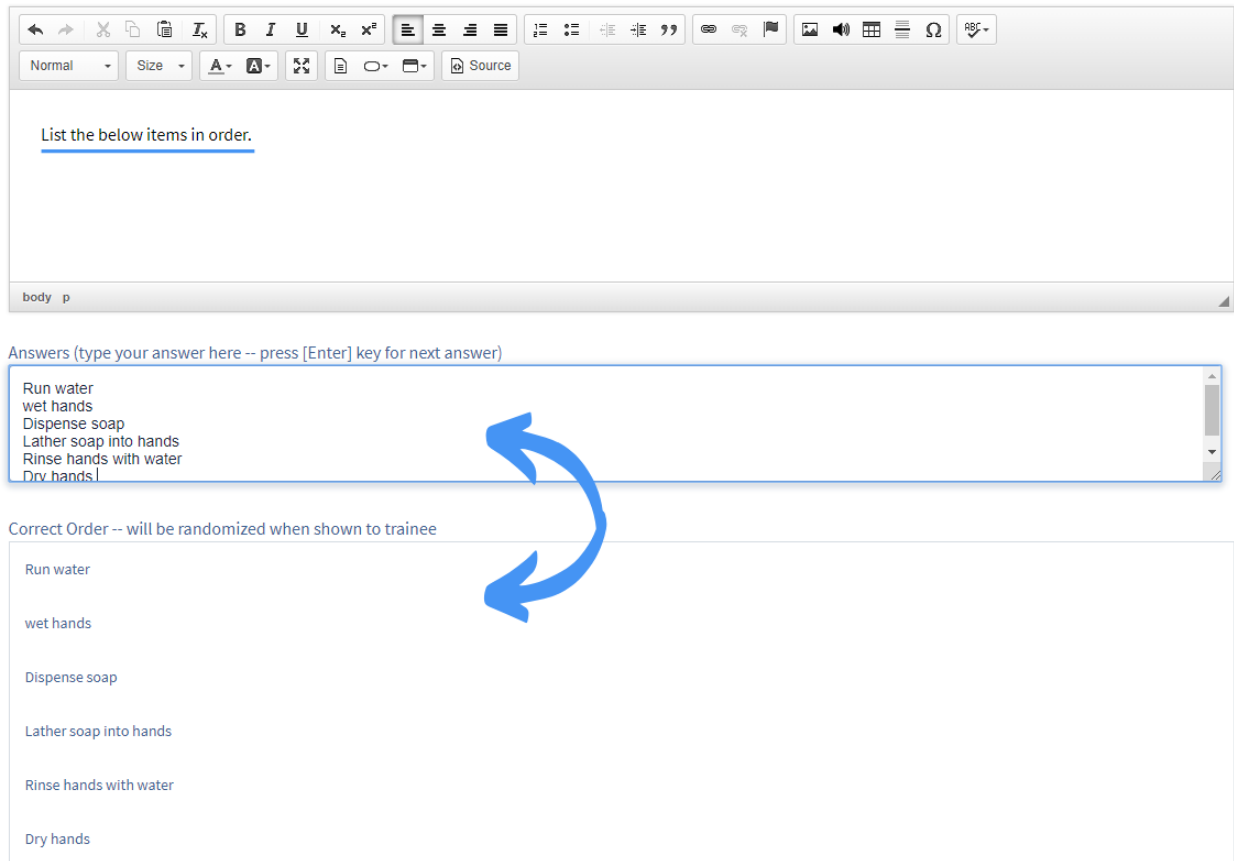
- True or False (previously mentioned on page 46)
- Multiple Choice (previously mentioned on page 46)
- Short Answer (previously mentioned on page 47)
- Re-order

1. To start creating your assessment questions, select either one of these four question type icons. For this demonstration, the Re-order question type will be selected.



2. Select the **Edit Question**  icon.
3. Enter your question in the text field.
4. Type your answers into the *Answers* text field.

NOTE: ensure you write your answers in the correct order, as they will be randomised when shown to the learner.



body p

List the below items in order.

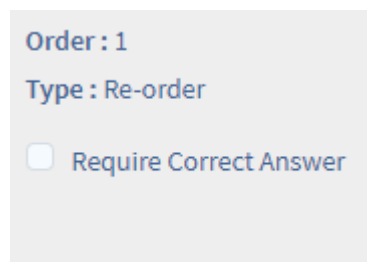
Answers (type your answer here -- press [Enter] key for next answer)

Run water
wet hands
Dispense soap
Lather soap into hands
Rinse hands with water
Dry hands

Correct Order -- will be randomized when shown to trainee

Run water
wet hands
Dispense soap
Lather soap into hands
Rinse hands with water
Dry hands

5. Select the **Require an Answer** radio button, displayed on the right side of the question type. This will ensure the learners *must* provide the correct response.





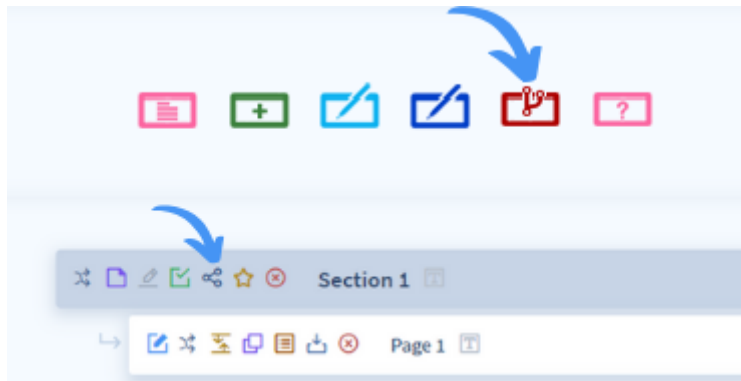
Order : 1
Type : Re-order
 Require Correct Answer


6. Once you have finished populating all your content for your question types, ensure you select the **Save** button, as your work will not be automatically saved.

Introduction to Scenario Branching

Scenarios are a great way to test your learners in a more engaging way than the typical true or false questions. Through the Scenario module, the learners are able to resolve workplace issues or defuse an emergency situation, based on the pathway options created for them.

1. To add a Scenario to your course, select the **Add Scenario** icon  from the row of icons on the *Edit Course* page. You can also add a scenario within your section, by clicking the **Add Section Scenario**  icon.



2. Once you have taken the necessary steps to change the title of your new scenario, select the **Edit this Scenario**  icon, which will open to the *Edit Scenario* page. This is where you can include introduction text and start creating your scenario pathway.


It's time to edit your initial path. The initial path is also known as the decision path.

3. Enter the title of your pathway.
4. As scenario builds are all about storytelling, inside the text field, write a descriptive introduction of what has happened to create an issue. E.g.:

You are heading to the breakroom to have your lunch, and you see some smoke trailing out of the break room and into the hallway. As you move closer to the breakdown, you see that the stove has been covered with a tea-towel, resulting in a small fire.

What do you do?

Once you have a short description, you can start to form the pathway you want your learners to take.

