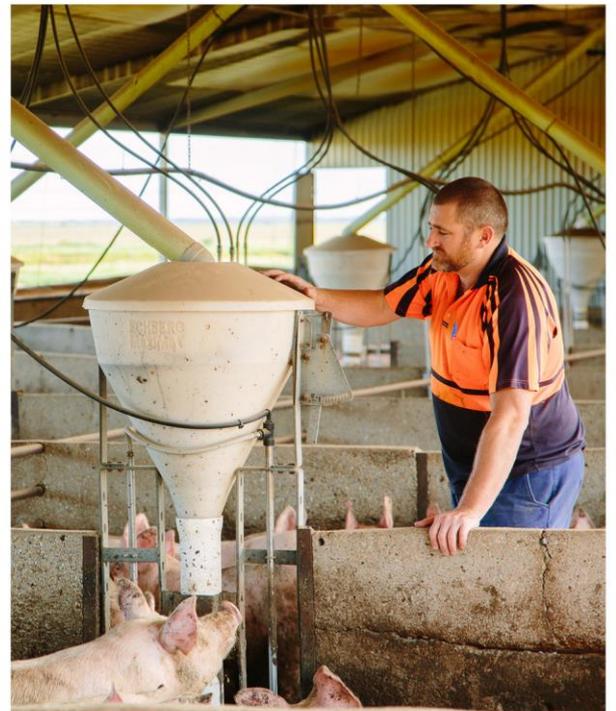


Australian Pork Limited

AUSTRALIAN
Pork™

2021

Litmos LMS Platform User Guide – ADMINS



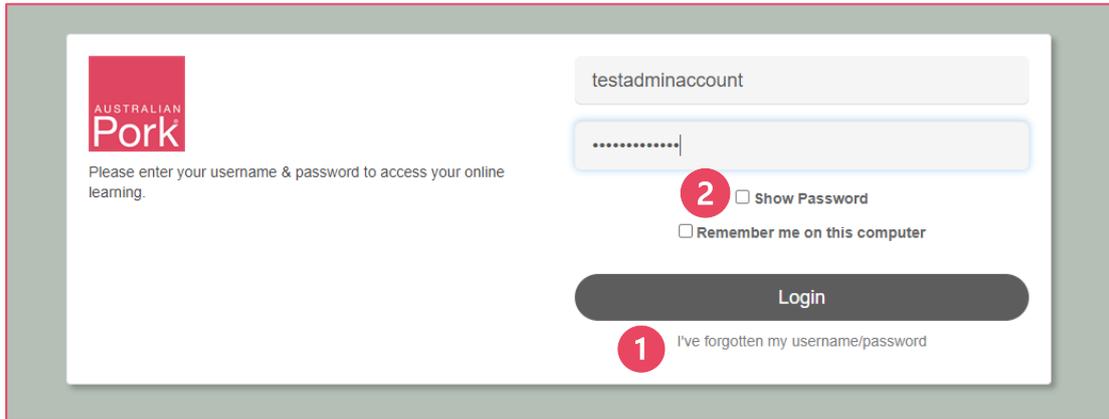
I. Table of Contents

1.	Table of Contents	ii
2.	Your first log on	3
2.1	Logging on.....	3
2.2	Setting up your account.....	3
3.	Your Dashboard	4
4.	People View	5
4.1	Whole Team	5
4.2	Individual Accounts.....	6
4.2.1	<i>Main page</i>	6
4.3	Importing Users in Bulk.....	7
4.4	Performing Bulk Actions	8
5.	Teams View	9
5.1	General	9
5.2	Subteams	10
5.2.1	<i>Creating a subteam</i>	10
5.2.2	<i>Promoting users within a team or subteam</i>	11
5.2.3	<i>Viewing subteams/team hierarchy</i>	12
6.	FAQ	13
6.1	Q: I'm a Team Admin/Leader and I don't seem able to access the courses.....	13
6.2	Q: I tried to create a user but they don't seem to have shown up.....	13
6.3	Q: My user is having trouble logging in for the first time.....	14
6.4	Q: I need to download one of my staff members' certificate of completion ...	15

2. Your first log on

2.1 Logging on

Upon being given your username and password you can log on at any time by visiting: <https://australianpork.litmos.com.au/account/login/>. Both the username and password fields are case sensitive, so ensure you enter your username and password exactly as provided.



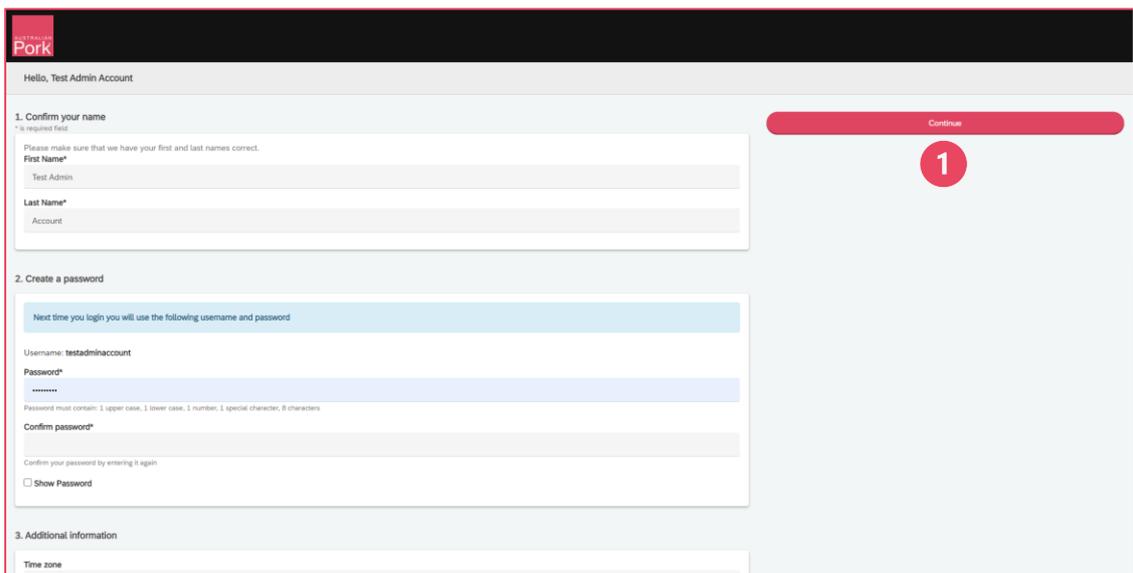
- 1 If you have forgotten your username or password, please click here.
- 2 Here you can opt to show your password as you type it to make it easier.

2.2 Setting up your account

When you log in for the first time you will be taken to this screen to set your password. You cannot use the same password that was set for you initially.

You are required to supply your company, country, and state, please also fill out other information as you see fit.

