



Organisation Admin



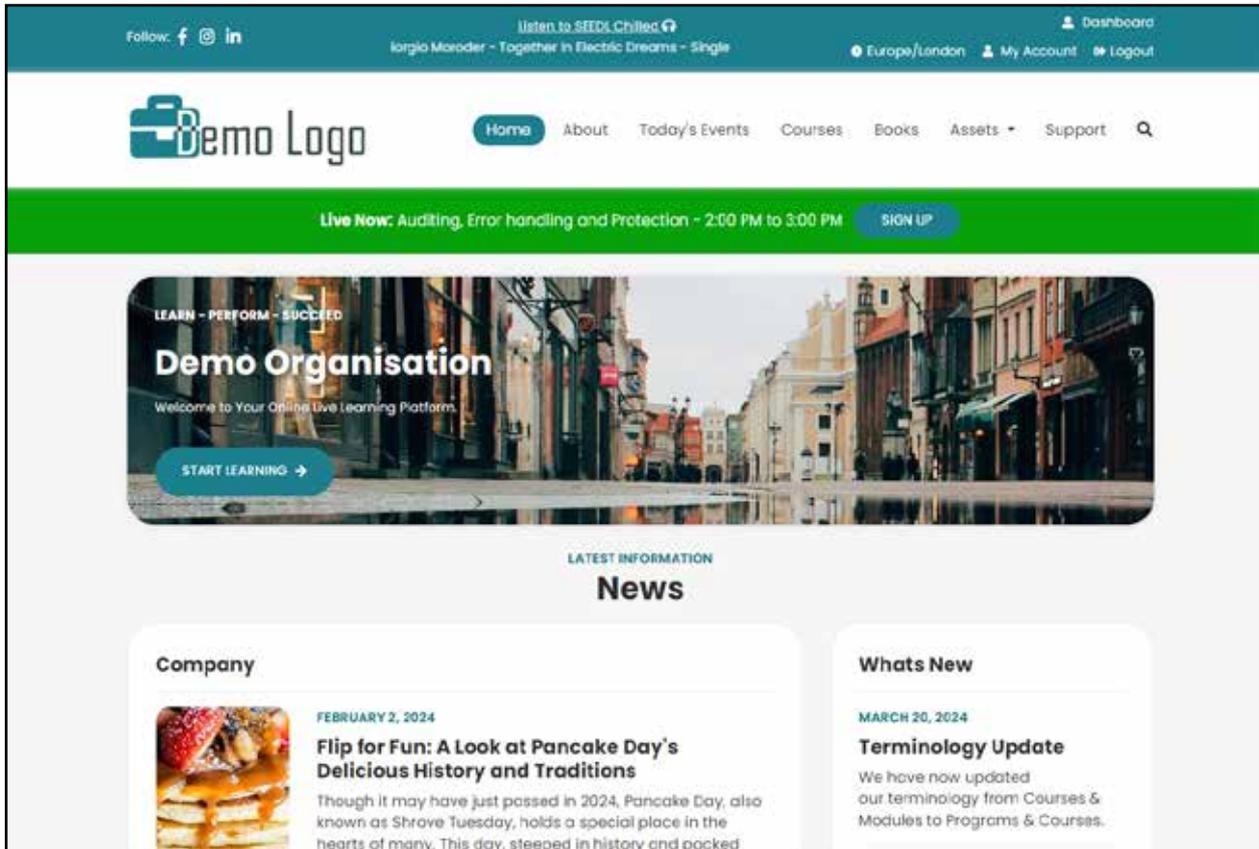
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Overview

Your SEEDL platform is branded with your logo and colours. The course and content will also vary depending on your selected categories.