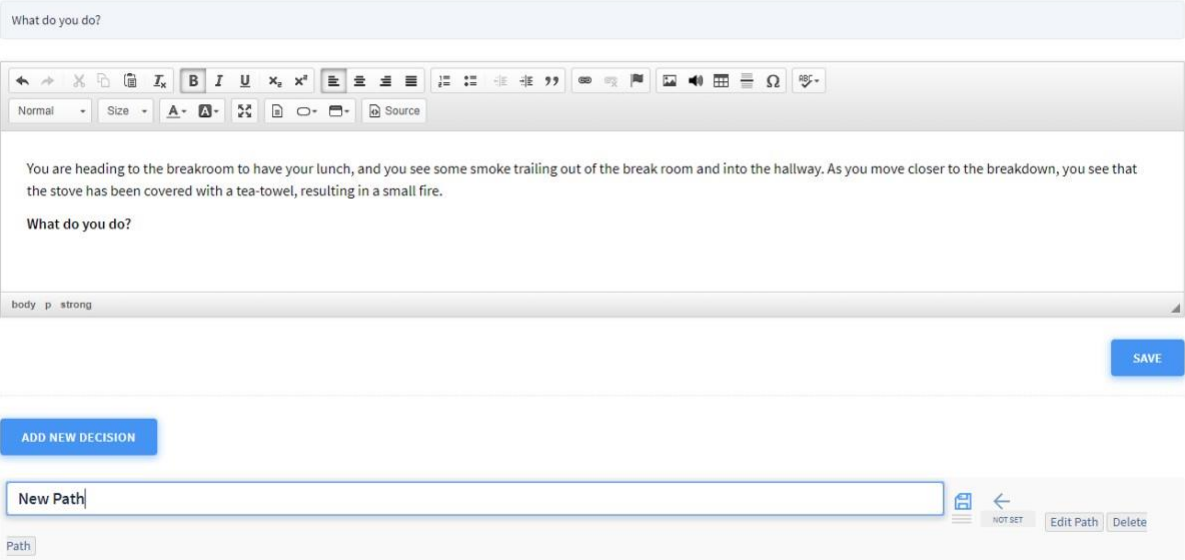
5. Select the **Add New Decision**  icon to create your responses for the initial question, highlighted in bold above.

PATH DETAILS

You are viewing the initial path.

Path Type: Decision Current Depth: 0

What do you do?



What do you do?
You are heading to the breakroom to have your lunch, and you see some smoke trailing out of the break room and into the hallway. As you move closer to the breakdown, you see that the stove has been covered with a tea-towel, resulting in a small fire.
What do you do?

body p strong


SAVE

ADD NEW DECISION

New Path

Path

NOT SET Edit Path Delete

6. Edit the title of the new decision by selecting the **Edit**  icon.
7. As the initial question is asking '**What do you do?**' this is where you will need to answer that question, with various responses for the learners to choose from. E.g.
- **First decision:** Shout 'Fire! Fire! Fire!' and sound the alarm to alert others in the building.
 - **Second decision:** Remain calm. If it is safe to do so, turn the stove top off and place a fire blanket over the small fire.
 - **Third decision:** Leave the fire as it isn't that big and find someone to help you extinguish it.

ADD NEW DECISION

Shout 'Fire! Fire! Fire!' and sound the alarm to alert others in the building. 

☰ NOT SET Edit Path Delete Path

Remain calm. If it is safe to do so, turn the stove top off and place a fire blanket over the small fire. 

☰ NOT SET Edit Path Delete Path

Leave the fire as it isn't that big and find someone to help you extinguish it. 

☰ NOT SET Edit Path Delete Path

These decisions will then create a new pathway for your learner to follow.

8. Once you have finished populating your decisions, press **Save**.
9. To edit your decisions, select the **Edit Path** button displayed on the pathway you wish to edit.
10. Edit the pathway title.
11. Provide a description of what the consequences of selecting this option are.
12. Select a scenario type.

Scenario type:

Decision path
This is a decision path that leads to one or more paths.

Redirect path
Only allow a single path to an existing branch.

Fail Endpoint
An end point that is marked as a fail.

Success Endpoint
An end point that is marked as a pass.

UPDATE PATH

13. Press **Save**.

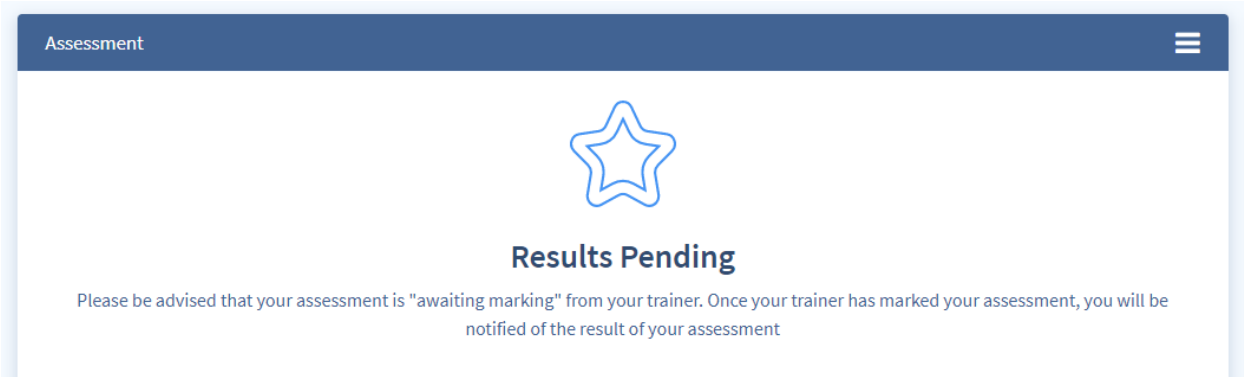
Continue with this until you have populated your scenario with engaging decisions, a redirect path, fail endpoint and a successful endpoint. This ensures your users are getting the most out of their scenario activity and acknowledging potential hazards that come with decision-making.


Marking Assessments

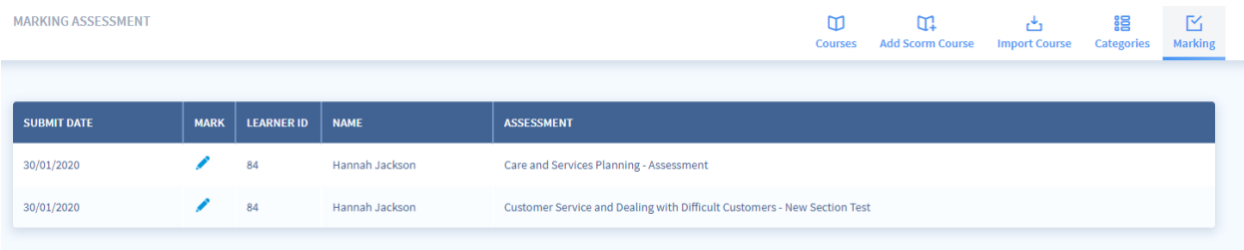
All pending results awaiting marking will display inside the Marking tab, on the *Course List* page.



After a learner has completed an assessment that obtains question requiring marking, they will be notified that their results are pending.


NOTE: results will only be pending if the assessment(s) include re-order or short answer question types.

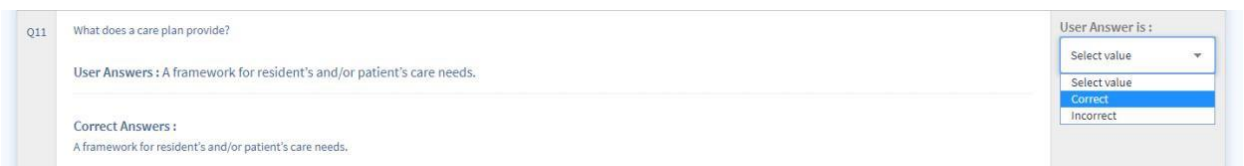


1. To mark assessments, on the *Course List* page, select the **Marking** tab,  displayed within the top right-hand menu. This will bring you to the *Marking Assessment* page.

