e-Logos | VITECO elearning solutions

e-LOGOS HANDBOOK

ENGLISH | VITECOELEARNING.EU/EN

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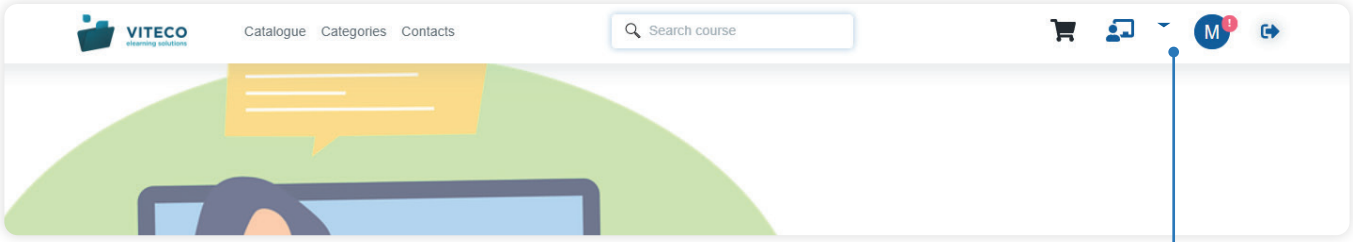
USER SIDE

HOMEPAGE

USER SIDE

HOME is the main page through which you can obtain information on courses purchased (COURSES section), the company (ABOUT US section), contacts and the catalogue of courses offered. The courses are grouped into categories for easy viewing. Finally, highlighted courses that can also be purchased will appear on the home page.

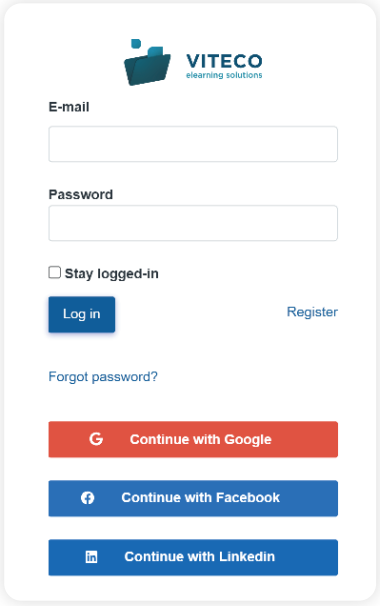


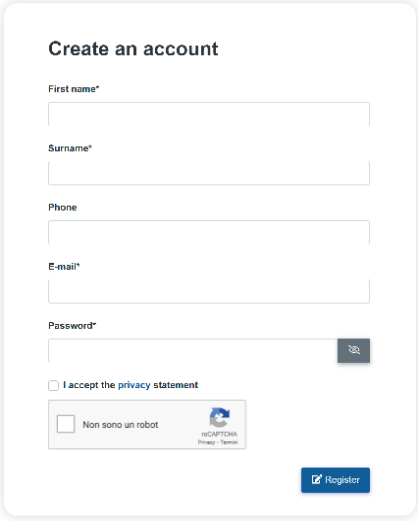
The icons in the right-hand menu represent:

- **USER** with personal information and order records;
- **CART** to buy online courses;
- **SEARCH** for courses in the catalogue;
- **MY COURSES** to view all courses in which you are enrolled.

LOGIN

By clicking on the **USER** icon and selecting **REGISTER**, the new user will be able to register.
Once this has been successfully completed, the user will receive a confirmation e-mail and then an authorisation e-mail; if registration via a social network is chosen, it will be possible to log in directly with the credentials of the selected social network for subsequent use.

