Organisation Admin

SEEDL

Contents

For more information email **hello@SEEDL.com**, contact your Learning consultant or visit **SEEDL.com**

Overview

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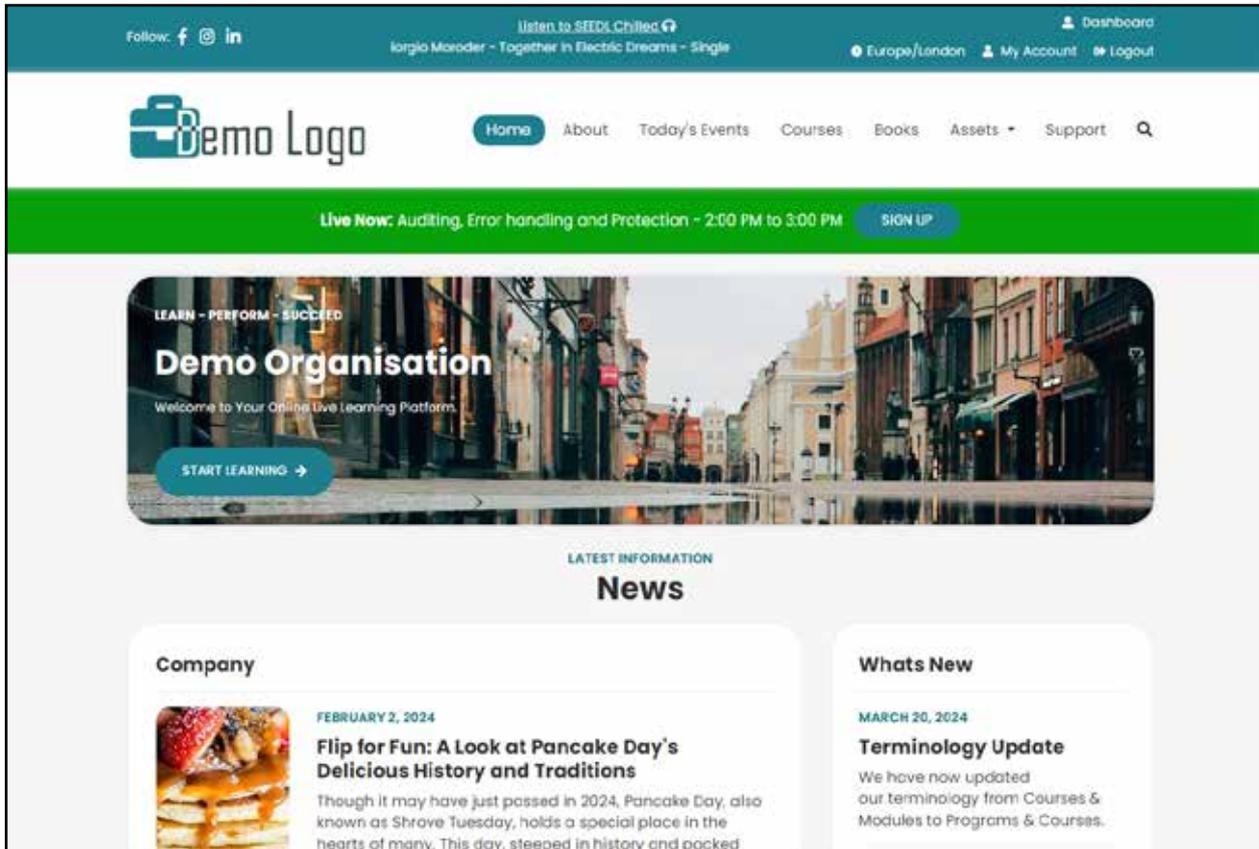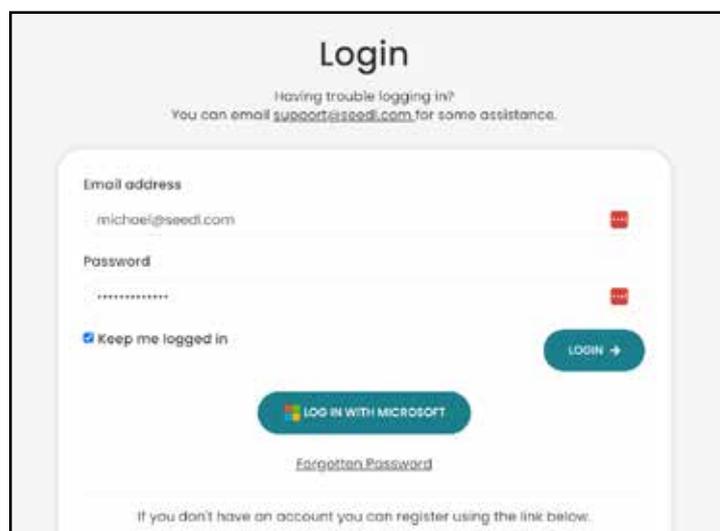