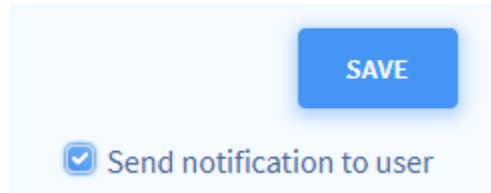


SUBMIT DATE	MARK	LEARNER ID	NAME	ASSESSMENT
30/01/2020		84	Hannah Jackson	Care and Services Planning - Assessment
30/01/2020		84	Hannah Jackson	Customer Service and Dealing with Difficult Customers - New Section Test

2. Click the **Pen**  icon underneath the *Mark* column of the question you would like to mark.
3. Inside the dropdown menu, select a value for the user's answer. Select *Correct* if the answer is correct. Select *Incorrect* if the answer is not correct.



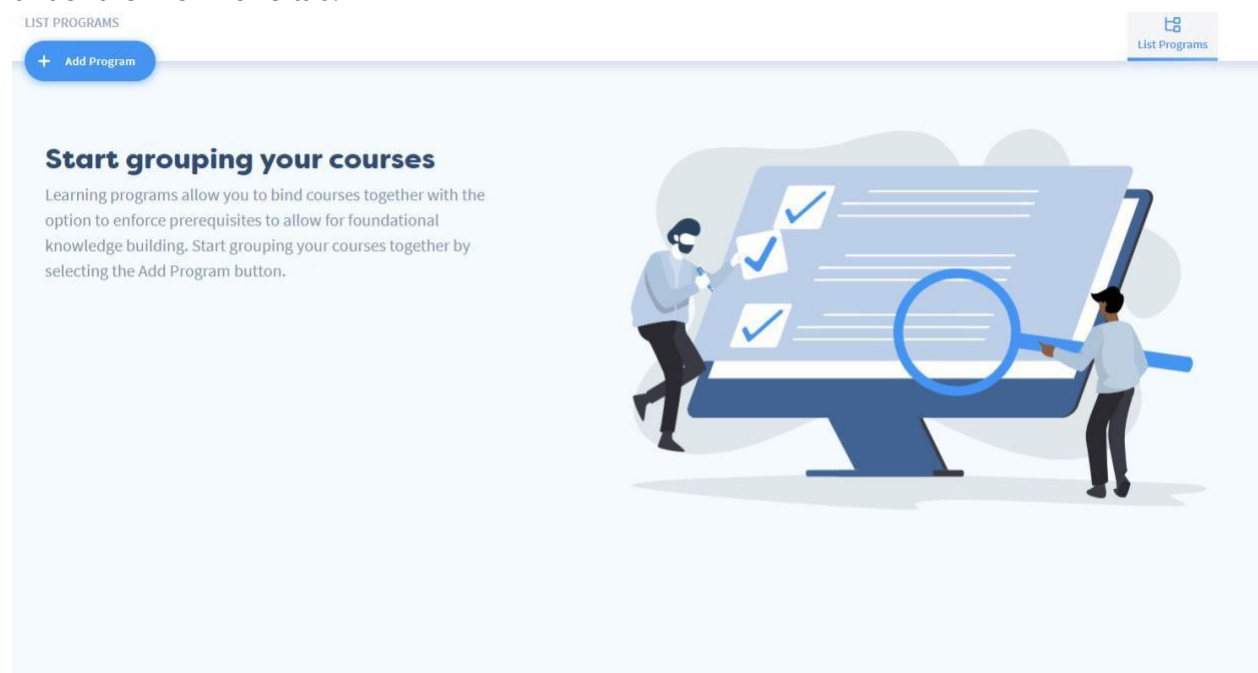
4. When finished, click **Save**.
5. If you would like the user to be notified when the course is marked, click the **Send notification to user** checkbox.



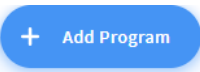
Learning Plan Manager

To group several courses into one program, a learning program should be created. Learning programs grant you the ability to condense several courses into one program.

To access your learning programs, click Learning Program Manager on the left-hand side menu, under the Workflows tab.

A screenshot of the "LIST PROGRAMS" interface. At the top left, there is a blue button with a plus sign and the text "Add Program". At the top right, there is a "List Programs" link with a grid icon. Below this is a section titled "Start grouping your courses" with a sub-header. The text below the sub-header explains that learning programs allow binding courses together and enforcing prerequisites. To the right of the text is an illustration of two people interacting with a large digital screen displaying a checklist with checkmarks and a magnifying glass.

Add Program

1. Select the **Add Program** button  at the top of the page.
2. Provide a **Program Title**.

ADD LEARNING PROGRAM

Learning Program details

Provide general information on the learning program details.

Program Title *

Recommended Timeframe: Not Applicable

Assign Certificate: No Certificate

Main Image: Choose file | No file chosen

Enable Prerequisites *: NO

Description

Provide a short description for your Learning Program. This description will be displayed to your learners. Your description should have 75 to 150 words.

Summary

0 / 300

Description

Rich text editor toolbar with options for Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Source, Undo, and Redo.

CANCEL SAVE

3. By selecting the dropdown menu, assign a **Recommended Timeframe** for the program to be completed in.
4. Assign a Certificate to the Learning Program.
5. Click **Choose File** under the *Main Image* section to select an image for the program's thumbnail.
6. Enable or disable prerequisites by selecting the Radio button.

Learning Program details

Provide general information on the learning program details.

Program Title *

Certificate IV in Ageing Support

Recommended Timeframe: 4 Months

Assign Certificate: Certificate of Completion

Main Image: Choose file | No file chosen

Enable Prerequisites *: YES

Edit program

1. Click the **Edit** icon displayed underneath the Actions tab on the *List Programs* page. This will open the *Learning Program Details* page. As you can see there are additional tabs that require information. These include:
 - Assign courses
 - Assign to groups



2. Select the courses that will be assigned to this Learning Program.

Assign Courses

Select the courses that will be assigned to this Learning Program. Use the search filters to identify your courses with competency-tagged assessment.

	COURSE	CPD	RISK / CAPABILITIES
<input type="checkbox"/>	Visitor Course	0	-
<input type="checkbox"/>	Test December Course	0	-
<input type="checkbox"/>	TEST	0	-
<input type="checkbox"/>	Course One	0	-
<input type="checkbox"/>	Course Two	3	-
<input type="checkbox"/>	Personal Protective Equipment	0	-
<input checked="" type="checkbox"/>	Recordkeeping Awareness	0	-
<input checked="" type="checkbox"/>	Risk Management	0	-
<input checked="" type="checkbox"/>	Social Media in the Workplace	0	-
<input type="checkbox"/>	Workplace Diversity	0	-
<input type="checkbox"/>	WHS for Aged and Community Care	0	-
<input checked="" type="checkbox"/>	Care and Services Planning	0	-
<input type="checkbox"/>	Emergency Response and Incident Management	0	-
<input type="checkbox"/>	Customer Service and Dealing with Difficult Customers	0	-
<input type="checkbox"/>	Key Concepts	0	-

3. Assign this Learning Program to a group. By doing this, you are allowing the users within that group to view the Learning Program on their learning portal.

LEARNING PROGRAM DETAILS General Description Assign courses Assign to groups

Assign to Groups
Assign this Learning Program to a group. By doing this, you are allowing the users within that group to view the Learning Program on their learning portal.

Q To search, start typing group name..

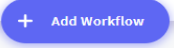


- Content Development
- Design
- Marketing
- Production
- Support
- Test group
- test subgroup

CANCEL SAVE

1. Press **Save**

Onboarding Manager

The Onboarding Manager feature allows you create workflows and welcome emails for your new hires. To begin creating your Onboarding Workflow, inside the Publishing dropdown, select the **Onboarding Manager** module on the left-hand menu. This will bring you to the *Onboarding* page.

1. Select the **Add Workflow**  button at the top of the page.
2. Provide the basic information, such as title of your Onboarding Workflow, Description, Status and whether if this Workflow is a  brand new one or you can also duplicate an existing Workflow.
3. Select the **Save** button. 

