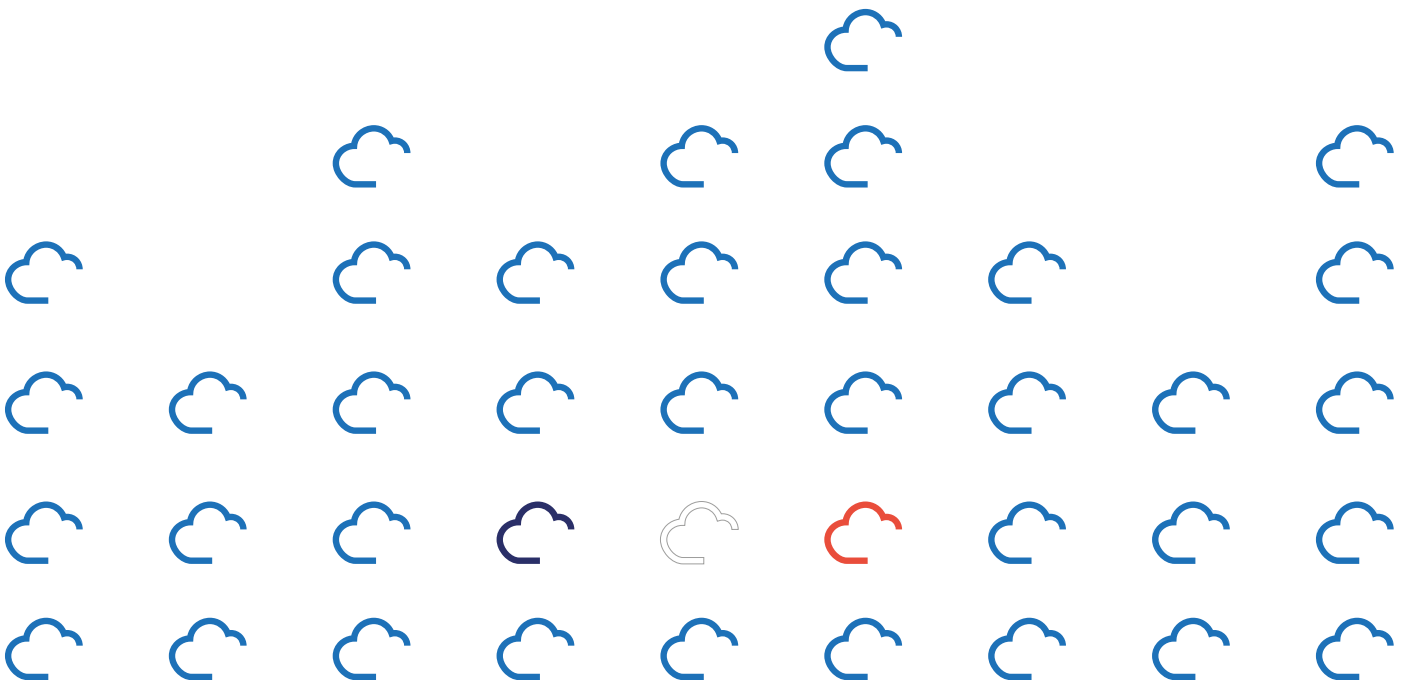


e-Logos

English Handbook



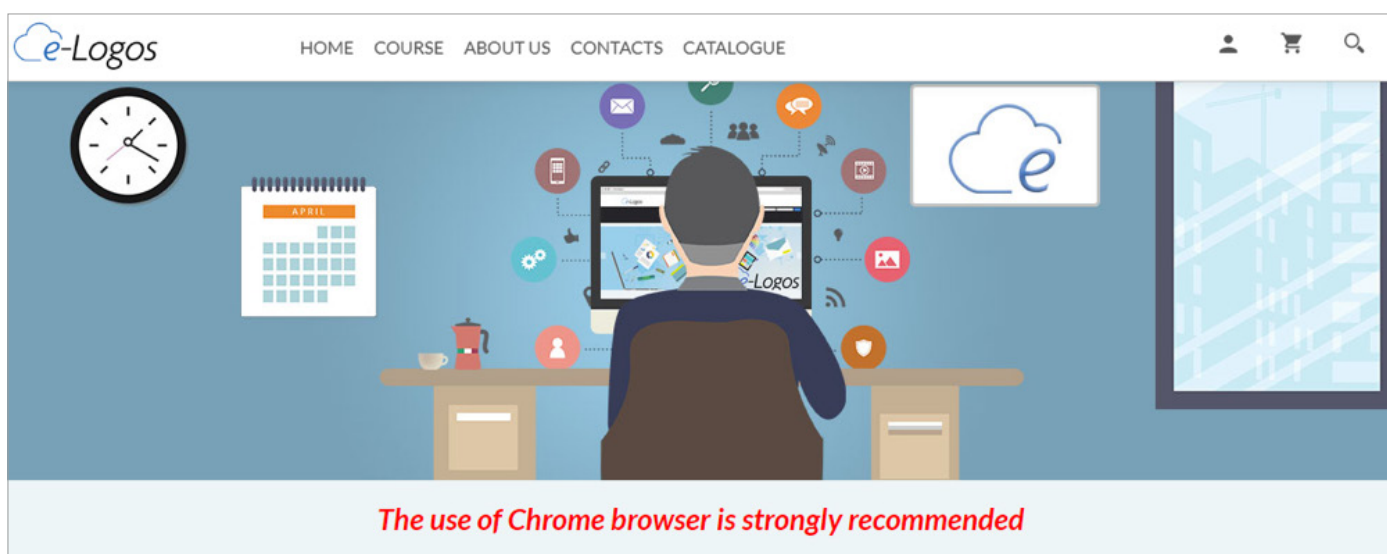
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Frontend