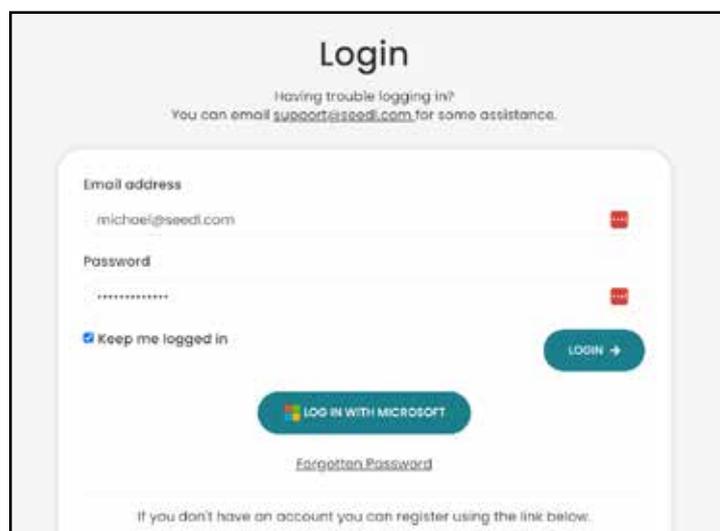
Logging into SEEDL

You can login to SEEDL through the main SEEDL website or your own platform. You will be automatically directed to the relevant area when logging in.

To login:

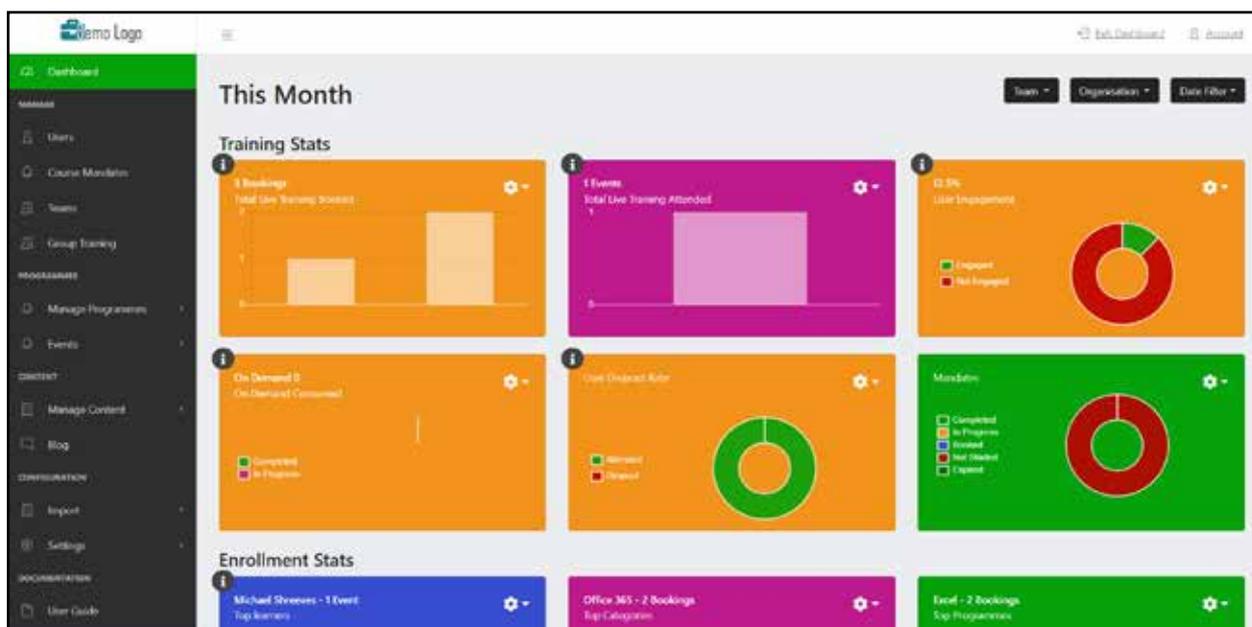
Go directly to <https://www.SEEDL.com/login> or your platform.

Access the login page via the top navigation bar, and select "Login".