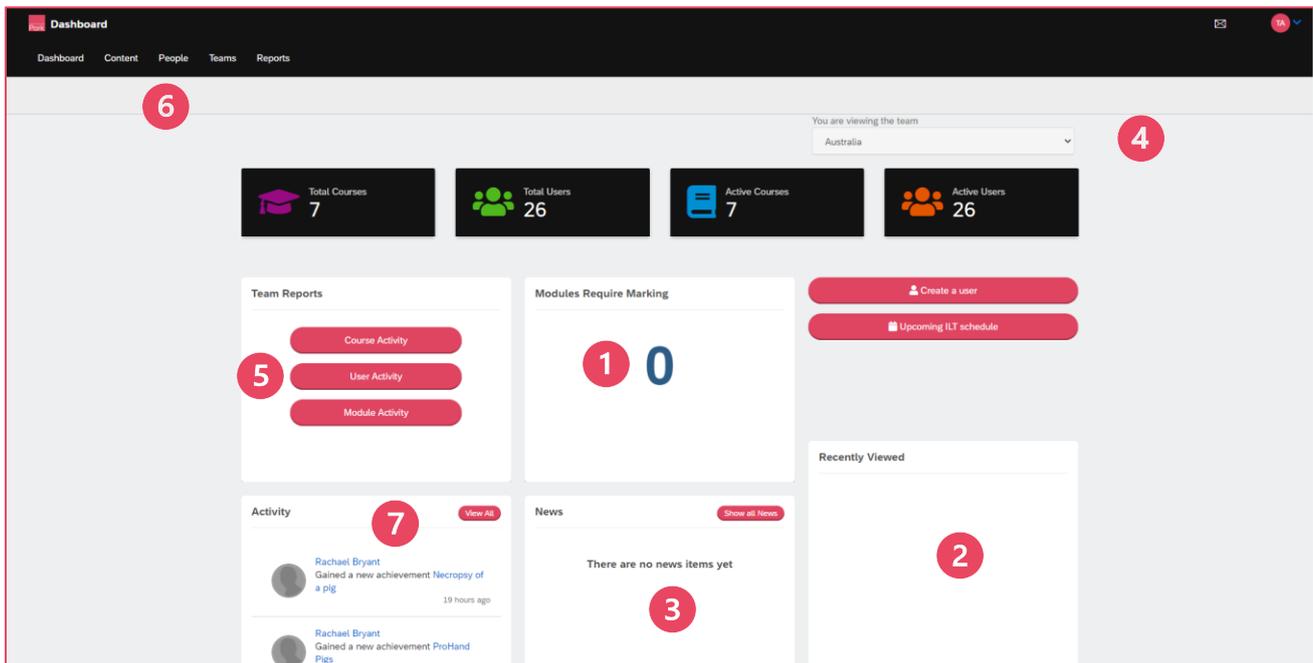
The Learners you create will complete the same process upon their first log in.



- 1 Click here once finished setting up your account.
- 2 Your password must be at least 8 characters and contain a minimum of 1 upper case, 1 lower case, 1 number and 1 special character.

3. Your Dashboard

Your Dashboard acts as your home page and is where you will find most of your team management tools.



- 1 If any courses accessible to your team requires marking, this widget lets you know when you need to mark a learner's work. Most courses do not require marking.
- 2 View your recent history here for quick navigation.
- 3 Create "news items" that will appear on the dashboard of your team members.
- 4 If you have admin access for multiple teams, you can select which team your dashboard is focused on through this drop down.
- 5 Create reports outlining the activity in your team.
- 6 Change views here.
- 7 View the recent activity of learners in your team.

4. People View

The people view allows for accessing both an overview of the people within your team and accessing and editing individual accounts.

4.1 Whole Team

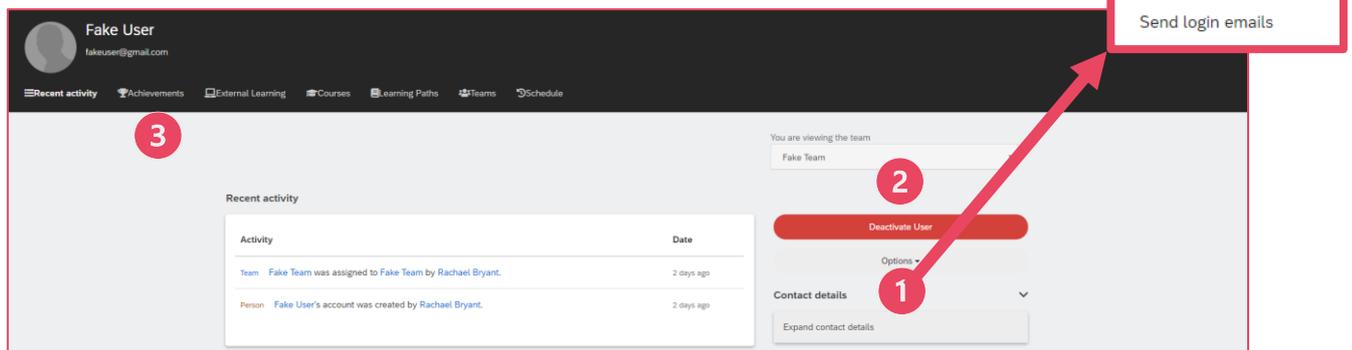
The screenshot displays the 'People View' interface. At the top left, it says 'People (3)' with a red circle '2' next to it. Below this is a table with columns: 'User', 'Access Level', 'Status', and 'Last Login'. The table contains three rows: 'Fake User' (fakeuser@gmail.com, Active, Never logged in), 'Fake User2' (fakeuser2@gmail.com, Active, Never logged in), and 'Test Admin Account' (testadminaccount, Team leader, Active, 1 hour ago). A red circle '1' is placed over the 'Access Level' column. Below the table is a pagination bar with 'First', 'Prev', '1', 'Next', and 'Last' buttons, and a '3 People' indicator with a red circle '2'. To the right of the table is a sidebar with a red circle '3' at the top. It contains a red button 'Add a new person', an 'Options' dropdown, a section 'Perform a bulk action on selected people' with a dropdown menu and a red circle '4', and a 'Recently Viewed' section with a list item 'Fake User2' and a red circle '5'.

- 1 Here you can see the details of users in your team; name, username, access level (if they are a learner or admin), status and when they last logged in.
- 2 The total amount of people in your team (available in two places).
- 3 Create a new user.
- 4 Perform bulk actions.
- 5 Your recent history/activity.
- 6 Open an individual user by clicking on their name (written in blue).