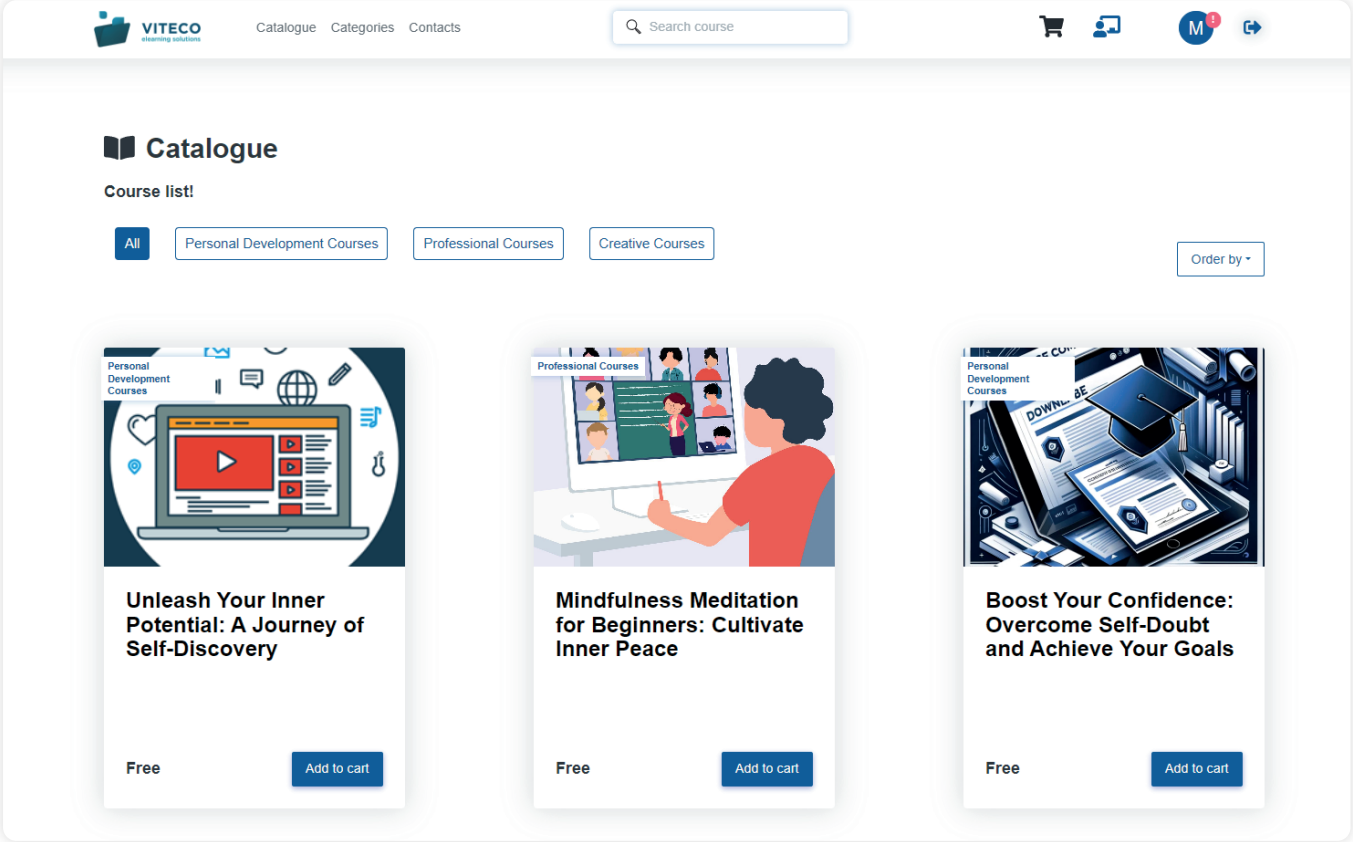




Please note: Customisable registration field during platform implementation. The e-mail address set during registration will be linked as username.

CATALOGUE AND COURSE PURCHASE

In the **CATALOGUE** section you can see the categories which include the courses.