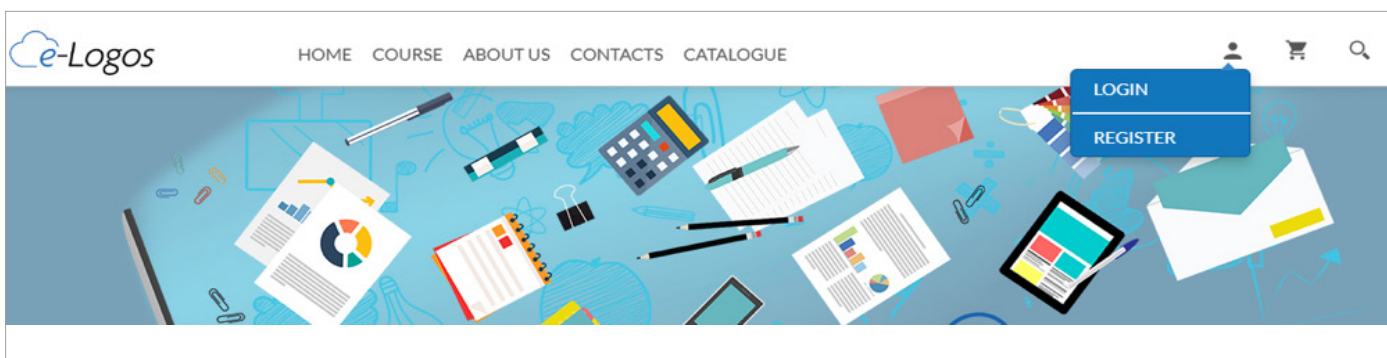
Homepage

The **HOME PAGE** is the main page where users can obtain information about purchased courses (COURSE), company (ABOUT US), contacts and courses' catalogue. Courses are grouped into different categories in order to facilitate their usage.



Registration/Login

By clicking on the **USER'S ICON** and selecting **REGISTER**, it will be possible to sign up. After the registration, the user will receive an e-mail that will confirm the activation of the account.