Onboarding Workflow Details

Provide basic information on your Onboarding Workflow.

Title *


Description

0 / 50


Status

Active

Choose template

 Duplicate an Existing Workflow





Please choose..

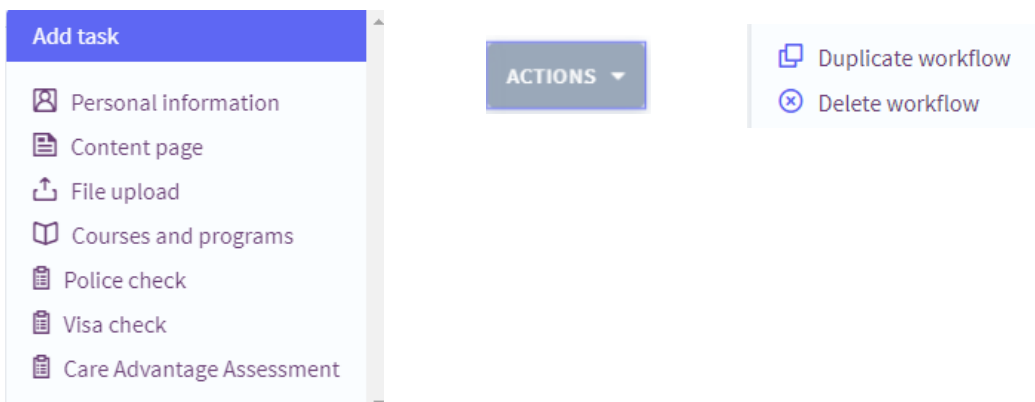
 Create New Workflow

Want to build something specific? Start with a blank workflow.

Adding Workflow Items

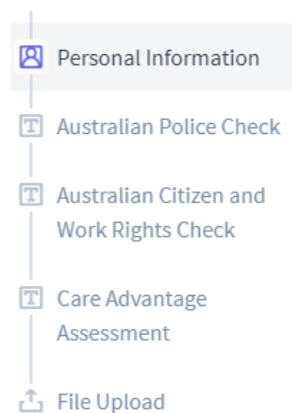
This will bring you to the *Onboarding Content* page where you can now create and add items to the Onboarding Workflow under *Content*.

- Now select the **Add** button  next to *Tasks*. This is where you can select the type of item you would like to add to your workflow. Options are:
 - Content page:** this is a static page that displays content to the learner.
 - Personal Information:** A form for the learner to enter their personal details. The fields in this task can be mandatory or not using the toggle button. 
 - File Upload:** Digital form that allows you to request credentials and compliances to be uploaded. (Note: Please ensure under **User Uploads**, you have created file's under *Credential* or *Compliance*).
 - Induction Courses:** This allows you to assign mandatory courses to the workflow.
- Provide general information needed for each content and then select **Save**.
- You can also edit the **Title** of the item using the icon  then select the save button. 
- At the top right-hand corner there is an **Actions** button, the **Action** button allows you to either *Duplicate* the workflow item or *Delete* it.
- Once all the content has been created for the workflow, you are now able to select the **Re-order** button,



to change the lists of contents in the workflow.

- As you start to create your contents for the workflow it should start to look like this



Edit Onboarding Workflow Settings

The Edit Onboarding Workflow Settings is where you can edit the Title, add a thumbnail and adding a Description. You can also assign time frames of when the Workflow needs to be completed and set completion reminders and assign completion certificates and overdue manager alerts.

1. In *Workflow description*, you can edit the Title and Description and Upload a picture for the Thumbnail.

Workflow description

Provide title and a short description to explain to users why they need to take this onboarding workflow.

Title *

Another Test

Thumbnail

Choose file | No file chosen

Description

0 / 50

2. In *Timeframe and Reminders* make sure you enable the **Toggle** button to activate this setting.
3. In *General Settings* you can activate the **Status** to be visible to users using the dropdown and can assign a **Certificate** through the Certificate Manager. You are also able to activate the 'Send Overdue Manager alerts' also by using the toggle button on the right to **Yes**.

Assign Users Onboarding Workflow Settings

Timeframe and reminders

You can set a timeframe that the workflow has to be completed in and also set completions reminders.

Assign Time Frame

OFF

Please choose a time frame for completion..

General Settings

Provide general information on the onboarding workflow by filling out the details.

Status *

Active

Assign Certificate

No Certificate

Send overdue manager alerts.

NO

In this section of **Assign**, we are now able to assign users to complete the workflow we have just created.

1. Under **Assign Workflow to Groups**, select the groups of users you would like to assign the workflow to.

Assign Workflow to Groups

Learners and Managers assigned to the following groups will have access to this workflow.

To search, start typing a group name..

- Doctors
- Interns
- NIK ONBOARDING MANAGER A
- NIK ONBOARDING MANAGER B
- Nurses
- test

2. **Transfer after Completion** allows you to assign users to groups upon successful completion of the workflow. This allows users to become a part of the group that has successfully completed all items in the

Transfer after completion

Select the groups that you would like the user to be assigned to upon successful completion of this Onboarding Workflow.

If you do not choose a group/s here, the user will remain assigned to the default groups assigned above.

- Doctors
- Interns
- NIK ONBOARDING MANAGER A
- NIK ONBOARDING MANAGER B
- Nurses
- test

workflow.

NOTE: Once you have assigned users to this workflow, some sections will no longer be editable. Please check all items in the workflow are correct.

Onboarding Settings

Settings

In this section after onboarding workflow's have been created, you can then go to **Settings**, and in **System** you should be able to see an **Onboarding Settings** section, this will allow you to enable the workflow for users and managers.

1. Select Settings from the left-hand menu, and then select System.
2. You should now be able to see the **Onboarding Settings** module.



Onboarding Settings

The following settings affect all Onboarding Workflows.

Show Onboarding Workflow on login if not completed. NO

Allow users to access other modules if they haven't completed their assigned workflows. NO

3. You should be able to enable two options of 'Show Onboarding Workflow on login if not completed' and 'Allow users to access other modules if they haven't completed their assigned workflows'.
4. Select the toggle button to the right to activate these settings.



WorkPro Settings

WorkPro Settings

WorkPro is a feature that allows you to assign users to complete a Police Check and/or Visa Check. This will automatically assign users to complete a Police Check through the workflow this is activated through. After users are assigned to groups this feature will pop in the top menu.

NOTE: Please ensure you have enabled the WorkPro through the Integration module in Settings.

You should be able to see the user fields:

- **User #**
- **Checkbox** – Allows you update only selected user.
- **First Name.**
- **Last Name**
- **Email**
- **Employment Type**
- **Employments Role**
- **Company Industry**
- **Employment State**
- **Contact with Vulnerable Groups**

USER #	FIRSTNAME	LASTNAME	EMAIL	EMPLOYMENT TYPE	EMPLOYMENT ROLE	COMPANY INDUSTRY	EMPLOYMENT STATE	CONTACT WITH VULNERABLE GROUPS
User #1	<input type="checkbox"/>	Yvonne	Marquis	ange@email.com	Please select..		Please select	Please select..

This will allow you assign certain users the *WorkPro* check.

WorkPro

The **WorkPro** module allows you to manage the workflows created through *Onboarding Manager*. You will be able to view the status of both Work Rights and the Police Checks assigned to users.

1. Inside the Administration tab dropdown, select **WorkPro**.
2. The first page should allow you to see all users that have been assigned the Work Rights check.
3. To view Police Checks, select the Police Checks button next to Work Rights.

Course Catalogue

The Course Catalogue allows you to add and sell courses via the **Buy Courses** module on the learner portal.