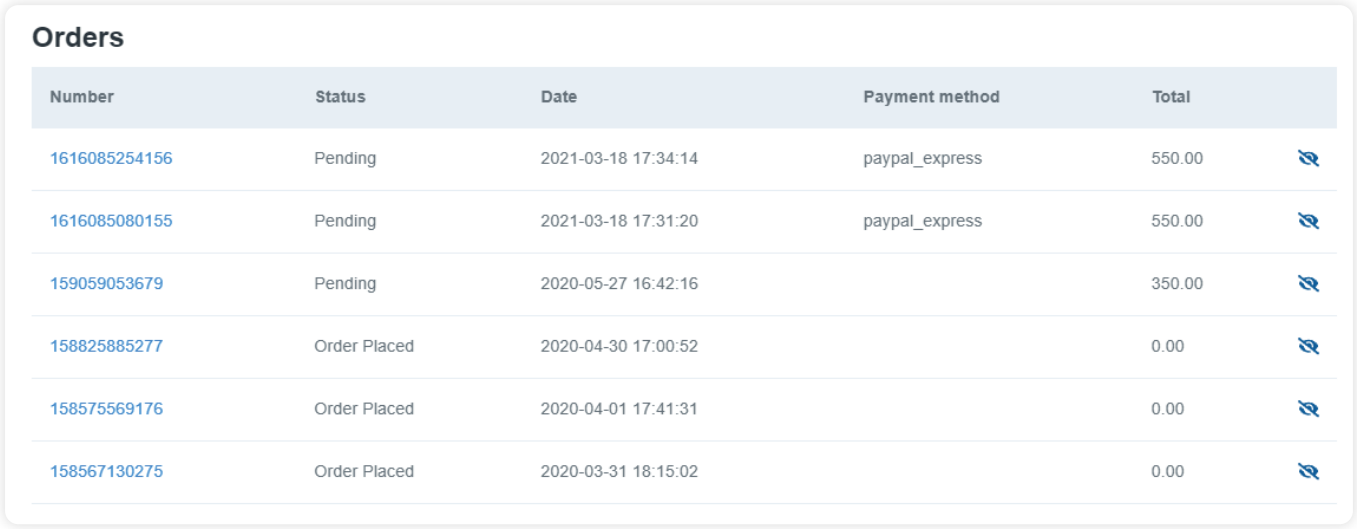


Click on the chosen category and then on the **ADD TO CART** button for the course you wish to purchase.

Click on the **CART** button to choose the payment method (PayPal, credit card or bank transfer). In the first two cases the course will be activated automatically, in the second case the platform administrator will activate the course after verifying the bank transfer.