Billing information

Company

VAT

Tax code

Address

Number

Zip

State

City

Phone

admin

Canada

User data

First Name

Last Name

Fiscal code

Birthday

Birthplace

Job position

Profession

Discipline

Register

Inscription

Consulenti del Lavoro

Consulenti del Lavoro

Access data

Email

Password

Confirm Password

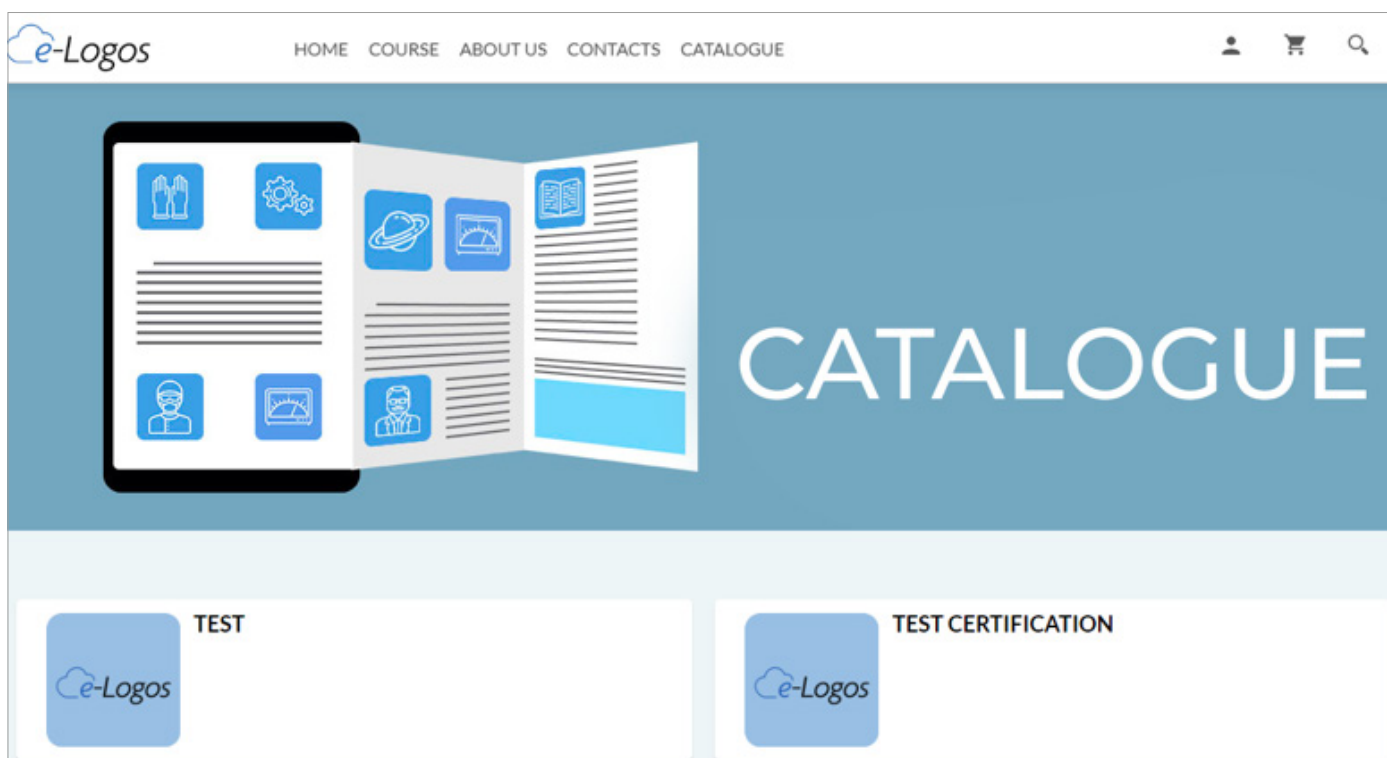
.....

☒ Subscribe to our email list

NB. The registration form is totally customisable. You can choose your personal fields during the implementation phase. The user's ID is the e-mail inserted during the registration.

Catalogue and course's purchase

In the **CATALOGUE SECTION**, all the courses' categories are displayed.



Click on the chosen category and then **ADD TO THE CART**.

Click on **CHECKOUT** and select the payment method (PayPal, Credit Card or Bank Transfer). In the first two cases, courses will be automatically activated, while in the third case, the admin will activate the course once the bank transfer is received.

COURSES CATEGORY

TEST

TEST CERTIFICATION

TEST



Test Course

 Price 0.0122 EUR

 0 Hours

 Start Accreditation: 03-10-2018

 End Accreditation: 30-11-0001

ALREADY IN THE CART



Test Facial Recognition System

 0 Hours

 Start Accreditation: 04-10-2018

 End Accreditation: 30-11-0001

ADD TO CART

User's profile and billing

Through the **USER'S ICON** it is possible to see purchased courses and user's profile.

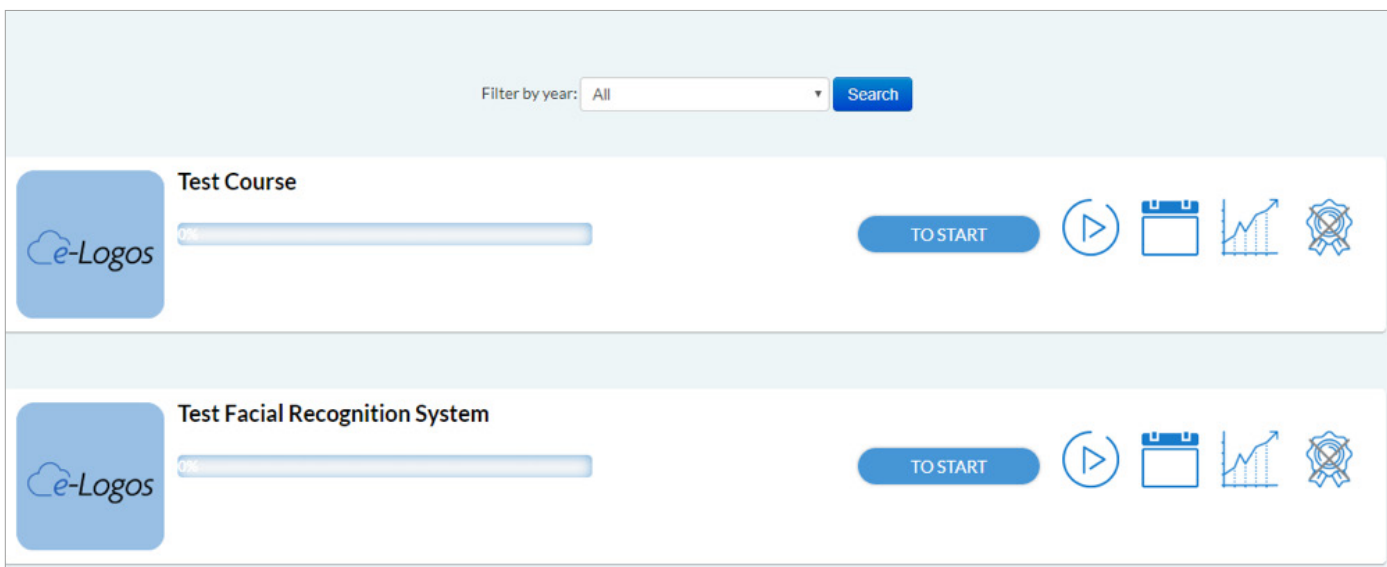
Click on **PROFILE** button to access personal information and orders' history. In particular, through the **ORDERS' HISTORY** section it is possible to download the invoices in **PDF** extension.

