

# TRAINING MANUAL

Business Account – Admin Panel

## Logging In

If the account was created by your eLearning provider you will need to create a password for the account before logging in. There is a link to a page where you can do that in the email sent out when the account was created.

If the account was created whilst purchasing courses via the payment system, a password was created by the account owner upon registration.

To login to your business administration panel, simply input your username and password into the login form. Please note that the login page for a business administrator is on a different page to where candidates login and that the username of the account is generated by the eLearning system using the business name and is **not** an email address.

If you forget your password it can be reset using the link below the login form. When resetting your password you will have to provide your email address and username. A code will be sent to your email address to validate you are the account owner. Once you have entered the code you be able to create a new password.

Using a business account, you are able to purchase multiple licences and assign them to individual staff members.

You can purchase more licences here.

If you wish to login as a candidate, please click here.

Username

Password

LOGIN

Forgot your password? [click here](#)

## Licence Statistics

Once logged into the administration panel you will see the licence statistics page. From here you can view the eLearning courses you have access to, the number of course licences purchased, how many of the purchased licences have been assigned to candidates and how many are still available for use.

## Assigning Licences to Candidates

To assign a course licence to a candidate, click the 'Candidates' option in the sidebar on the left hand-side of the screen. To create a new candidate account, click the green 'Add New Account' button, add their details to the form and select the courses you would like to assign to them before pressing the submit button at the bottom of the form.

To add courses to an existing candidate, click their name from the 'Candidates' page and select any courses they require access to using the course checkboxes and press submit at the bottom of the form.

## Candidates Retaking a Course

If a candidate completes or fails a course and is required to re-sit it, they will require a new course licence. To do this, visit their profile page by clicking their name on 'Candidates' page and click the 'Add New Licence' button in the Course History section.

## Account Information

Each candidate's account information can be viewed and updated from their profile. From there you can –

- View/update the email address associated with the account
- Send the candidate their login details (Email Login Details button)
- Download a copy of their certificate (if they have successfully completed a course).
- Assign additional course licences
- Removed unused course licences
- Delete the account (if it hasn't been used)
- Disable or enable the account

## Disabling Candidate Accounts

A candidate account can be disabled at any point if it is no longer in use. A disabled account will not be accessible and if a login is attempted, a message will appear on stating the account is disabled. If the candidate has completed a course, their certificate will be invalidated. You can also enable a disabled account again at any point from the candidate's profile page.

## Reports

A report can be downloaded from the administration panel using the 'Get Report' option in the sidebar. The report will download in CSV format and will contain a

list of all candidate accounts with a course licence and various details regarding the status of the course.

## Buying Licences

Additional course licences can be purchased using the 'Purchase' button in the sidebar. This will take you to the payment system and once payment has been taken, the licences will be automatically added to your account. If this option isn't available, you will need to call us to arrange a purchase.

## Your Details

It is possible to update your company name, email address and telephone number using the form on the 'Your Details' page, accessible from the sidebar.

**Your Details**

- [Home](#)
- [Candidates](#)
- [Your Details](#)
- [Search](#)
- [Get Report](#)
- [Purchase](#)

Use the form below to change your details

Company Name	<input type="text" value="Example Business"/>
Contact Email Address	<input type="text" value="example@domain.co.uk"/>
Tel Num	<input type="text" value="Not Provided"/>

[SUBMIT](#)