USER PROFILE AND INVOICES

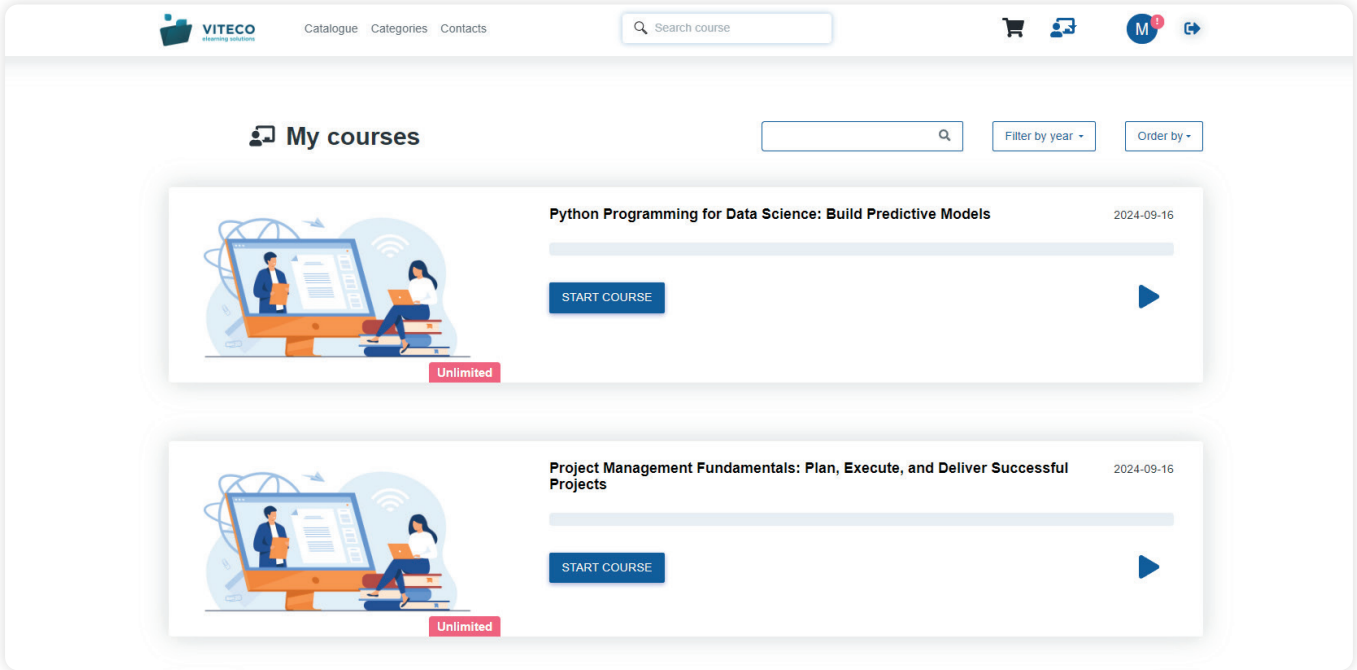
In the upper menu, the round button on the right represents the **USER**. Through its drop-down menu, you can access your courses and user profile.
Click on the **PROFILE** button to access your account information and order history.
In particular, through the **ORDER HISTORY** section, you can access information on purchases and download the invoice by clicking on the **PDF** button.



COURSES

The screen shows all purchased courses in chronological order. In addition, you can classify courses by year and monitor or implement the following actions:

- view the list of courses with the progress percentage in the blue bar;
- view the status of the course (start/in progress/completed);
- start a course with PLAY button;
- access statistics;
- download the certificate (this action is only enabled once the course is completed).