4.2 Individual Accounts

4.2.1 Main page

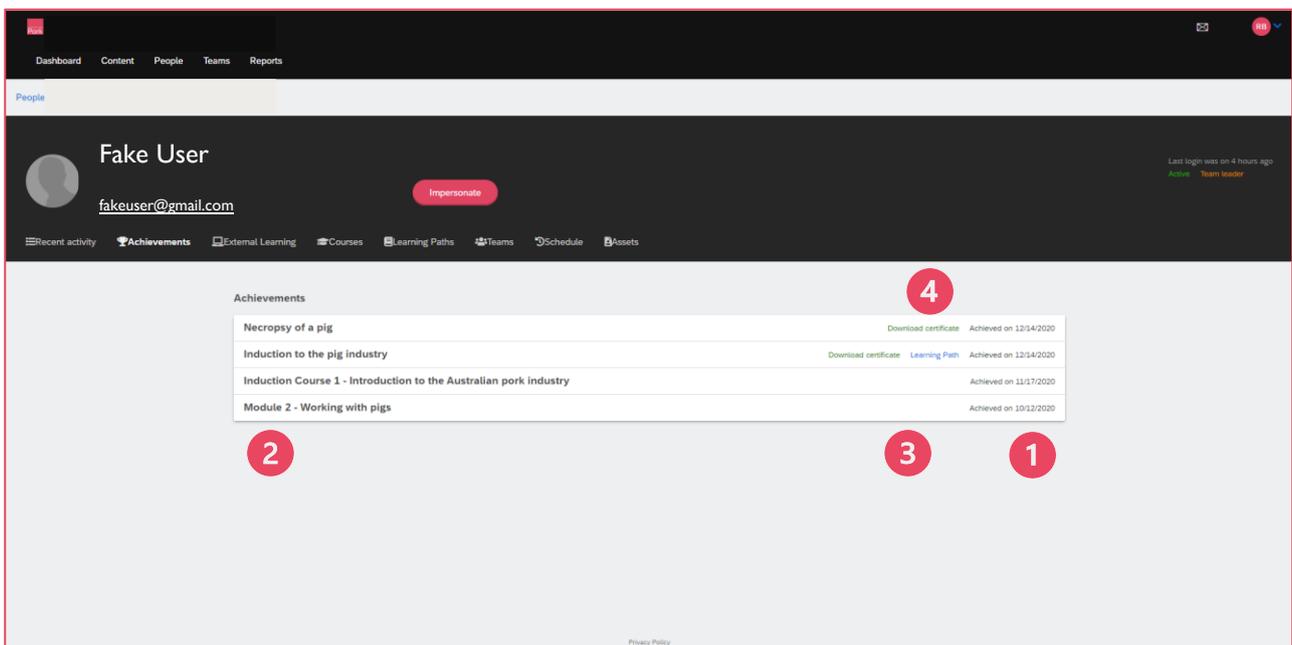
This is an individual account. Open a user account following Step 6 above.



- 1 Select "Options" to reveal the dropdown menu.
- 2 Select to deactivate the user.
- 3 Select option above to view further information.

3.2.1 Achievements

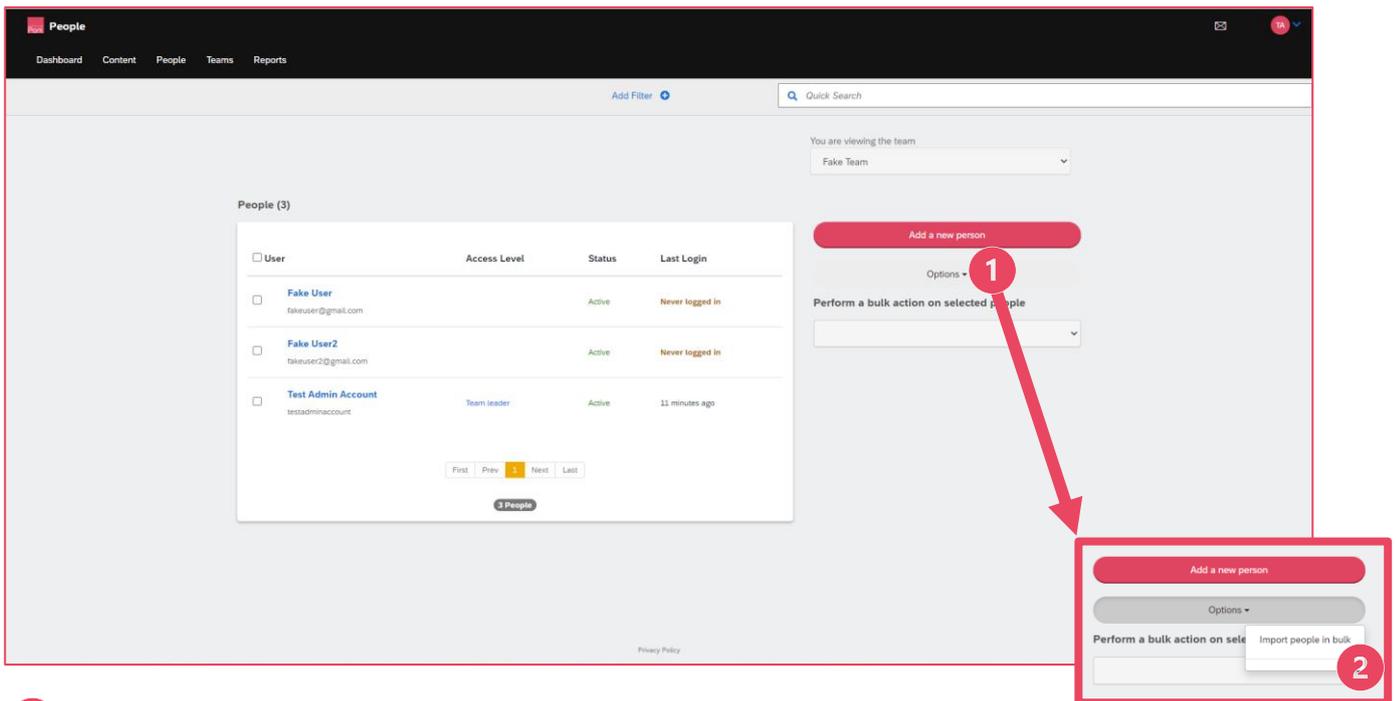
Select the achievements tab (Step 3 above) to view courses completed by the user, and any certificate associated with them