Order History			
Ordered On	Order Number	Status	Details / Invoices
July 15, 2019	156320081120	Transazione da verificare	i
November 05, 2018	154141105610	Bonifico ricevuto	i SEE MORE PDF
October 18, 2018	15398584609	Transazione da verificare	i SEE MORE
October 18, 2018	15398583338	Bonifico ricevuto	i SEE MORE PDF

Courses

This section shows all the purchased courses. Furthermore, it is possible to classify the courses by year or monitor the following actions:

- ▶ Verify the courses' list with the percentage of completed modules in the blue bar;
- ▶ Verify the courses' status (to start/ in progress/ completed);
- ▶ Start a course by clicking on the **PLAY** button;
- ▶ Verify the statistics;
- ▶ Download the certification (available after having completed the final test).



Courses's page

By clicking on a specific course it is possible to:

- ▶ See the description;
- ▶ Access the modules. By clicking on the single course it is possible to start the module.

The green flag means that the course has been followed and completed.

At the end of the course, if required by the admin, the learner will have the possibility to do the final test to download the certification.



Test Course

This is a Test Course

COURSE PROGRAM

 **Test Multiple Choice** ✓

 **Test Video**

 **Test Quiz mandatory answer**

[MY COURSES](#)

If the course has the facial recognition system enabled, a pop-up will request the activation of the pc web-cam. Once the authorization is given, the user will see his/her own image in the page and will have to take a picture to enable the course. If the course has the facial recognition system enabled, the learner will have to be present at least in the 90% of the taken pictures.

About us

The **ABOUT US** section allows the user to acquire information about the company.

Contacts

The **CONTACTS** section allows the user to see all the information to contact the company (phone number, headquarter, contact form).

Catalogue

The **CATALOGUE** section allows the user to see all the courses' categories available in the platform.



Backend

Homepage

The **ADMIN PANEL** allows to see the recent orders and the list of recent learners.

Dashboard

Recent Orders

Order Number	Name	Ordered On	Status	Total
156320081120	test jolms	July 26 07:20:37, 2019	Bonifico ricevuto	0.01
156233678719	Test Testtest	July 05 14:26:35, 2019	Bonifico ricevuto	100.01
156233670518	Test Testtest	July 05 14:25:05, 2019	Order Placed	0.00
156233668617	Test Testtest	July 05 14:24:46, 2019	Order Placed	0.00
156233663116	Test Testtest	July 05 14:23:51, 2019	Order Placed	0.00

[View All Orders](#)

Recent Learners

First Name	Last Name	Email	Go to User
Test	Testtest	m20.jog@gmail.com	GO
Luca	Porcaro	ws_3@jogroup.eu	GO
test	jolms	m_20@jogroup.eu	GO
Mario	Rossi	ws_12@jogroup.eu	GO

[View All Learners](#)

The menu is made up of:

- **HOME** – it redirects to the homepage of the admin panel;
- **REGISTRATION** – it opens up a list that shows orders, learners and report;
- **COURSES** – it opens up a menu to manage categories and courses;
- **CONTENT** – it allows to customise the “about us” section;
- **ADMINISTRATION** – it allows to access the configurations of the platform and add power users (roles);
- **ACTIONS** – it opens up dashboard, front end and logout.

Registration

By accessing the **REGISTRATION** menu it is possible to manage:

1. ORDERS: this section shows all the purchased courses and the relative status.

- ▶ In the case of a bank transfer, a **PENDING** status will be displayed as long as the payment is not received;
- ▶ Once the payment is received, by clicking on CONFIRM the PENDING status will be changed into **TRANSFER RECEIVED**;
- ▶ By clicking on the lens near each order it is possible to see further details about the transaction and the relative invoice;
- ▶ By clicking on **XML EXPORT** the orders file will be downloaded.