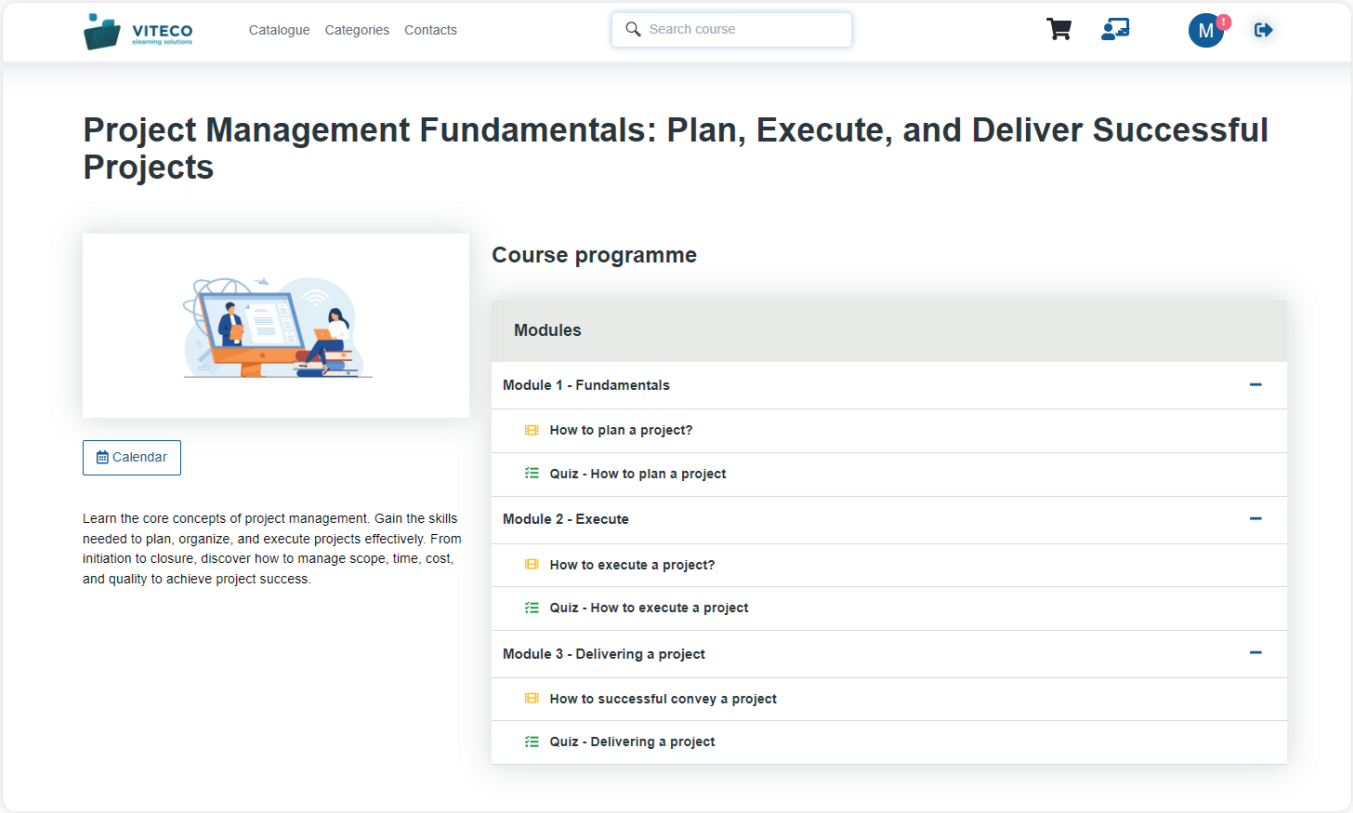
INDIVIDUAL COURSE PAGE

By clicking on a specific course, you can:

- view the description;
- access all available modules. Click on a single module to start it.

The green flag will indicate whether a course has been taken or not. A course may be propaedeutic or not. The completion of video, timesheet and .pdf modules is checked by the length of time spent on the module.

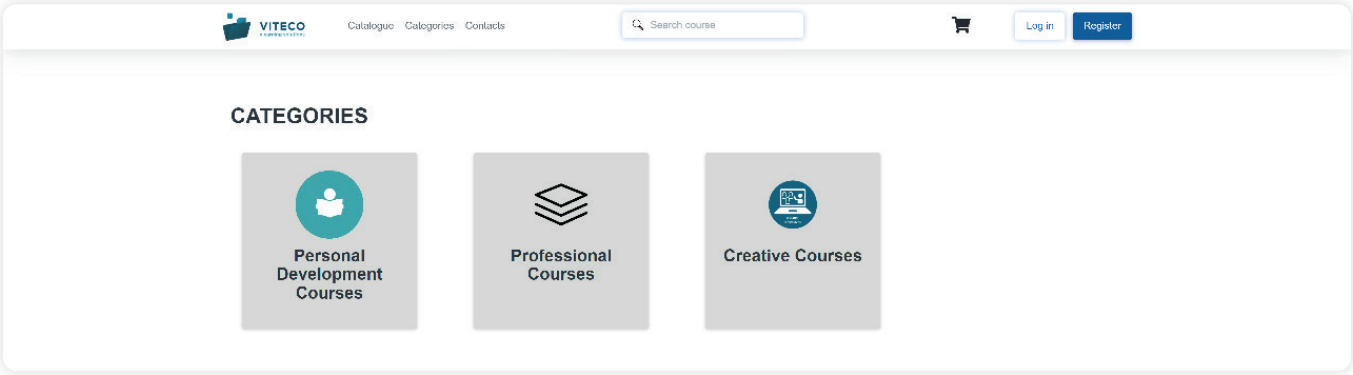
At the end of the course, if provided for by the administrator, the learner may take the final test to obtain the certificate.