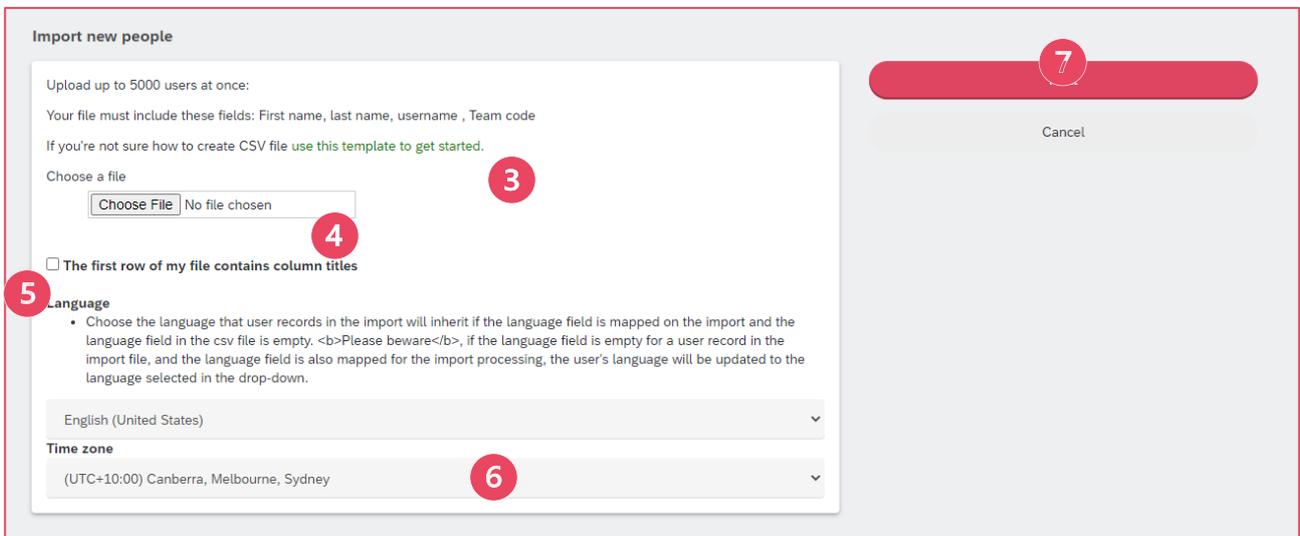
- 1 Date achieved.
- 2 Name of course completed.
- 3 Other notes such as if they have downloaded a certificate or if the course is part of a learning path.
- 4 You can download their course certificate by clicking on the green writing "Download certificate". This will open a pdf file of their certificate that you can keep as evidence/record of training.

4.3 Importing Users in Bulk

You can create new users in bulk using a CSV file, follow the steps below.



- 1 Select options.
- 2 Select "Import people" from the drop down this will take you to a new screen (see below)



- 3 Use this template to create your import list.
- 4 Choose your file to import.
- 5 Select the box if your Excel sheet has column titles.
- 6 Chose language and time zone.
- 7 Select Next.

4.4 Performing Bulk Actions

The screenshot shows the 'People' management interface. A confirmation dialog box is open, titled 'australianpork.litmos.com.au says', with the message 'This will reactivate the accounts of the selected people. Do you want to continue?' and 'OK' and 'Cancel' buttons. A red circle with the number '3' is placed over the 'OK' button. In the background, a table lists three users: 'Fake User', 'Fake User2', and 'Test Admin Account'. A red circle with the number '1' is placed over the check boxes in the 'User' column. To the right of the table, a dropdown menu is open, showing 'Perform a bulk action on selected people' and a red circle with the number '2' is placed over the dropdown arrow.

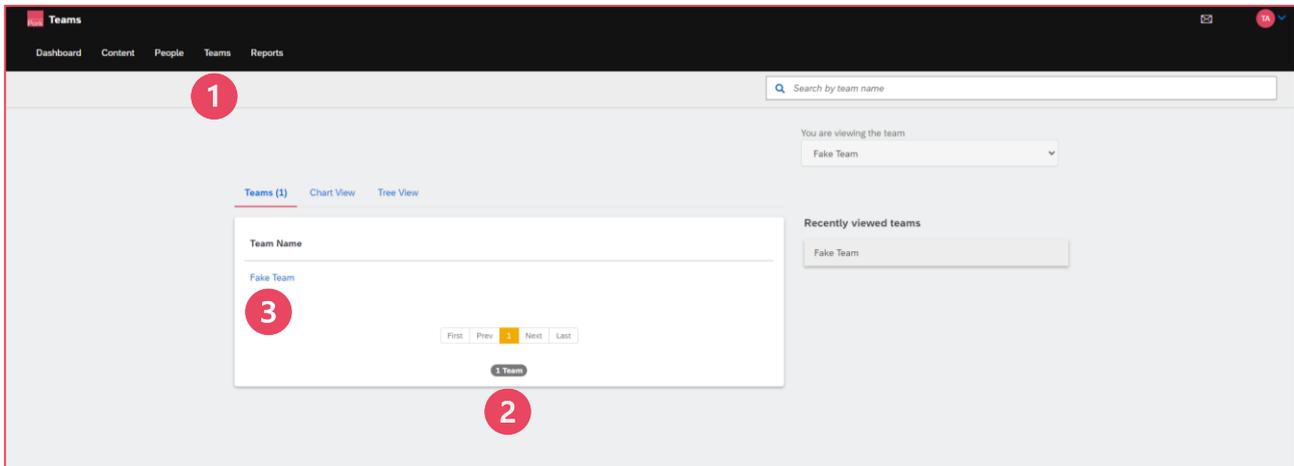
<input type="checkbox"/> User	Access Level	Status	Last Login
<input type="checkbox"/> Fake User fakeuser@gmail.com		Active	Never logged in
<input type="checkbox"/> Fake User2 fakeuser2@gmail.com		Active	Never logged in
<input type="checkbox"/> Test Admin Account testadminaccount	Team leader	Active	3 minutes ago

- 1 Select users using the check boxes to the left of their name or select the check box next to user to select all.
- 2 Use the drop down to choose bulk action.
- 3 Confirm action by pressing “OK” on the pop-up box.

5. Teams View

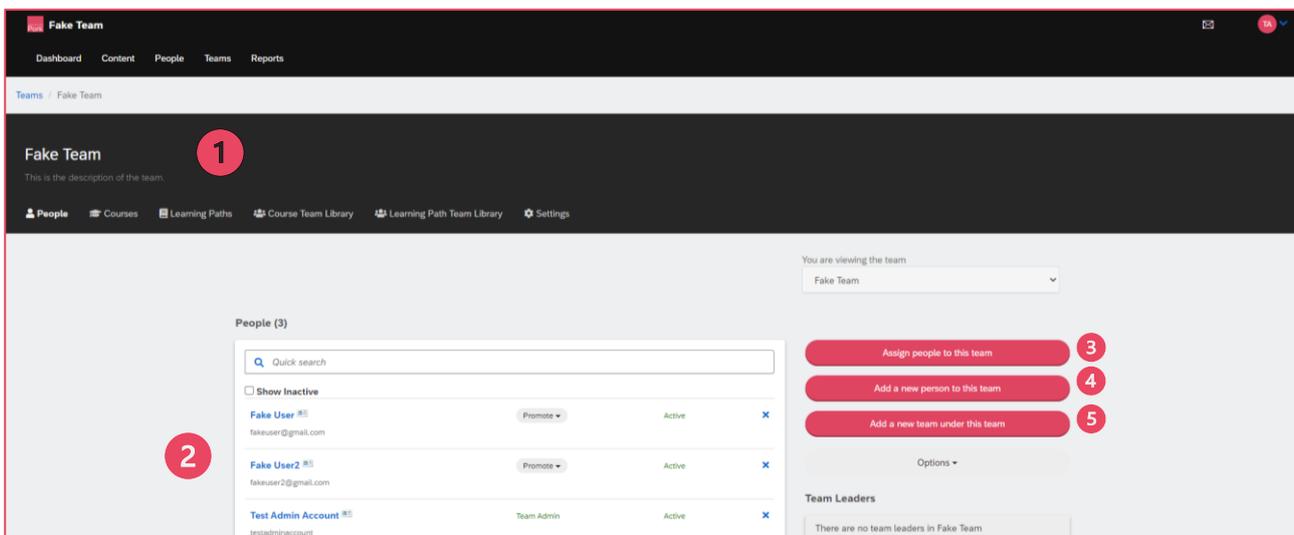
5.1 General

Click on the “Teams” tab to view the teams you are admin for. Below is the main page, and is what will open when you first open the teams tab.