Orders							
		Start Date		End Date	Search Term	Search	XML Export
	Order ▼	Name	Ordered On	N°	Status	Total	
	156320081120	test jolms	26/07/19 07:20 am	004	Bonifico ricevuto	0.01 EUR	
	156233678719	Test Testtest	05/07/19 02:26 pm	003	Bonifico ricevuto	122.01 EUR	
	156233670518	Test Testtest	05/07/19 02:25 pm	0	Paypal	0 EUR	
	156233668617	Test Testtest	05/07/19 02:24 pm	0	Paypal	0 EUR	
	156233663116	Test Testtest	05/07/19 02:23 pm	0	Paypal	0 EUR	
	156233643715	Test Testtest	05/07/19 02:25 pm	002	Bonifico ricevuto	0.01 EUR	
	156026033714	Mario Rossi	11/06/19 01:38 pm	001	Paypal	0.01 EUR	
	154350133711	Mario Rossi	29/11/18 02:23 pm	003	Bonifico ricevuto	2.44 EUR	
	154141105610	test jolms	05/11/18 09:44 am	002	Bonifico ricevuto	122 EUR	
	15398584609	test jolms	18/10/18 10:27 am	0	Paypal	0 EUR	
	15398583338	test jolms	18/10/18 10:25 am	001	Bonifico ricevuto	2.44 EUR	

2. LEARNERS: this section allows to search for all the users signed in the platform.

☐	Last Name ▾	First Name	Email	Active	
☐	jolms	test	m_20@jogroup.eu	YES	Monitoring Edit Login as Delete
☐	Porcaro	Luca	ws_3@jogroup.eu	YES	Monitoring Edit Login as Delete
☐	Rossi	Mario	ws_12@jogroup.eu	YES	Monitoring Edit Login as Delete
☐	Testtest	Test	m20.jog@gmail.com	YES	Monitoring Edit Login as Delete

- ▶ Once registered, the users will appear in this section;
- ▶ By clicking on **add NEW LEARNER** and by filling the form it is possible to register new users;
- ▶ By clicking on **ADD TO THE GROUP** a learner can be added to a specific group;
- ▶ By clicking on **ADD TO THE COURSE** it is possible to activate a specific course to a learner;
- ▶ By clicking on **EXPORT CUSTOMERS (XML AND CSV)** it is possible to download the list of users registered to the platform;
- ▶ **SEARCH** allows to looking for learners through e-mail, name or surname;
- ▶ For every learner it is possible to monitor his/her activities, modify information, login as a specific learner and delete him/her.

3. GROUPS: this section allows to create new groups. These groups can be enabled or disabled, modified and deleted. By clicking on **MANAGE** it is possible to see the list of learners belonging to that specific group and the courses within it.

Groups

[Add New Group](#)

☐	Group Name	Enabled	Registered	Eligible	- Test Certification	+ Add to the course
☐	Test	Enabled	0	1500	Manage	Edit Delete



4. REPORT: this section shows the trend of the single courses by showing the most purchased courses (**BEST SELLERS**), the number of **SUBSCRIPTIONS TO THE COURSES** and the number of **ACTIVE USERS**.

Best Sellers

From To [Get Best Sellers](#)

ID	SKU	Name	Quantity
1		Test Course	6
4		Test Facial Recognition System	4
5		Test open answer	3
2		Test Certification	2

Sales

2019 [Get Monthly Sales](#)

Month/Year	Products	Coupon Discounts	Tax	Grand Total
July 2019	100.03 EUR	0.00 EUR	22.01 EUR	122.04 EUR
June 2019	0.01 EUR	0.00 EUR	0.00 EUR	0.01 EUR

Unique hits

2019	January	February	March	April	May	June	July	August	September	October	November	December
Users	1	0	0	0	0	0	1	0	0	0	0	0

5. COUPON: through this section the company can create coupons to be assigned to the single courses. To do so, the company must define the “Coupon code”, the “Number of max usages”, the “Limit per order” and the “Amount of reduction”.

Coupon Form

This coupon has been used 0 times.

Coupon Code

Max Uses

Limit Per Order

Enable On (UTC)

Clear

Disable On (UTC)

Clear

Coupon Type

Price Discount

Reduction Amount

Percentage

Apply Coupon to Select Items

☐ Test Certification

☐ Test Course

☐ Test Facial Recognition System

☐ Test open answer

☐ Test Scorm

Save

Courses

By accessing the **COURSE** section it is possible to manage:

1. CATEGORIES

Through this section it is possible to add, modify, organise and delete categories.

Categories

			Add New Category	
ID	Name	Enabled		
2	Test	Enabled	Edit	Delete
3	Test Certification	Enabled	Edit	Delete



a) ADD AND/OR MODIFY A NEW CATEGORY

In the first tab (**DESCRIPTION**) the admin has to fill the following fields:

- **NAME;**
- **REMINDER TO THE TEACHER** (not mandatory field);
- **ENABLED/DISABLED** (it allows to show or not the category in the front-end);

Category Form

DESCRIPTION ATTRIBUTES SEO

Name

Reminder to the Teacher

Enabled

Mid-term test

Save

In the second tab (**ATTRIBUTES**) there are the following fields:

- ▶ **SLUG**: if you want to customise the URL of the category;
- ▶ **SEQUENCE**: in order to decide the appearance order of the category;
- ▶ **EXCERPT**: a brief description of the category;
- ▶ **IMAGE**: in order to upload a customised image.