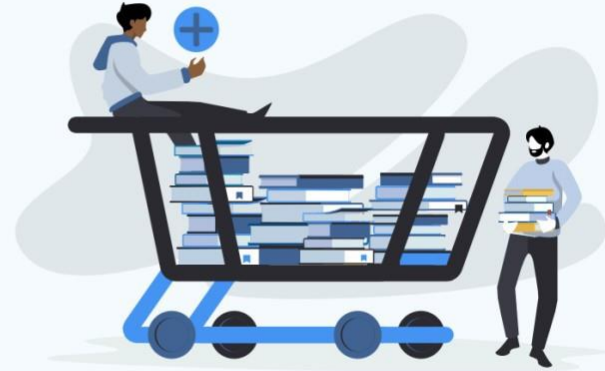
1. Inside the E-Commerce module tab, select the Course Catalogue module.
This will take you to the *Cart Items* page.

Once you start populating your course catalogue items, this page will list all available courses for purchase on the platform.

[+ Add Item](#)

Start generating revenue through the Course Catalogue

The Course Catalogue lists all available courses for purchase on the platform. Simply click Add Item, Discounts and Payment Data to start populating available courses, discount coupons and track the sale of your courses!



Add Course Catalogue Item

To add a course catalogue item, select the **Add Item** icon [+ Add Item](#) displayed at the top of the page. This will bring you to the *Cart Item Details* page. This is where you can enter details of the course catalogue item.

General Information

Please enter details of the course catalogue item you wish to create, including the title and status.

Course Catalogue Title *

AGING AND ANTI-AGING

Course Catalogue Status

Active

 Show On Frontend

1. Provide your Cart Item with a title.
2. Select the appropriate Course Catalogue Status.
3. Select whether you would like your Cart Item to display on the Login screen

Cart Cost

To assign a cost to the course catalogue item, select the applicable fee option and provide the details as follows.

- This item is FREE
 This item has a COST

Price \$ (eg, 100.00)

360.00

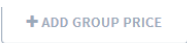
CPD is enabled so the price should be in multiples of 30

1. Select the appropriate Cart Cost by selecting **This item is FREE** or selecting **This item has a COST**. If the course catalogue item has a cost, select this option and fill out the details as required.
2. Under the **Description** tab, add a short summary and description for your course catalogue item.

3. Under the **Video/Images** tab, upload resources to help with the promotion of your course catalogue item. Provide the URL to an embedded version of an externally hosted video, and upload images as required.

Add Group Price

Add a group price will allow users in a certain group to pay a different price to other users. An example of using can be giving a different price for a member and non-member of your company.

1. Select **Add Group Price** button. 
2. Select the Group you would like to allocate a different price to.
3. Allocate the price amount.
4. Select Save

CART ITEM DETAILS General Description Video / Images Assign Courses Recommend

Video
Please provide the URL to an embedded version of an externally hosted video, if required. [?](#)

Video URL (Vimeo/YouTube)

Images
Each image should be 500 pixels wide and 500 pixels high. If the image uploaded is different it will be resized and stretched accordingly.

Main Image

Image 1

Image 2

Image 3

Image 4

Image 5

Image 6

1. Under the **Assign Courses** tab, select all courses to be assigned to this course catalogue item.

CART ITEM DETAILS General Description Video / Images Assign Courses Recommend

Course Selection
Select all courses to be assigned to this catalogue item.

- Visitor Course
- Test December Course
- TEST
- Course One
- Course Two
- Personal Protective Equipment
- Recordkeeping Awareness
- Risk Management
- Social Media in the Workplace
- Workplace Diversity
- WHS for Aged and Community Care
- Care and Services Planning
- Emergency Response and Incident Management
- Customer Service and Dealing with Difficult Customers
- Key Concepts

2. Under the **Recommended** tab, assign the course catalogue item to any of the groups displayed. This will show the course catalogue item on 'Recommended for you' for the Learner/s.

CART ITEM DETAILS

General Description Video / Images Assign Courses Recommend


Assign to Groups
 Recommend this course catalogue item to any of the following groups. This will show the Catalogue Item on 'Recommended for you' for your user(s).

- Another important sub-group
- Very important subgroup
- Content Development
- Content Group
- Cool People Only
- Beatniks
- Punk Rockers

CANCEL SAVE

- Once you have done this, save your changes by selecting the **Save** button at the bottom right-hand corner of the page.

Discount Coupons

Select the Discounts  tab on the top right-hand menu to add a discount coupon. This allows your learners to receive discounts on course catalogue items.

- Add a Code for your coupon.
- Add a percentage discount.
- Add an expiry date.
- Select **Add Coupon** to store the code. Share the code as part of your marketing initiatives.

DISCOUNTS

List Cart Items Discounts Payment Data

ADD COUPON

Code
WIN40

Discount (1-99) % Expiry date
40 30/09/2020

ADD COUPON

COUPONS

Code: CODE
 Discount: 10.00%
 Expiry date: 29-09-2019

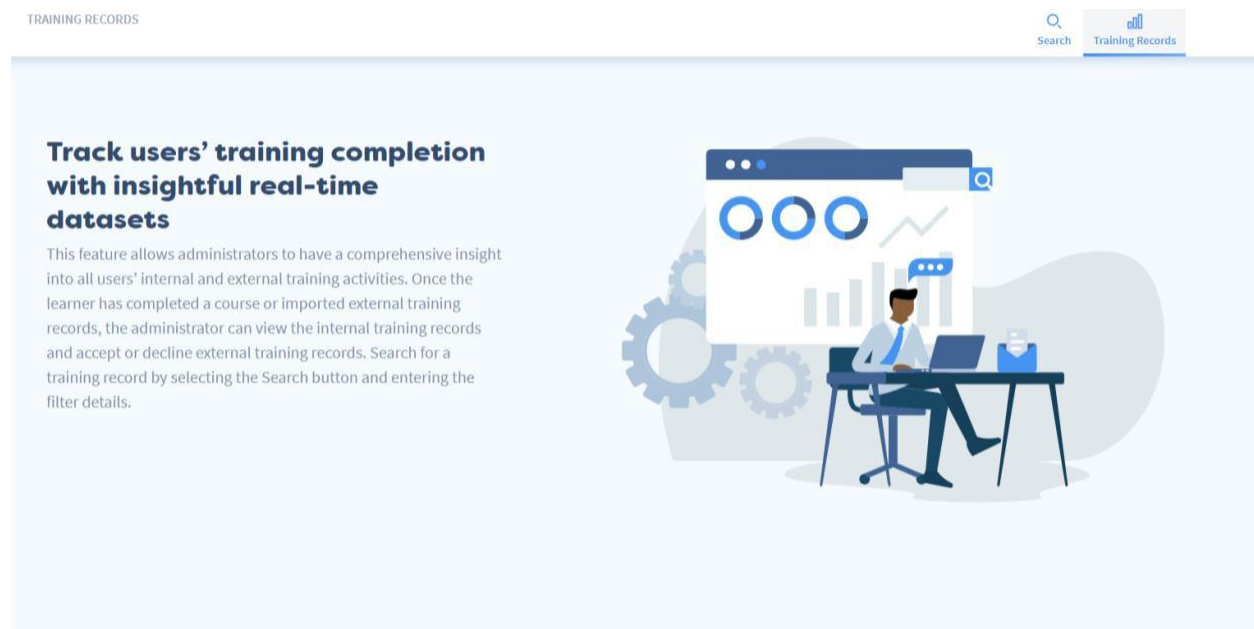
REMOVE


Training Records

This feature allows administrators to have a comprehensive insight into all users' internal and external training activities.

Once the learner has completed a course or imported external training records, the administrator can view the internal training records and accept or decline external training records.

Search for a training record by selecting the Search button and entering the filter details.



1. To search for a specific Training Record, click the **Search**  tab on the top of the Training Records page.

Please enter details of the activity you wish to search.