- 1 Open the “Teams” tab by selecting from the navigation bar.
- 2 Here you can see that this fake user only has one team listed.
- 3 Click on the blue team name, in this case “Fake Team” to open the team settings. (See Below)

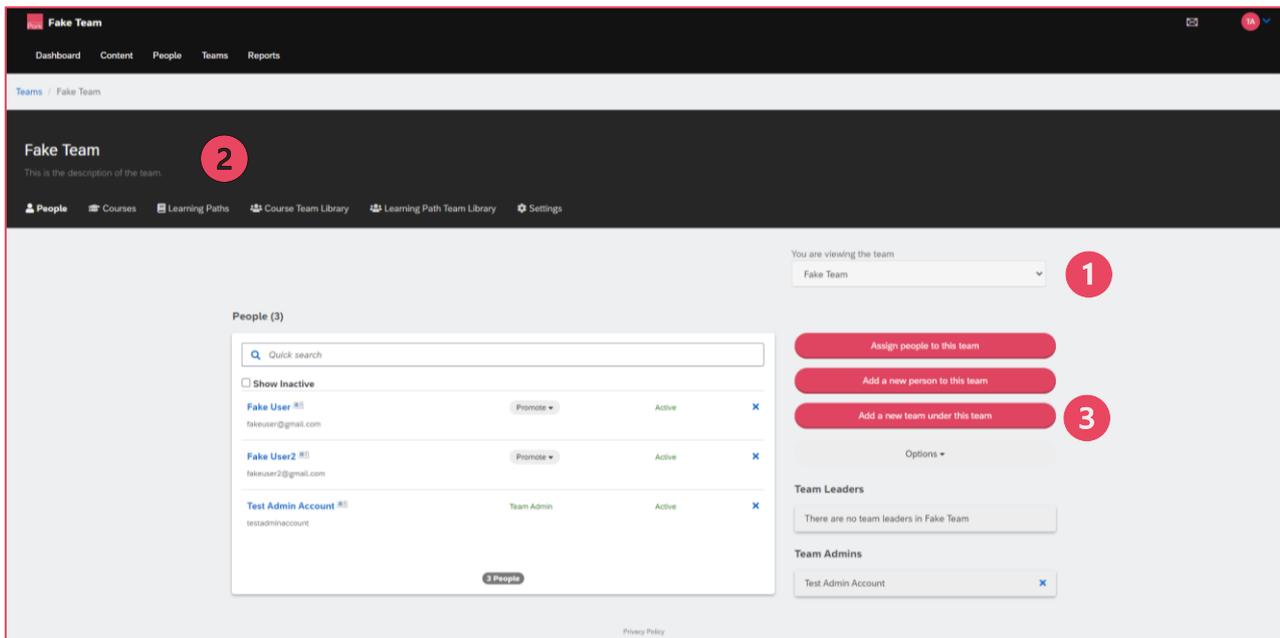
This is the view you will have upon opening an individual team.



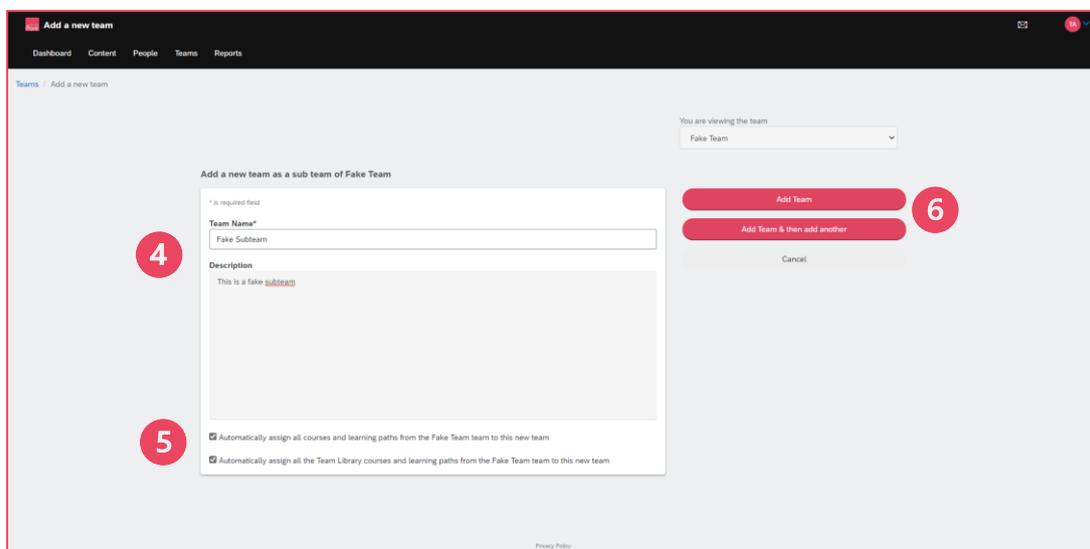
- 1 Here is the team name and description.
- 2 Here you can see the people currently assigned to this team. You can add or remove members from a team though using the pink buttons on the right.
 - 3 Assigns a pre-existing user to the team you are viewing.
 - 4 Creates a new user and assigns them to the team.
 - 5 Creates a sub team.