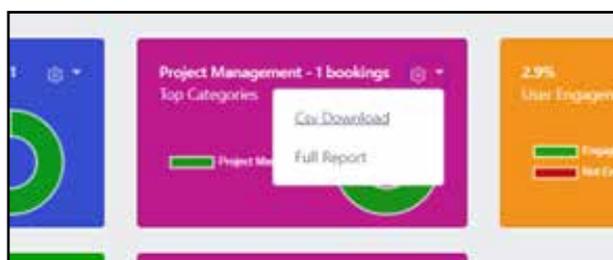
Dashboard

Once logged in you'll be taken to your dashboard. This is where you'll find all your organisations learning data, from Training and Enrollment stats, Carbon Saving contribution, Feedback, and content download stats.

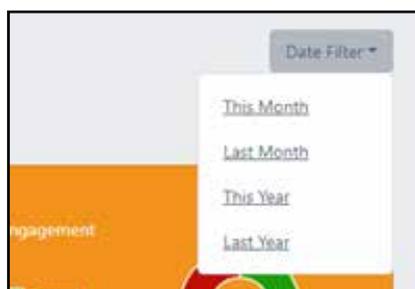


Reports

The main dashboard is where the reports are located, you can see from the above screenshot there are tiles for each type of report. These tiles allow you to hover over them to reveal further data. You can also select the settings cog on the top right to view in full or download the data to CSV.



The reports also have a filter to allow you to change to This Month, Last Month, This Year, Last Year and Quarters giving you the ability to compare data.

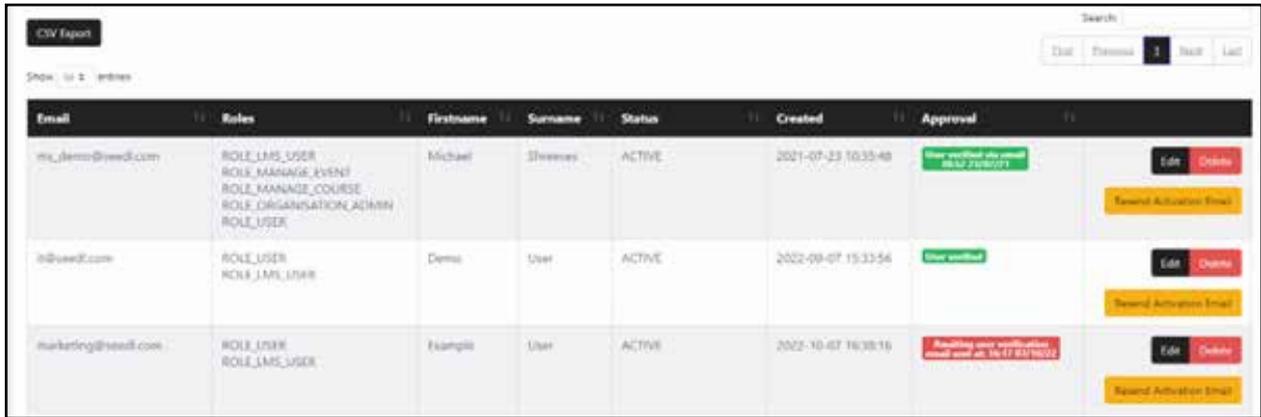


Users

The users section allows you to view and manage existing users, create a new user or administrator, and approve users that have registered directly on your platform.