Activity Completed Date	Group	
<input type="text" value="30-01-2020"/>	<input type="text" value="Content Development"/>	
User First Name	User Last Name	Approval Status
<input type="text" value="Nadine"/>	<input type="text" value="James"/>	<input type="text" value="Approved"/>
Email		
<input type="text" value="nowhere@nowhere.com.au"/>		

2. Enter the details of the activity you would like to search.
3. This includes the activity completion date, the user's full name, email, the relevant CPD Profile and the approval status.
4. When you have finished, click the **Search** button.

Reports

Once your learners have begun to submit results, you will be able to view their results in a meaningful way. To do this, PowerHouse Hub offers various inbuilt reports that interrogate the database of results to provide a range of information.

These reports are:

COURSE/ASSESSMENT REPORTS

- Generate a report on users **who have submitted and have passed or failed** (courses with assessments only) from a certain date to another date
- Generate a report on users **who have been created that have not submitted** (courses with assessments only)
- Generate a report on users **who have submitted a survey** from a certain date to another date
- Generate a report on users **who have attempted an assessment** from a certain date to another date and failed
- Generate a report on users **who have not yet completed a course** (with or without assessments)
- Generate a report on users **who have submitted** results for a **SCORM object** from a certain date to another date
- Generate a report on users **who have completed a Scenario** which **shows the traversal path** from a certain date to another date
- Generate a report on users **who have passed or failed a course** (with or without assessments) from a certain date to another date
- Generate a report on the **cumulative training time by users** who have passed courses from a certain date to another date.

DASHBOARD SURVEY REPORTS

- Generate a report on users **who have submitted** results for a **Dashboard Survey** from a certain date to another date.

DOCUMENTS REPORTS

- Generate a report on users **who have downloaded** documents from the Document Library

EVENT REPORTS

- Generate a report on users **who have registered for events**
- Generate a report on users who have **registered for and attended events**
- Generate a report on users who have **registered for and failed to attend events**

LEARNING PROGRAM REPORTS

- Generate a report on users who have **Started, Completed, or Not Started a Learning Program** from a certain date to another date.

ONBOARDING REPORTS

- Generate a report on users **who have been assigned to** Onboarding Workflows from a certain date to another date

PREMIUM SURVEYS REPORT

- Generate a report on results from **Premium Surveys from a certain date** to another date

USER REPORTS

- Generate report on **number of logins** for users in groups
- Generate report on all **user notes** for users in groups.

COURSE/ASSESSMENT REPORTS	
View Report:	Generate a report on users who have submitted and have passed or failed (courses with assessments only) from a certain date to another date
View Report:	Generate a report on users who have been created that have not submitted (courses with assessments only)
View Report:	Generate a report on users who have submitted a survey from a certain date to another date
View Report:	Generate a report on users who have attempted an assessment from a certain date to another date and failed
View Report:	Generate a report on users who have not yet completed a course (with or without assessments)
View Report:	Generate a report on users who have submitted results for a scorm object from a certain date to another date
View Report:	Generate a report on users who have completed a Scenario which shows the traversal path from a certain date to another date
View Report:	Generate a report on users who have passed or failed a course (with or without assessments) from a certain date to another date

DASHBOARD SURVEY REPORTS	
View Report	Generate a report on users who have submitted results for a Dashboard Survey from a certain date to another date
DOCUMENTS REPORTS	
View Report	Generate a report on users who have downloaded documents from the Document Library.
EVENT REPORTS	
View Report	Generate a report on users who have registered for events
View Report	Generate a report on users who have registered for and attended events
View Report	Generate a report on users who have registered for and failed to attend events
LEARNING PROGRAM REPORTS	
View Report	Generate a report on users who have Attempted and/or Completed a Learning Program from a certain date to another date
View Report	Generate a report on users who have not started an assigned Learning Program
ONBOARDING REPORTS	
View Report	Generate a report on users who have been assigned to Onboarding Workflows from a certain date to another date
USER REPORTS	
View Report	Generate report on number of logins for users in groups

CPD REPORTS

- Generate a report that shows a list of **CPD items gained by Learners** (Including courses, events, webinars, and training records).
- Generate a report that shows all **hours for each CPD Categories**.
- Generate a report that shows all users who have **achieved their CPD requirements** across all required categories.
- Generate a report that shows all users who have **Passed a Course, attend an Event/Webinar or added a Training Record with each CPD Categories**.

CPD REPORTS	
View Report	Generate a report that shows a list of CPD items gained by Learners (Including courses, events, webinars and training records).
View Report	Generate a report that shows all hours for each CPD Categories.
View Report	Generate a report that shows all users who have achieved their CPD requirements across all required categories.
View Report	Generate a report that shows all users who have Passed a Course, attend an Event/Webinar or added a Training Record with each CPD Categories.

Generating a Report

1. To start generating your reports, select [View Report](#) on any reports displayed in the section above.

GENERATE REPORT

Course Report 1
Generate a report on users who have submitted and have passed or failed (courses with assessments only) from a certain date to another date

Start Date * End Date *

Select Course *

Select Assessment

Groups Select
You can filter the results by selecting groups.
If you do not choose any groups, the report will be generated for all users in related groups.

Content Development

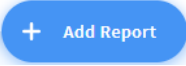
Include users manually assigned to this course

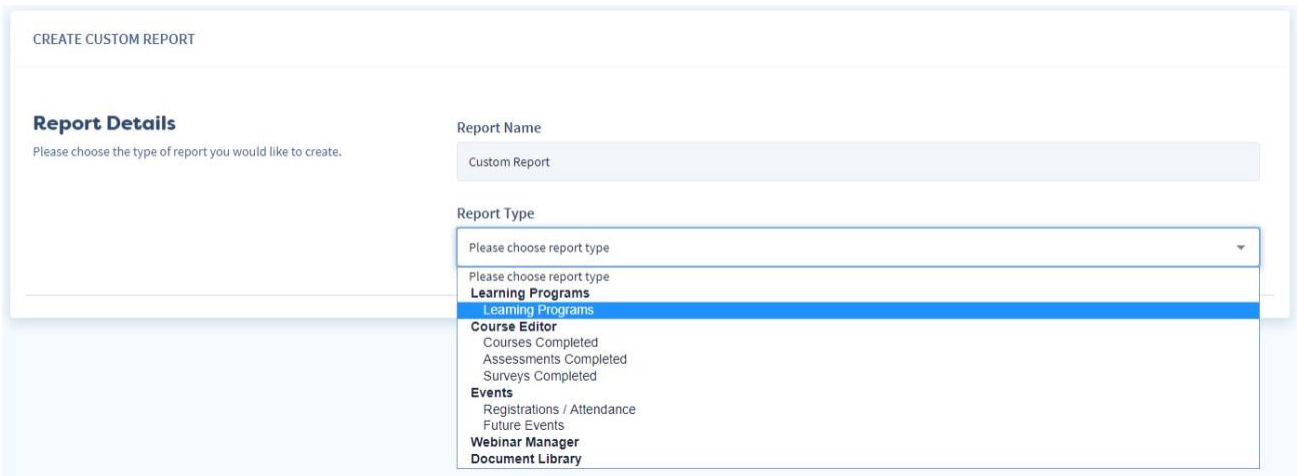
[GENERATE REPORT](#)

2. Provide the basic information required to generate the report and select the **Generate Report** button.
3. Wait for the Excel spreadsheet to finish downloading, and view and save the document.

Add Report

In addition to the standard reports, you can create a custom report to reflect your organisation's requirements.

1. Press the **Add Report** button  displayed at the top of the *List Reports* page.
2. Give the report a name.
3. Select the report type you would like to create, by selecting the dropdown menu. This will then generate a form for you to complete.