5.2 Subteams

5.2.1 Creating a subteam

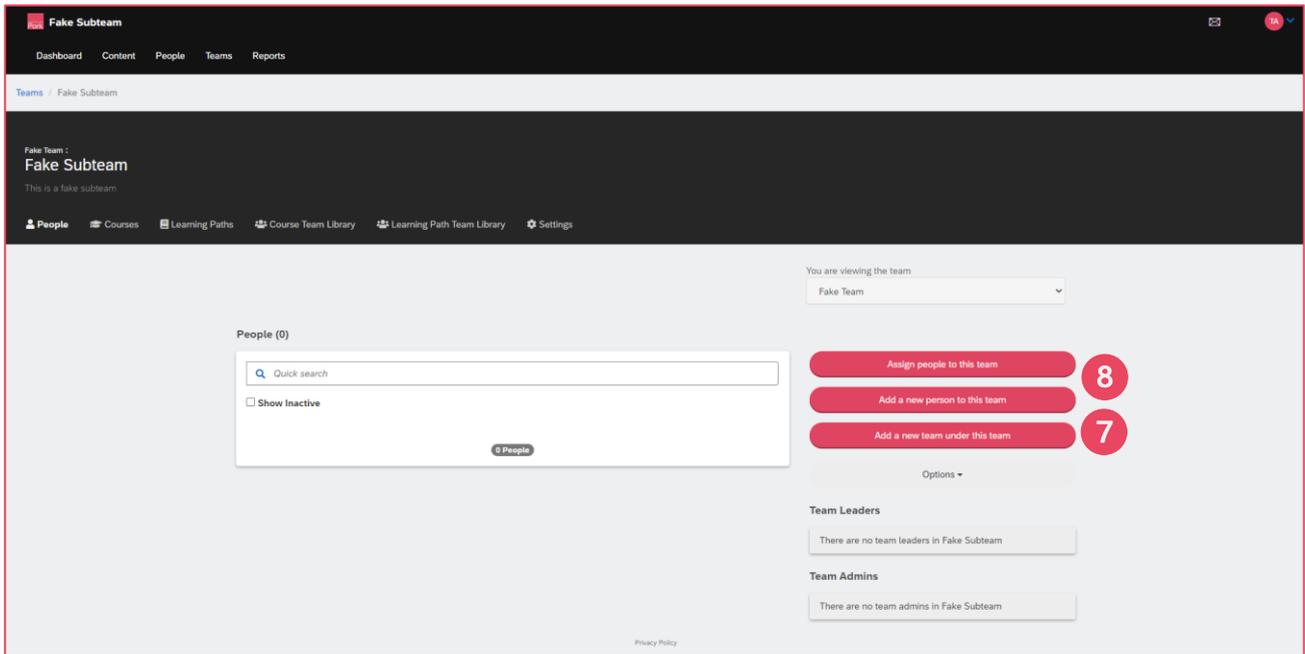


- 1 Open the team you wish to create a sub team for by selecting it in the teams tab.
- 2 Selected the team; in this example, that is “Fake Team”.
- 3 Then select the button “Add a new team under this team”. This will open a new page (see below)



- 4 Create the new teams name and give it a description if you wish. Here I created the team “Fake Subteam”.
- 5 Select if you want to automatically assign the users in this new team the same content as the main team through the tickboxes.
- 6 Select “Add team” or “Add team & then another” if you wish to create multiple subteams. This will create the team.

The team you created will open post creation. (See below)



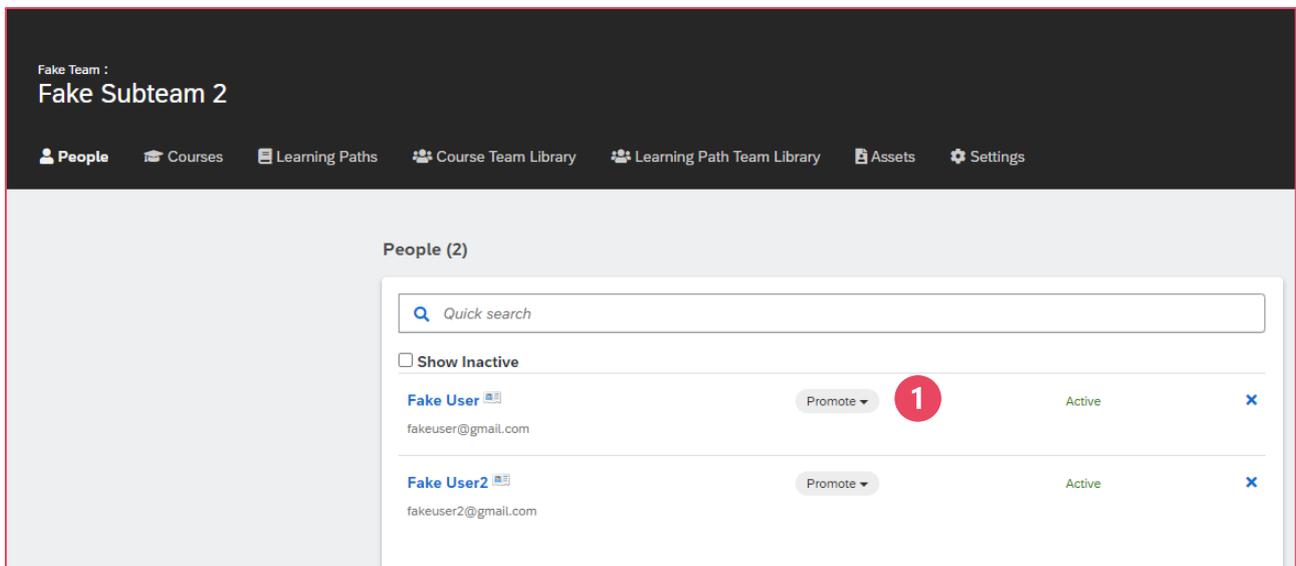
7 You can also create subteams for subteams.

8 Here you can assign new or existing users to the new team, as you would with a normal team.

5.2.2 Promoting users within a team or subteam

Now that some users have been assigned to this team you can use the “promote” button to make a user a team admin for this sub-team.

Please note that team admins will have admin access for the team you promote them in **as well as any subteams below the team they were promoted in**. They will not have admin access to any teams above or alongside them, however, unless you assign them to those teams as well.



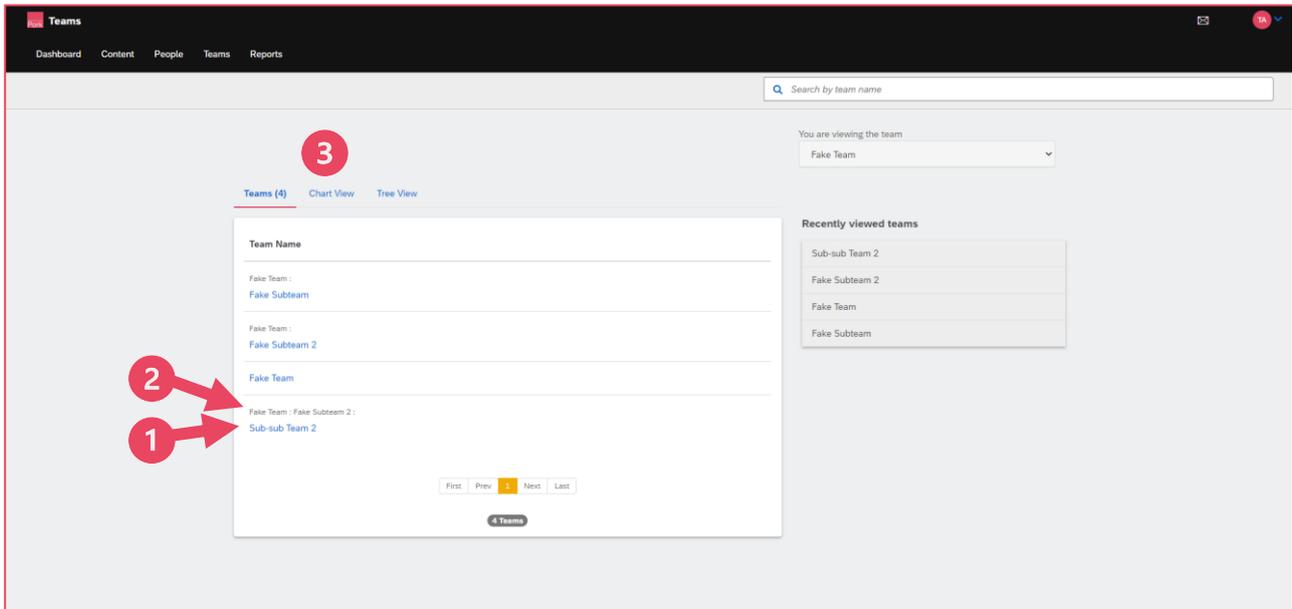
1 Use the promote button to promote a user to a team leader.