Category Form

DESCRIPTION
ATTRIBUTES
SEO

Slug

Sequence

Excerpt

Image

Nessun file selezionato

To upload the image, the size must be 1024x768 pixels

In the third tab (**SEO**) you can find:

- ▶ **SEO TITLE:** the title that will appear in the search engine;
- ▶ **META DATA:** the description that will appear in the search engine.

Category Form

DESCRIPTION
ATTRIBUTES
SEO

SEO Title

Meta Data

ex. <meta name="description" content="Distance Learning Course" />

b) **ORGANISE**

By clicking on ORGANISE it is possible to decide how the courses have to be displayed in the category (through drag and drop).

c) **DELETE**

By clicking on DELETE the category will be cancelled. Before deleting a category it is necessary to delete the courses inside it.

2. COURSES

The fields in this section are: FILTER BY CATEGORY, SEARCH, RESET, SKU, NAME OF THE COURSE, PRICE, ENABLED/DISABLED, NEW PRODUCT, NEW PACK, SAVE, CHAT, DOWNLOAD, CLONE, MONITORING, ACTIVITY, EDIT, DELETE.

The screenshot shows the 'Courses' management interface. At the top, there is a 'Filter by Category' dropdown, a 'Search Term' input field, and 'Search' and 'Reset' buttons. Below this is a table with columns: SKU, Name, Price, Enabled, and a set of action buttons. The table contains five rows of course data. Above the table, there are buttons for 'Bulk Save', 'Add New Product', and 'Add New Pack'. At the bottom of the interface is the VITECO e-LEARNING SOLUTIONS logo.

SKU	Name	Price	Enabled	Actions
	Test Certification	100.00	Enabled	☐ Chat ☐ Clone ☐ Monitoring ☐ Activity ☐ Edit ☐ Delete
	Test Course	0.01	Enabled	☐ Chat ☐ Clone ☐ Monitoring ☐ Activity ☐ Edit ☐ Delete
	Test Facial Recognition Syst	0.00	Enabled	☐ Chat ☐ Clone ☐ Monitoring ☐ Activity ☐ Edit ☐ Delete
	Test open answer	0.00	Enabled	☐ Chat ☐ Clone ☐ Monitoring ☐ Activity ☐ Edit ☐ Delete
	Test Scorm	3.00	Enabled	☐ Chat ☐ Clone ☐ Monitoring ☐ Activity ☐ Edit ☐ Delete

a) **ADD NEW PRODUCT** (the following fields must be filled):

- ▶ **Name of the course;**
- ▶ **Description;**
- ▶ **Excerpt;**
- ▶ **SEO information;**

DETAILS
CATEGORIES
CREDITS
IMAGES
E-LEARNING

Course Name

Description

Source
B
I
~~S~~
I_x
¹/₂
:≡
≡≡
≡≡≡
≡≡≡≡
”

Styles
Format

Excerpt

SEO Information

URL Keyword

Title Tag

Meta Tags ex. <meta name="description" content="Distance Learning Course" />

Through the **CATEGORIES TAB** it is possible to add the course to one or more existing categories.

Course Form

DETAILS CATEGORIES CREDITS IMAGES E-LEARNING

Select one or more categories

Name

Test	☐
Test Certification	☐

Save

In the **CREDITS** section it should be inserted:

- ▶ Number of credits linked to the course;
- ▶ Date of accreditation;
- ▶ Text to be put into the certification.

Course Form

DETAILS CATEGORIES CREDITS IMAGES E-LEARNING

Setting Credits for Course

Number Credits

Organisation Code

Educational goal

Text to be inserted in the certificate

Text to be inserted in the certificate

Start Accreditation ⓘ

End Accreditation

Educational Event code

Educational activity

Save

Through the **IMAGE TAB** it is possible to upload the picture linked to the course (250x250 pixels).

In the **LEARNING** section it should be inserted:

- ▶ Subject of the course;
- ▶ Duration of the course;
- ▶ Propaedeuticity;
- ▶ Facial recognition system.

Course Form

DETAILS CATEGORIES CREDITS IMAGES E-LEARNING

Subtitle

Order Hours

Validity of the course (months) ▼ Propaedeutic ▼

Facial Recognition ▼

Through the fields displayed in the right section of the page, it is possible to define:

- ▶ Course Status;
- ▶ Teacher;
- ▶ SKU;
- ▶ Price;
- ▶ Final price.