CREATE CUSTOM REPORT

Report Details
Please choose the type of report you would like to create.

Report Name
Custom Report

Report Type
Please choose report type

Please choose report type

Learning Programs

Learning Programs

Course Editor

Courses Completed
Assessments Completed
Surveys Completed

Events

Registrations / Attendance
Future Events

Webinar Manager

Document Library

4. Once you have provided the basic information, select **Run Report** to generate your custom report.

Scheduled Tasks

This is where all the automated tasks are stored. Automated tasks such as Course Re-Induction, is what the system checks once a day to view if a learner has reached their re-induction date on a course.

The *Scheduled Tasks* module provides a list of tasks that are scheduled to be emailed out to users. There are six scheduled task pre-sets. These pre-sets include:

Course Delay: Sends an email to the user once their delay is over.

Course Expires: Sends an email when course is near

expiration. **License Expiry:** Sends an email when the

user's license is expiring. **News Emailer:** Sends news

items via email.

Workflow Reminders: Sends a reminder emails to users.

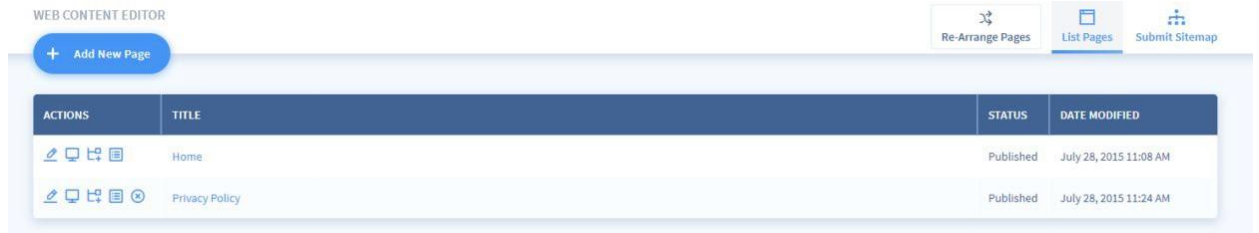
SCHEDULE				TITLE	LAST RUN	NEXT RUN	ACTIONS
HOUR	MINUTE	DAY	DAY OF WEEK				
00	00	Every Day	Every Day of Week	Course Delay	-	-	Disable Run Now View Log
00	00	Every Day	Every Day of Week	Course Expiries	-	-	Disable Run Now View Log
00	00	Every Day	Every Day of Week	Course Reinductions	-	-	Disable Run Now View Log
00	00	Every Day	Every Day of Week	License Expiry	-	-	Disable Run Now View Log
00	00	Every Day	Every Day of Week	News Emailer	-	-	Disable Run Now View Log
00	00	Every Day	Every Day of Week	Workflow Reminders	-	-	Disable Run Now View Log

These tasks are checked regularly to provide users with up-to-date information.

1. To disable a task, click the **Disable** button. This can be enabled any time by clicking the **Enable** button.
2. Click **Run Now** under the task title's Actions column to run the task. A new window should display notifying you that the task has been completed.
3. To view a log of the task emails, click **View Log** under the Actions column.



Web Content Editor

The Web Content Editor allows you to manage, publish and edit the information displayed to customers on the public area of your training portal.



There are five icons inside the Actions column, to help manage your pages. These include:



- **Edit Page Detail** – This will open your page content in an editor which allows you to edit your page content and apply styling.
- **View Page Content** – This will open the content page so you can preview how the page looks in the frontend with all the styling elements applied to it.
- **Add Sub Page** – This feature will allow you to add a subpage which will be displayed in both the backend and frontend of your site. Adding a subpage to a top menu page will automatically add a link to a dropdown feature in the frontend.
- **View Page Archives** – This will open a list of archived versions of the selected page. You can also use this feature to save a copy of an old version of your page before making any changes to it. To do this simply go into your archived  pages and click the **Duplicate** icon  , edit and save with the Status as Archived.

- **Delete This Page** – This will permanently delete the page.

Submit Sitemap

By submitting the structure of your site to search engines you are indexing it in a better way.

It is recommended that you perform this action after adding new content or updating existing content. This action can be performed only once per hour.

Sending your sitemap to the search engines will not warranty a higher rank on the search results, although it might have a positive impact in the long term.


Sending your sitemap to the search engines will not warranty a higher rank on the search results, although it might have a positive impact in the long term.

By submitting the structure of your site to search engines, you are helping search engines to better index your site.

It is recommended that you perform this action after adding new content or updating existing content. This action can be performed only once per hour.

Sending your sitemap to search engines will not guarantee a higher rank, although it may have a positive impact in the long term.

Adding a New Page

1. Click the **Add New Page**  button to create a new page.
2. Under the **General** tab, enter the following:

Page Heading – This is a H1 title that will display at the top of your page and plays an important role in SEO, we recommend including keywords here.

Page Sub Heading – This is an optional H2 title that will display under your **Page Heading** and plays a role in SEO, we recommend including keywords here should you decide to use it.

Page Name (URL Address) – This will be the name attached to the end of your domain name that will direct visitors to the page. It cannot contain any spaces or symbols other than - _ and for good SEO should include a keyword. Type in the name you wish to use for example: contractor-compliance. You can check you do not already have a duplicate page with the same name by clicking the **Check Page Name** link. Once saved the full link to your page would be: www.yoursite.com/contractor-compliance

External Link - Check this box if you want this link to take visitors to a 3rd party website.

External URL (Address) – Paste your external link address in here. For example: www.3rdparty-webiste.com

Page Details

Create a new website page by adding the page heading. The page name, or URL address, will automatically populate based on the heading.

Page Heading *

Page Name (URL Address) *

Check Page Name

Redirection Page? NO

Redirection URL (address)

Status *

Show in Main Menu – Check this box if you would like a link to this page to display in your main menu (top of your page).

Show in Left Menu – Check this box if you would like a link to this page to display in a left menu inside you content page.

Show in Sitemap – Check this box if you would like a link to this page to display on your sitemap page.

Show in Footer – Check this box if you would like a link to this page to display in your footer.

Page Display

Tick the page links to set where you would like your new page to display.

Show in Main Menu NOShow in Left Menu NOShow in Sitemap NOShow in Footer NO

3. Under the Meta tab, enter the following:

Meta Keywords – This is where you will enter the keywords that will help visitors find you when searching in search engines such as Google, Yahoo and Bing.

Meta Description – This is the description that will display on search engine results page such as Google, Yahoo and Bing. For improved SEO results you should include a few keywords here.

Page Meta Details

Provide general information on the new page META details, including the keywords and description.