5.2.3 Viewing subteams/team hierarchy

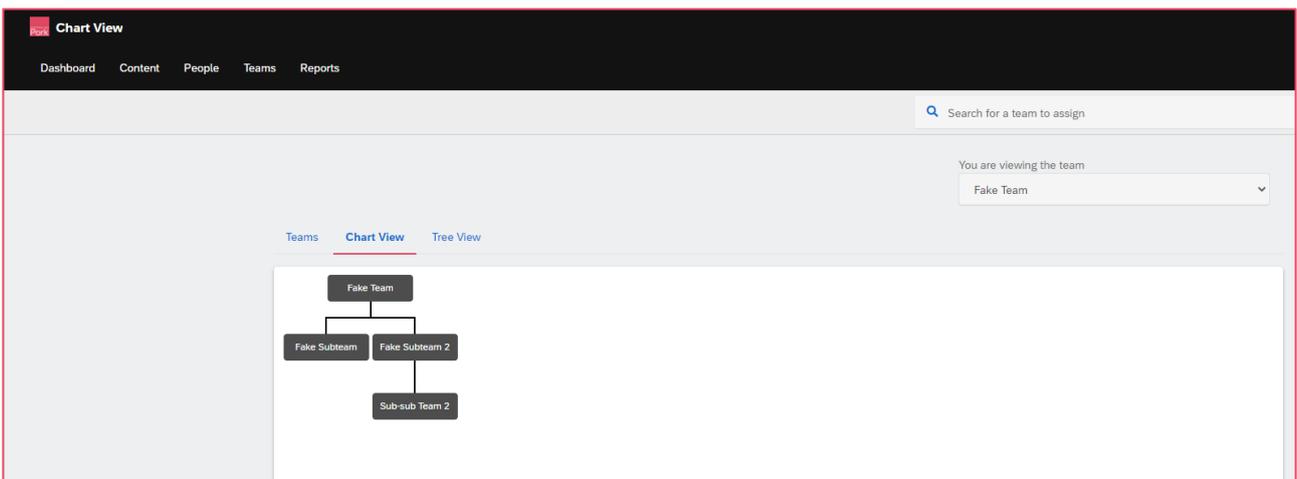
You can view the hierarchy of teams in multiple formats to easily see what teams are above or below others.

Teams view:

Teams view is the basic view that will open upon opening the teams tab from the navigation bar. As we have now created some subteams we can now see multiple teams and subteams in this view.



- 1 In the blue writing we can see the individual team and sub team names
- 2 In the grey writing we can see the “Parent” teams (teams that above the individual team in terms of hierarchy)
- 3 To view this visually select the “Chart view”. (See below)



Note: A team leader can manage and access any team below the team they are admin for.

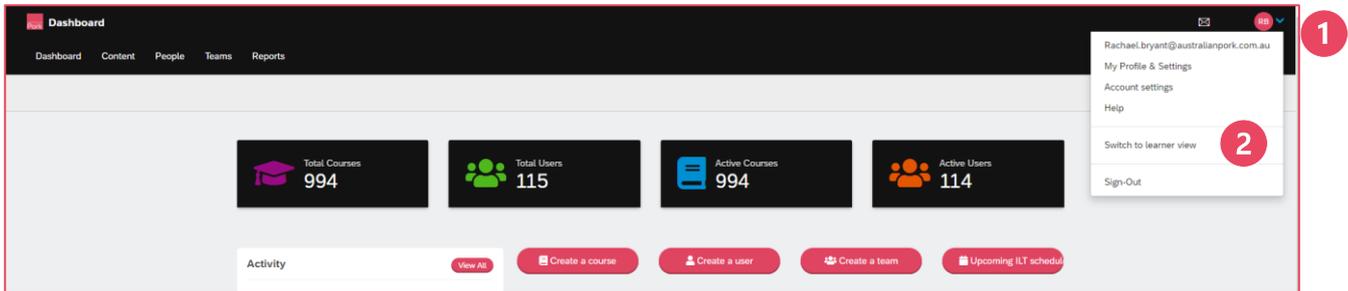
Therefore:

- A team leader of “Fake Team” can access and manage “Fake Subteam” **and** “Fake Subteam 2” **and** “Sub-sub Team 2”.
- A team leader of the team “Fake Subteam” can manage the team “Fake Subteam” **only**
- A team leader of “Fake Subteam 2” can manage and access “Fake Subteam 2” **and** “Sub-sub Team 2”.
- A team leader of “Sub-sub Team 2” can access and manage the team “Sub-sub Team 2” **only**.