Logging into SEEDL

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.
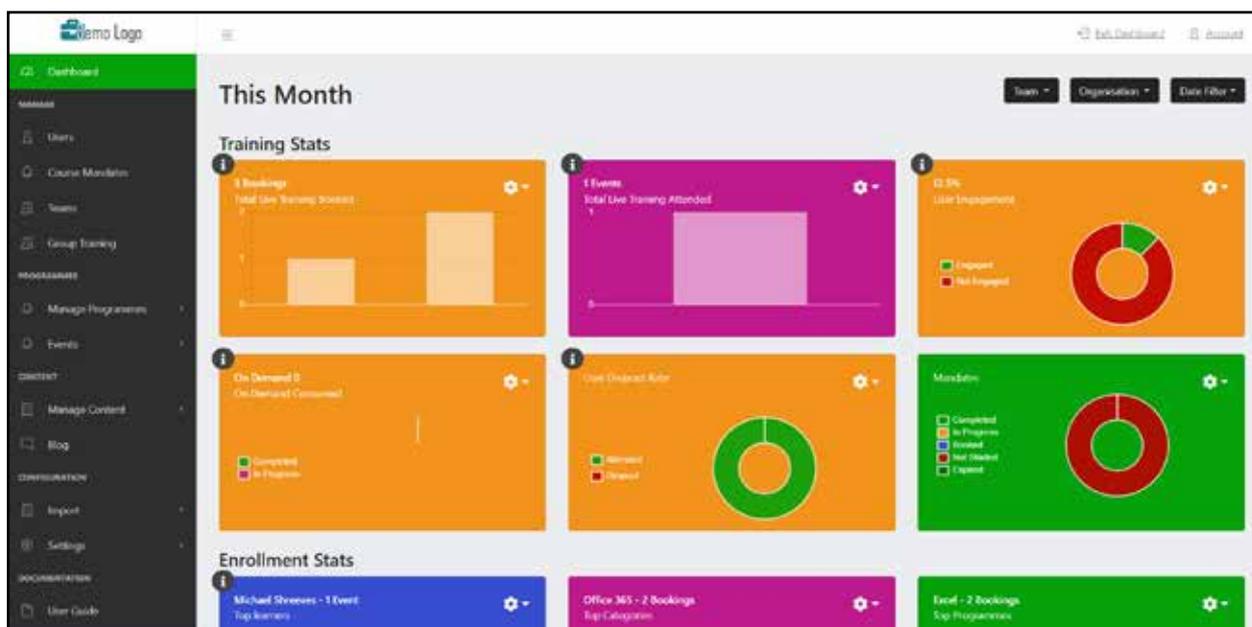
To login:
Go directly to **https://www.SEEDL.com/login** or your platform.
Access the login page via the top navigation bar, and select "Login".