Course Status

Disabled ▼

Teacher

Giorgio JO LMS ▼

SKU

Price (tax excluded)

Sale Price

b. **ACTIVITY**: through this section, it is possible to manage the single modules of a specific course.

- ▶ By clicking on the **ORDER** button it is possible to change the order of the courses (drag and drop);
- ▶ The **LINK** field shows the path of the SCORM;
- ▶ The **DESCRIPTION** field shows the type of module (SCORM, quiz, multiple choice and so on);
- ▶ The **DELETE** button allows to cancel the course;
- ▶ The bulk **SAVE** button allows to save courses;
- ▶ The **EDIT** field allows to modify the settings of the modules (it is the same of add new activity). It is made of the following fields:

- COURSE ID;
- COURSE NAME;
- FILE TO UPLOAD: it is possible to choose among SCORM, multiple choice, open answers, timesheet, pdf, video;
- REMINDER TO THE TEACHER;
- TIME: the minimum time required to consider the course completed and enable the certification download;
- THRESHOLD SCORE to reach to pass the module;
- FINAL QUESTION.

Activity - Test Certification

Order

Name

Link

Description

Visible

☰

Multiple Choice

noFileUploaded_1538f

Quiz - Risposta Multipli

Enabled

✓ Bulk Save

➕ Add New Activity

Edit

Delete



c. **MONITORING:** through this section it is possible to see:

- ▶ All the learners of a specific course;
- ▶ Learners' statistics;
- ▶ Scores.

18	Luca	Porcaro	ws_3@jogroup.eu	00:02:52	81%	60	↓	✕
Activity	Start Date		Progress	Points	Time	Edit	Delete	
Test Multiple Choice	16/01/2019 18:43:23		failed	0	00:00:07		✕	
Test Video	16/01/2019 18:44:20		passed	100	00:00:38		✕	
Test Quiz mandatory answer	16/01/2019 18:44:36		passed	100	00:00:11		✕	
TIMESHEET	16/01/2019 18:46:51		incomplete	0	00:00:56		✕	
PDF	16/01/2019 18:41:12		passed	100	00:01:00		✕	

d. **CLONE:** it allows to clone a course;

e. **CHAT:** live chat between teachers and learners;

f. **EDIT:** to modify a specific activity;

g. **DELETE:** to cancel a course.

HOW TO CREATE A QUIZ

In order to create a quiz within an existing course you must click on **ACTIVITY** and then on **ADD NEW ACTIVITY**.

Activity - Test Course

Order	Name	Link	Description	Visible	
	Test Multiple Choice	noFileUploaded_15386	Quiz - Risposta Multipli	Enabled	Bulk Save Add New Activity
	Test Video	/uploads/course/Video/	Video	Enabled	Edit Delete
	Test Quiz mandatory ai	noFileUploaded_15386	Quiz a risposta obbliga	Enabled	Edit Delete
	TIMESHEET	/uploads/course/Timese	Timesheet	Enabled	Edit Delete
	PDF	/uploads/course/PDF/1	Risorsa	Enabled	Edit Delete

First, you have to assign a name to the quiz, then choose the service (Quiz – Multiple choice). The question and answer fields will appear; in order to add more answers just click on **ADD ANSWER**.

Activity Form

ID Courses

1

Name

Name

Select a Service

Quiz - Multiple Choice

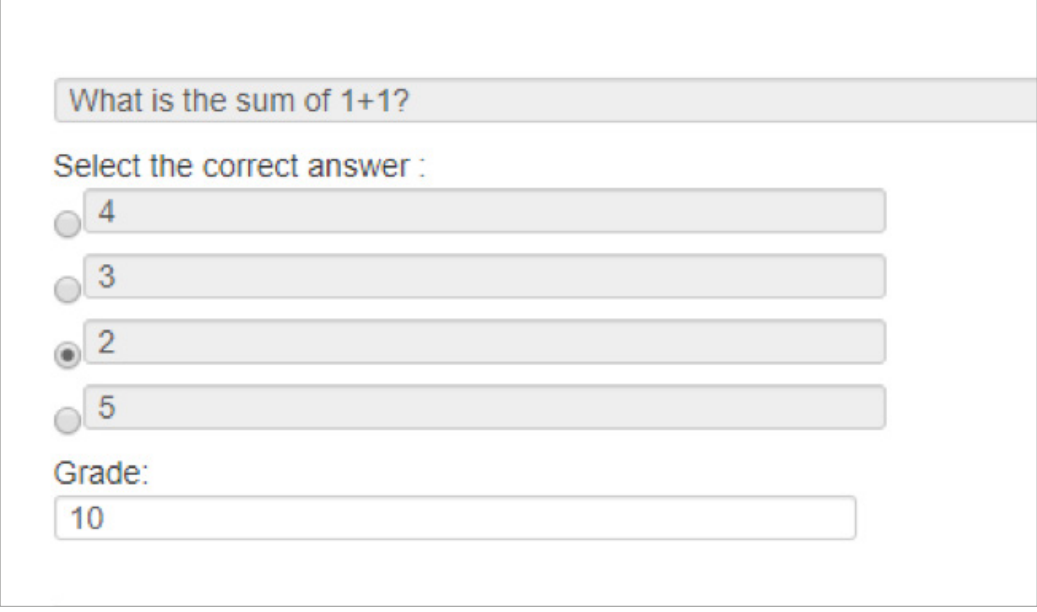
Question

Add Answer

Answer

Add Quiz Submit

Once you have filled all the fields click on **SUBMIT**. After this, choose the correct answer and assign a score for that. Usually, in a full quiz the maximum score is 100, so spread single scores among questions.