6. FAQ

6.1 Q: I'm a Team Admin/Leader and I don't seem able to access the courses

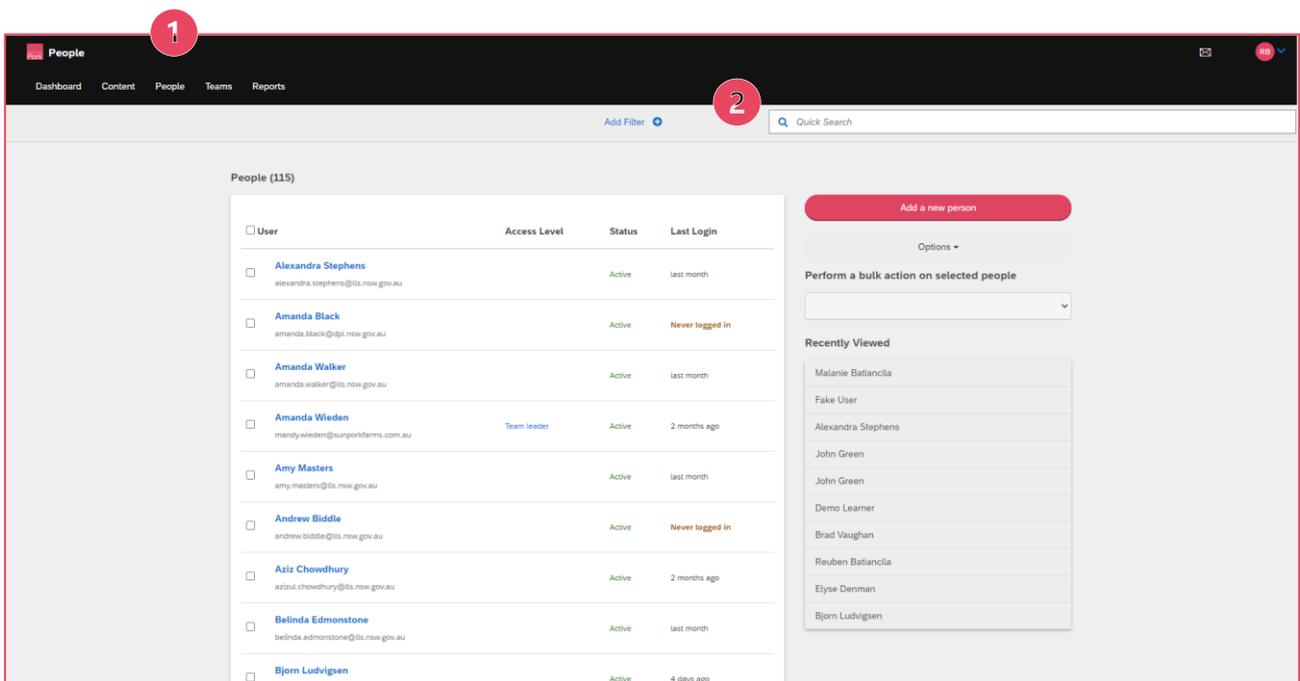
A: Switch to learner view. Follow the steps below.



- 1 Open the drop down menu in the right corner by pressing on the blue arrow.
- 2 Select "Switch to learner view". This will open up your learner dashboard, the same view as the users you create will see.

6.2 Q: I tried to create a user but they don't seem to have shown up

A: This may be because this system doesn't allow for duplicates. Check the people tab to be sure they aren't already in the system.



- 1 Select the People tab from the top navigation bar, this will open the screen above.
- 2 Use the search function to look for the user.

i If the user does not already exist, ensure you are putting all information in properly – that you are meeting the password specifications, there is no space after email addresses, etc.

6.3 Q: My user is having trouble logging in for the first time

A: The first time someone logs in, they will need to reset their password (in accordance with password specs) and fill in all * fields.

ProHand
Maximise your Positives, Minimise your Negatives

Hello, John Green

1. Confirm your name
* is required field

Please make sure that we have your first and last names correct.

First Name*
John

Last Name*
Green

2. Create a password

Next time you login you will use the following username and password

Username: J.green1

Password*

Password must contain: 1 upper case, 1 lower case, 1 number, 1 special character, 8 characters

Confirm password*
Confirm your password by typing it again

Show Password

Continue

- 1 Ask them to ensure their password is at least 8 characters and contains a minimum of 1 upper case, 1 lower case, 1 number and 1 special character.
- 2 Get them to ensure they haven't missed any fields that has an *.
- 3 Press the "Continue" button.

If that's not working, reset their password yourself, and/or resend them the log in link. They can then use the first link to go straight to the account set-up form **OR** use the second link and use their username and password to go to the account set-up form.

Fake User
fakeuser@gmail.com

Recent activity

Activity	Date
Team Fake Team was assigned to Fake Team by Rachael Bryant.	2 days ago
Person Fake User's account was created by Rachael Bryant.	2 days ago

You are viewing the team
Fake Team

Deactivate User

Options

Contact details

Expand contact details

Upload a profile picture

View Fake

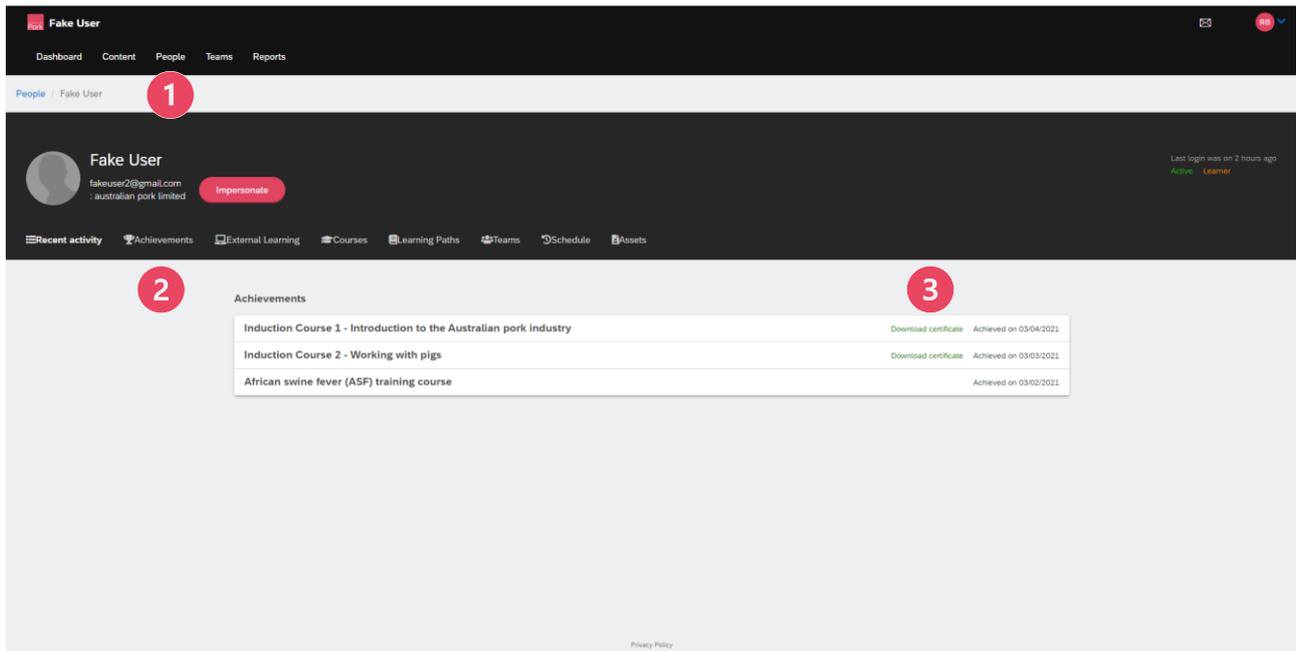
Reset password

Send login emails

- 1 Select "Options" to reveal the dropdown menu.
- 2 Select "Reset password" from the dropdown menu.
- 3 Select "Send login emails" from the dropdown menu to resend the link.

6.4 Q: I need to download one of my staff members' certificate of completion

A: Go to the achievements tab within the user's account page to download staff certificates.



- 1 Open the "People" tab from the top navigation bar, search for the user and open their account page.
- 2 Open the achievements tab.
- 3 Select download certificate for the course(s) you want.



PO Box 4746 Kingston ACT 2604 Australia
T: 02 6270 8814 | F: 02 6285 2288
www.australianpork.com.au

ABN 83 092 783 278