Meta keywords

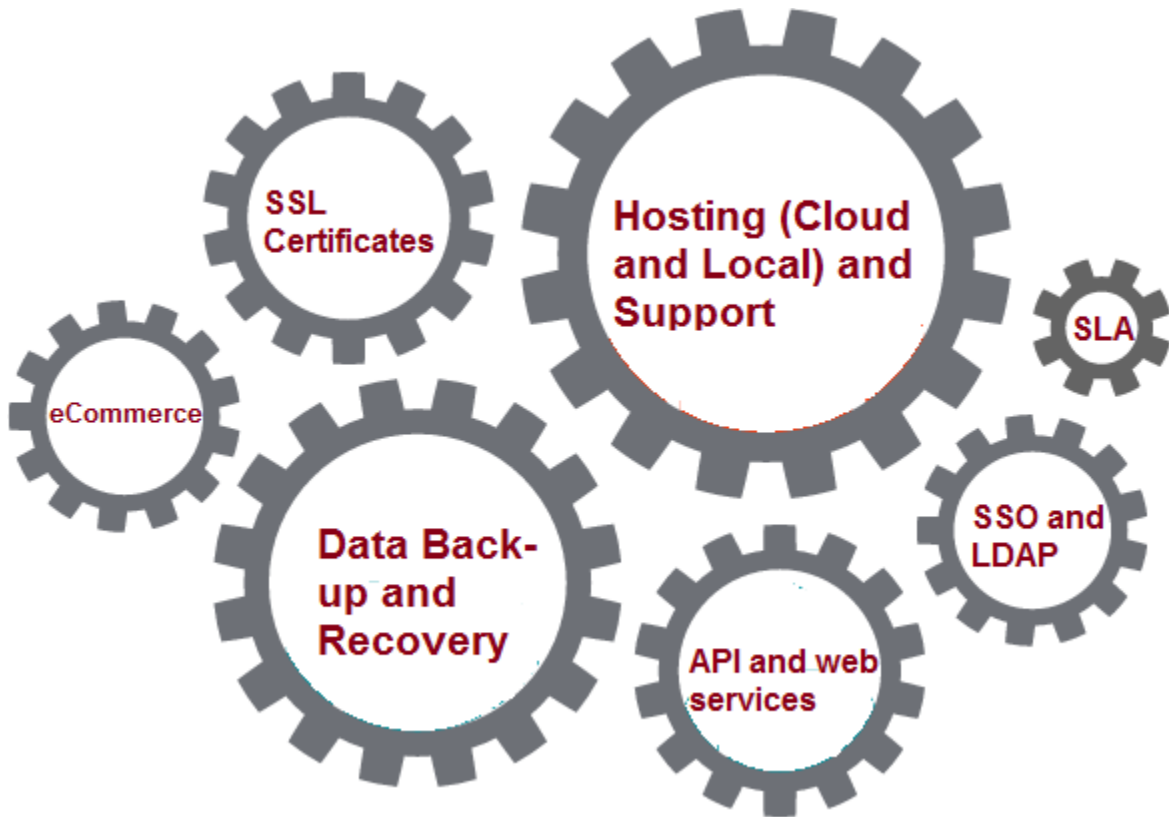
Meta description

- Next, select the **Content** tab. This is where you will add all your page content and apply styling such as H1, bold, italic etc. If you mouse over the icons a tool tip will appear naming each button. If you have more advanced skills, you can switch to source view and enter HTML. Please remember not to copy and paste directly from Word or other Websites as this will apply formatting that may conflict with your global stylesheet. We recommend copying and pasting into text editors such as Notepad (PC) and TextEdit (Mac) to strip out formatting and then copying and pasting directly from these programs into the editor below.

- Once you have provided information to all the tabs, click **Save**.

The screenshot shows the 'Page Content' editor interface. At the top, it says 'ADD NEW PAGE' and has tabs for 'General', 'Meta', and 'Content'. The 'Page Content' section has a sub-header and a brief instruction: 'Begin populating the page content by including images, text and templates etc. using the Editor.' Below this is a rich text editor toolbar with various icons for undo, redo, bold, italic, underline, link, unlink, list, and other formatting options. The main editing area contains the text 'Insert content here'. At the bottom left is a 'CANCEL' button and at the bottom right is a 'SAVE' button.

InductNow is the most advanced corporate learning platform on the market that provides a structured training program to ensure that your administrators can edit, change, add and control all components of your training platform. The Lion LMS Modules include:



That concludes the PowerHouse Hub User Manual. You should now have a good understanding of the basics of using the software. If you require any further information or assistance whilst using Powerhouse Hub products, contact Powerhouse Hub at the following email address:

support@powerhousehub.com Support Line: Ph: 1300 787 611 Ph: +61 (07) 5555 0180



Activation Key Module

The Activation Key Module allows you to provide external groups with an Activation Key that creates an admin dashboard for them to add and manage their users on your portal.



Assessment Editor Module

The Assessment Editor Module is linked with the Course Editor and allows you to add pre-tests, sections tests and post tests to your courses. The assessment results are recorded in the database.



Banner Manager Module

The Banner Manager Module allows you to change the images in the slideshow on your login page if this feature has been enabled. You can add unlimited banners and link these to related web pages.



Webinar Module

The Webinar Module integrates with your GoToMeeting and GoToSeminar accounts and allows you to add webinars to your Training Groups.



Branding Module

The Branding Module allows you to add a unique style guide (colour and logos) to your Training Groups to allow diversified branding to be applied to your portal.



Certificate Manager

The Certificate Manager Module allows you build custom certificates and assign these to your courses, webinars and training events. The learner's assessment results are printed on the certificate.



Course Editor Module

The Course Editor Module allows you to build unlimited courses and eBooks on your training portal and assign specific courses to your Training Groups.



Document Library Module

The Document Library Module allows you to upload your own policies and documents to your training portal and add these to all or specific Training Groups.



Web Content Editor Module

The Web Content Editor Module allows you to manage web page content that you have added to your login page and footer menu items. You can add pages, sub-pages, add SEO data and drag and drop your menu structures.



Event Manager Module

The Event Manager Module allows you to create unlimited face to face training events and publish these to your training groups or Learning Programs.



Help Module

The Help Module is linked to Mediasphere's online support software and allows you to complete and submit the form which generates a support ticket.



Learning Programs Module

The Learning Programs Module allows you to create unique programs with a selection of courses, webinars and events which can be assigned to Training Groups.



Reports Module

The Reports Module provides access to a extensive library of dynamic queries that allow you to generate and export your reports at any time. Visual reports are also integrated into the Manager Dashboard.



Settings Module

The Settings Module allows you to manage all core settings for your training portal. Here you can add emails, Google analytics code, assign CPD settings, manage re-induction and general email alerts.



News Editor Module

The News Editor Module allows you to add news stories to your training platform and assign them to all or specific Training Groups. The news is streamed to the Learner Dashboard in a marquee feed which is linked to the story.



Registration Key Module

The Registration Key Module allows you to create an access key for your external groups and they use this key as part of the registration to access a specific Training Group.



User Module

The User Module allows your to manage all user profiles on your portal. You can add a hierarchy of Training Groups and assign users and courses to the groups.



Visitor Module

The Visitor Module allows you to manage your visitor induction program with automation of login and printing of Visitor Passes after completion of induction.

Online Courses



Build or license courses for your induction and staff development

Online Tests



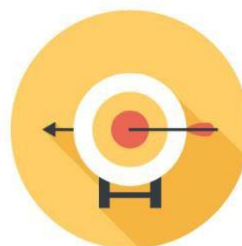
Automated testing with question banks, attempts and pass rates

Online Compliance



Real-time tracking and reporting of WHS and industry compliance

Online Competency



Building, tracking, assigning and reporting on staff competency

Webinar Training



Manage creating, assigning and reporting on training webinars

Face-to-Face Events



Manage creating, assigning and reporting on workshops and events

Learning Programs



Training packages with date ranges and pre-requisite functionality

Personal Certificates



Personal certificates for courses, programs, events and webinars

Document Library



Publish policies and documents for download and tracking

News and Alerts



Training Group news and safety bulletins published with email alerts

Visual Reports



Visual data reports for staff, managers and administrators (with downloads)

Training Record



Records completion of all courses and activities with certificate links

Reflective Journal



Add surveys to courses to generate professional reflective journals

Staff File Uploads



Productivity tool to collect documents and certificates from staff

External Training Upload



Staff upload external training evidence with approval processes

Training Groups



Ability for your managers to track and report on their teams

Technical Support

To get additional support on any site issues, please go to the **Help** page under your user image in the top right-hand corner. Here you can add support documentation, submit a support ticket, and report a bug. If submitting a ticket or bug, please ensure you are as detailed as possible so we can assist you as soon as possible