What is the sum of 1+1?

Select the correct answer :

☐ 4

☐ 3

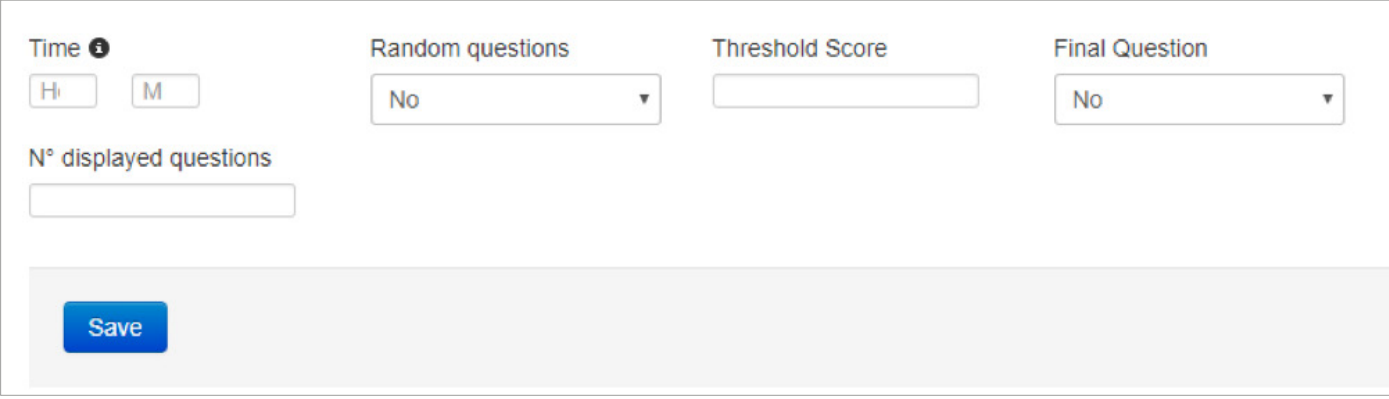
☒ 2

☐ 5

Grade:

10

To finalise the activity, you have to select the time by which quizzes must be completed and if you want randomised questions. Click on **SAVE** to finalise.



Time ⓘ

H: M:

Random questions

No ▼

Threshold Score

Final Question

No ▼

N° displayed questions

Save

NEW PACK

Though this section it is possible to create a new pack, a set of courses grouped into a single category. It is possible to choose a customised name, categories and courses to put into it.

Name (*)

List of categories (*)

☐ Test

☐ Test Certification

List of courses

☐ - Test Certification

☐ - Test Course

☐ - Test Facial Recognition System

☐ - Test open answer

☐ - Test Scorm

Content

BANNER: through this section it is possible to add/change the banners of the platform (banners must be in .png extension).

PAGES: through this section it is possible to define the information about the company.

Administration

ROLES: it is possible to add users with different powers (manager, teacher and admin).

Power Users

[Add New Power User](#)

Name	Admin Code	Email	Username	Access	
Demo Manager	JO LMS	ws_3@jogroup.eu	manager	Manager	Edit Delete Users
Giorgio	JO LMS	ws_12@jogroup.eu	ws_12	Manager	Edit Delete Users
Viteco	SVILUPPO	et@jogroup.eu	admin	Admin	Edit Users



Most frequently asked questions

1. Is the registration form customisable?

Absolutely yes! During the installation process, it is possible to indicate which fields to leave and which to remove. You can also add new fields.

2. Can the admin add new learners?

Yes. Just click on the learner section and then on new user.

3. Is it possible to clone a course?

Yes. From the courses section, select the course you want to clone, click on clone and modify the details.

4. One of our learners points out to that although the correct answers are entered, the test is not passed.

In these cases, first it is necessary to check that the parameters have not to be changed after the publication of the course. If so, the changes will not be applied to those who have already purchased and started the course and, consequently, errors could be generated.

5. We have updated the information of one of our packs, but not all of our learners are able to see the changes.

The changes applied to a course pack do not automatically apply to those who had purchased the pack before the changes.

6. Is there the possibility to massively upload the learners into the platform?

Yes. Through a .csv file you can upload all the learners into the platform. The csv's template will be provided by us on request.