List Users

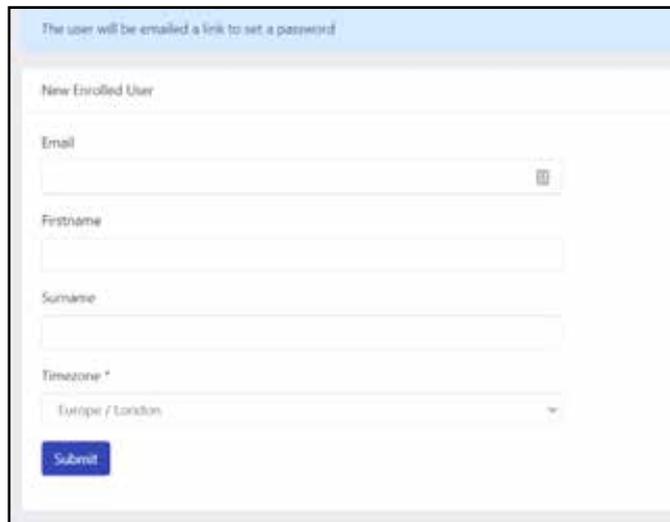
This allows you to easily manage and see which users are active, edit accounts and resend their activation emails.



Email	Roles	Firstname	Surname	Status	Created	Approval	
mic_demo@weedl.com	ROLE_LMS_USER ROLE_MANAGE_EVENT ROLE_MANAGE_COURSE ROLE_ORGANISATION_ADMIN ROLE_USER	Michael	Stevens	ACTIVE	2021-07-23 10:35:40	User verified via email 8632724071	Edit Delete Resend Activation Email
id@weedl.com	ROLE_USER ROLE_LMS_USER	Demo	User	ACTIVE	2022-09-07 15:33:56	User verified	Edit Delete Resend Activation Email
marketing@weedl.com	ROLE_USER ROLE_LMS_USER	Example	User	ACTIVE	2022-10-07 16:38:16	Resending user verification email sent at 16/11/23/16:22	Edit Delete Resend Activation Email

Add User

This is where you would create a new staff member, once created an email is sent which allows them to create a password.



The user will be emailed a link to set a password

New Enrolled User

Email

Firstname

Surname

Timezone *
Europe / London

New Administrator

A new administrator is the same as adding a user, but they are given access to manage your platform, such as adding users, mandating courses, and viewing reports.

Import

User import allows you to bulk upload users using our import template. You can then complete the template and import it using the form, once this has run, you'll then be able to go over to the activate user screen where you'll be able to activate your users individually or in bulk.

User Import

The import form provides a CSV template which can be used to create your new user import list, once you have uploaded these users, they will then be added to SEEDL waiting approval.

Import Users

Here you can bulk add users to your system, you can also re Import users to update any missing details like adding a team.

You can Import users by uploading the [user-import-template.csv](#), once uploaded you'll then be able to [Activate Users](#) in the Import menu.

File (Csv)

Use Column Data

- Firstname
- Surname
- Email
- Unique Business ID
- Team Name
- Customer Filtering Location/Company
- Company
- Job Title
- Team Manager ID
- Deleted EU

Download template file: [user-import-template.csv](#)

Skip First Row

Yes

No

Skip the first row of this csv file if it contains a heading.

Organisation

31 : Demo Organisation

Activate Users

When an import has run, your users will appear in the activation list. Here you can then approve all of the imported users which will send out the activation email allowing them to create their account.

Imported Users

Users that have been imported will appear here, these user will be inactive until approved.

Approving a user will send out an activation email with a link for them to create a password.

Search:

Email	Firstname	Surname	Created	Approval <input checked="" type="checkbox"/>
No data available in table				

Show entries

Showing 0 to 0 of 0 entries

Manage Content

You can add and manage your own Documents and Videos, these display on the platform under “Assets” in the menu. Videos are links to either YouTube or Vimeo and allow you to track who has accessed them. Documents can be uploaded to SEEDL allowing them to be tracked and protected behind a secure login.

List Videos

Here you will find all your existing videos with the option to edit or delete.



Add Video

To add a new video, you'll need to give it a name and description, these are used on the listing page, choose the position of your video 1 being at the top, and

New Video

Name

Description (Displayed under the title)

Position of your Video

This is the the order of where your video will display on the list. The top starts from 1.

Video url

This should be a Youtube Embed or Vimeo distribution URL.

[Submit](#)

List Documents

Here you'll find a list of all your uploaded documents, from here you can edit or delete.