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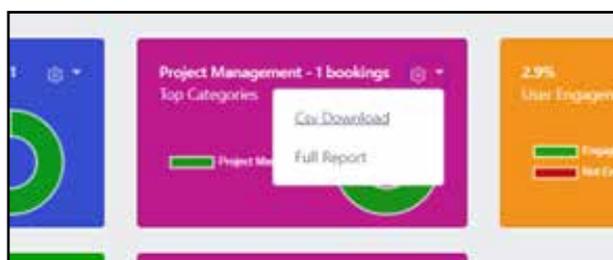
The reports also have a filter to allow you to change to This Month, Last Month, This Year, Last Year and Quarters giving you the ability to compare data.
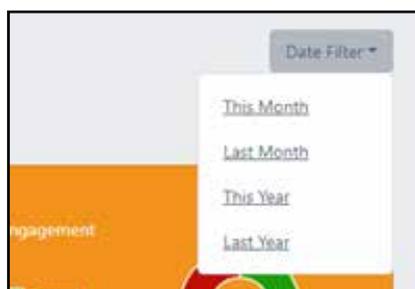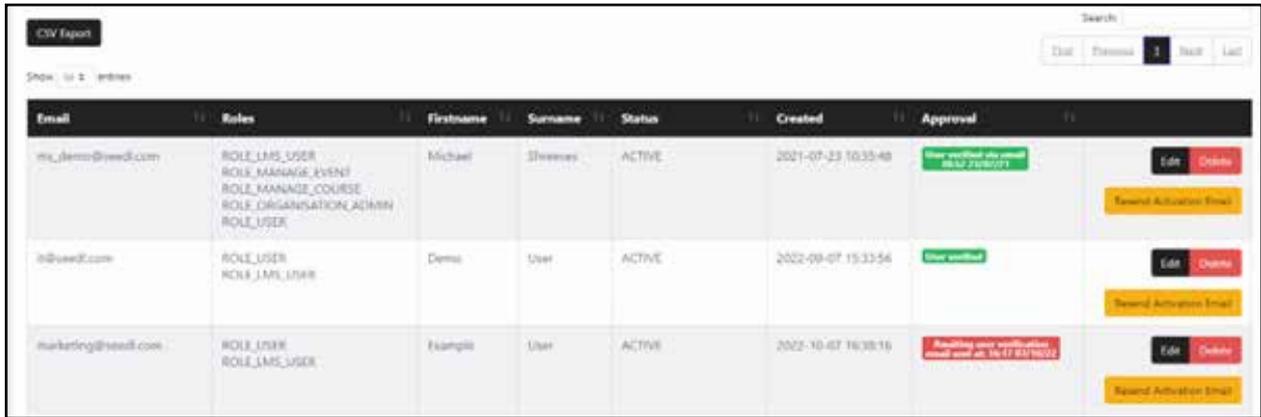
Users

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.
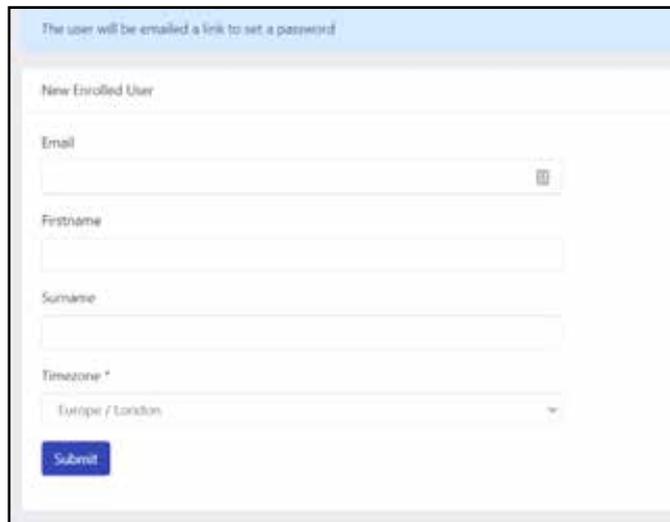
List Users

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

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.

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 providers 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.

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.

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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

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.

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.

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.

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.

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New Mandate

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

Name – The name the 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.

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.

Events

Once you have your own Prgoramme and Course you'll then be able to create an event, this allows you create an event hosted on SEEDL that users can register for.

New Event

Here you can create an event, these events can either be hosted at a location or online using your own platform such as teams.

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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.

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.

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.

Teams

You have the abiltiy 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
memebers wit within this team.

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

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Group Training

if you like to encourage traning togther 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.