Add Document

To add a new document, you need to complete the “Name”, “Description” which is displayed under the title in the document listing, “Position” of where the document will display 1 being at front and upload the “Document”, any format is supported.

New Document

Name

Description (Displayed under the title)

Position of your Document

This is the the order of where your Document will display in the list, The top starts from 1.

Document

This is available to users who have attended an event on this course module.



Manage Programmes

You can create your own programmes and courses on your platform, this can be an event hosted at your offices, via an external platform or a recorded video using our OnDemand functionality.

New Programme

To add a new programme to your platform you need to complete the new programme form by filling in:

Programme Name - Title shown on listing and programme page.

Short Description - Shown on the listing page.

Description - Shown on the programme page.

Publish - Set yes to publish this on your platform.

Programme Category - The category the programme belongs too.

Tile Image - The image shown on the listing page.

Banner - The main banner image used at the top of the programme page.

New Programme

[View Programme](#)

Programme Name

Short Description

This text will be displayed on the website course listing page. It should contain a brief summary of the course.
200 Character limit

Description

Source | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

List Programmes

The programme listing page allows you to see all of the programmes and their courses. You can only add courses once there is a programme created.

Programmes

Here, you can create programmes that are shown on your platform. Each programme must be categorized and consist of courses to ensure visibility. After setting up a programme and its courses, you can proceed to create events.

Search:

First Previous 1 Next Last

Show 50 entries

Id	Programme	Courses	Edit	Add Course	Edit	Delete
51	External Learning	268 : External Learning - Example Module	Edit	Add Course	Edit	Delete
74	Internal Learning	411 : Internal Learning - Using the LMS	Edit	Add Course	Edit	Delete
76	A New Course	413 : A New Course - A New Module	Edit	Add Course	Edit	Delete

Course Mandates

SEEDL allows you to mandate courses for users, you can choose from our Live Learning or your own courses. Mandates allow track users progress anytime. A mandate can be created for a group of courses and users, or an individual.

The overview screen allows you to edit an existing mandate by adding new courses or users, view a progress log and delete a mandate.

Course Mandates

Here you have the ability to create an mandates enabling you to assign courses to users and set deadlines for completion

Search:

Title	Courses	Users	Teams	Time Frame	New Users	Edit	Log	Delete
Team Compliance Courses	5	21	0	90 Days	No	Edit	Log	Delete
My Mandate	2	2	0	90 Days	No	Edit	Log	Delete
New Starter - GDPR	1	3	0	30 Days	No	Edit	Log	Delete

Show 50 entries

First Previous 1 Next Last

Showing 1 to 3 of 3 entries

New Mandate

To create a new mandate, you must provide it with:

Name – The name to display in my account when assigned to users.

Time Frame – how long they must complete mandate (ideal is 90 days).

Repeat Period – if this is repeatable every year (e.g compliance).

Course – course required to be completed.

Users – the users who need to complete the mandate.

Created By - The person who is responsible for the mandate.



The screenshot shows a web form titled "Course Mandate Editor". The form contains the following fields and options:

- Mandate Name:** A text input field.
- Time Frame:** A dropdown menu with the text "Choose a time frame for mandated course to be completed by".
- Repeat Period:** A dropdown menu with the text "No Repeat".
- Course:** A text input field.
- Users:** A checkbox labeled "Select All" and a text input field.
- Teams:** A text input field.
- Include new user:** A checkbox.
- Created By:** A dropdown menu showing "Michael Shreeves - ms_demo@seedl.com".
- Save:** A green button at the bottom left.

Programme Categories

programmes on SEEDL are categorised by category, here you can view existing categories and add new ones, each category allows for you to choose the colour which is displayed when browsing SEEDL and an icon.

When creating an event, you'll need to:

- Add a **name**, this is shown in the event booking.
- Assign the event to a **course**.
- Add a **start date** which is then show to users when signing up.
- The **duration** is used to show users how long the event will be.
- **Capacity** is the number of spaces available for the session, if the limit is reach it will stop users booking onto the event.
- **Event Link / Booking URL** is used for either your external event system link such as teams URL or an information page for users to find out more about the event.
- **Information** section is shown on my account and emailed to users upon booking onto an event.

List Events

You can see all your organisation's events with the option to edit and delete them. You'll also be able to export these to CSV.

ID	Event	Course	Start Date	Duration (Minutes)	Actions
3253	Custom Internal Event	Internal Learning	29-09-2023 11:00:00	20	edit delete
3260	Custom Internal Event	Internal Learning	30-11-2023 13:00:00	20	edit delete

Event Bookings

You can view and track all your own events from OnDemand, Externally hosted or even in person.

Once your own event has passed, you'll be able to mark a user as attended.

ID	Event	Module	Event Date	Date Booked	User	Status	Attended	Actions
47534	Custom Internal Event	Example Module	11:00 29/09/2023	09:27 15/09/2023	ms_demo@seedl.com	cancelled	No	
47732	Custom Internal Event	Using the LMS	13:00 30/11/2023	16:34 18/09/2023	ms_demo@seedl.com	booked	No	Cancel
48478	A new event in person	A New Module	14:00 27/09/2023	14:10 25/09/2023	ms_demo@seedl.com	booked	No	Mark as attended Did not attend

SEEDL Event Bookings

You'll have access to all of the event bookings from your users, you can even export this data and dive deeper looking at each user, course and attendance.

Booking Id	Event Id	Module Id	Event	Module	Course	Event Date	Booking Date	Affiliate	User
304	36	69	GDPE - an introduction	Introduction to GDPR	Business Skills	12:30 27/01/2021	14:37 26/01/2021		
319	36	69	GDPE - an introduction	Introduction to GDPR	Business Skills	12:30 27/01/2021	10:46 27/01/2021		
320	123	53	PowerPoint	PowerPoint	Excel	16:00 17/02/2021	10:49 27/01/2021		
321	70	69	GDPE - an introduction	Introduction to GDPE	Business Skills	11:00 04/02/2021	11:29 27/01/2021		

Teams

You have the ability to create a team, facilitating the grouping of users and the designation of a manager. The manager is able to access their team's records, mandated courses, and group RSVP for events.

New Team

From the add team screen you can select The name of the team, the owner/manager(s) of the team and which members will be within this team.

Edit Team Team List

Team Name

Organisation
Select an Organisation ▼

Owners

List of Team Managers

Members
 Select All

Created by: None

Once you have added a team you can then edit it allowing you to add further members, as well as mandate courses and bulk invite using the RSVP feature.

Teams New Team

Here you have the capability to establish a team, facilitating the consolidation of users and the designation of a manager. The manager is able to access their team's learning records, mandated courses, and group RSVPs for events.

Search:

Name	Organisation	Owners	Members	Created By	
Sales	Demo Organisation	ms_demo@seedl.com	3	ms_demo@seedl.com	<input type="button" value="Delete"/> <input type="button" value="Edit"/>

Show: 50 entries First Previous **1** Next Last

Showing 1 to 1 of 1 entries

Group Training

if you like to encourage training together then our group training feature facilitates this by enabling you to replicate the main attendee's record. This ensures that all participants can obtain their certificates seamlessly.

Copying a record

To clone the record users that attended as part of a group you would select the "Event Booking" record of the main attendee, choose the users who attended and click submit. Once done the users will then see this in their past bookings.

Group Training

You have the ability to allocate attendance records to users who have participated as a group, using the main account of the user who initiated the session. This feature serves as an excellent means to foster collaborative learning. All users will be granted access to the Quiz and Certificates.

Event Booking

Business Essentials - Micro - How to Manage a Busy Workload Effectively & Efficie... ▼

Users

- Michael Shreeves - ms_demo@seedl.com
- Demo User - it@seedl.com
- Jo Nash - js_demo@seedl.com

Submit