There is the option of inserting intermediate mathematical questions to check the user's presence during the execution of a video or timesheet.

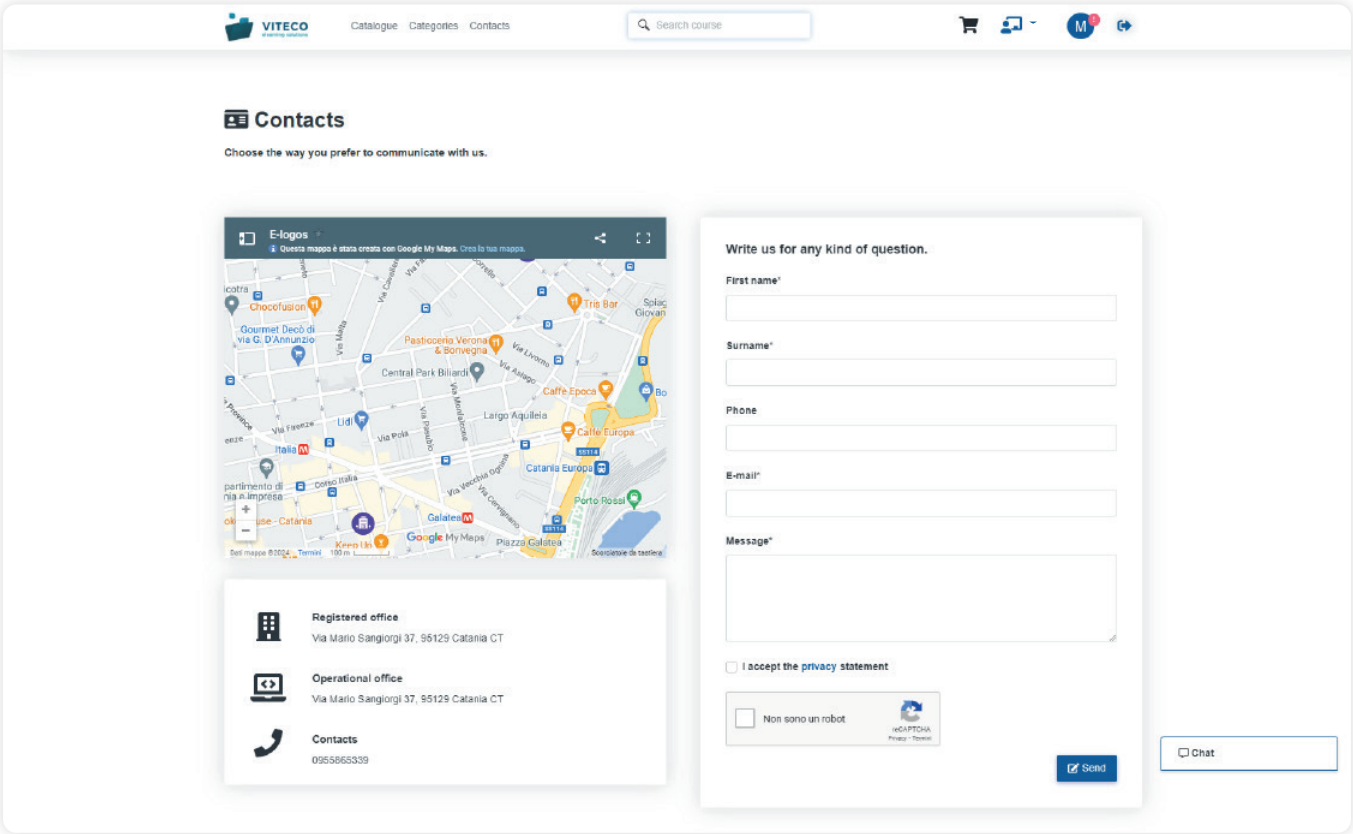
CATEGORIES

The **CATEGORIES** section allows the learner to view the full list of courses, organised by category. By selecting a single category, the user can explore all the courses included within it.



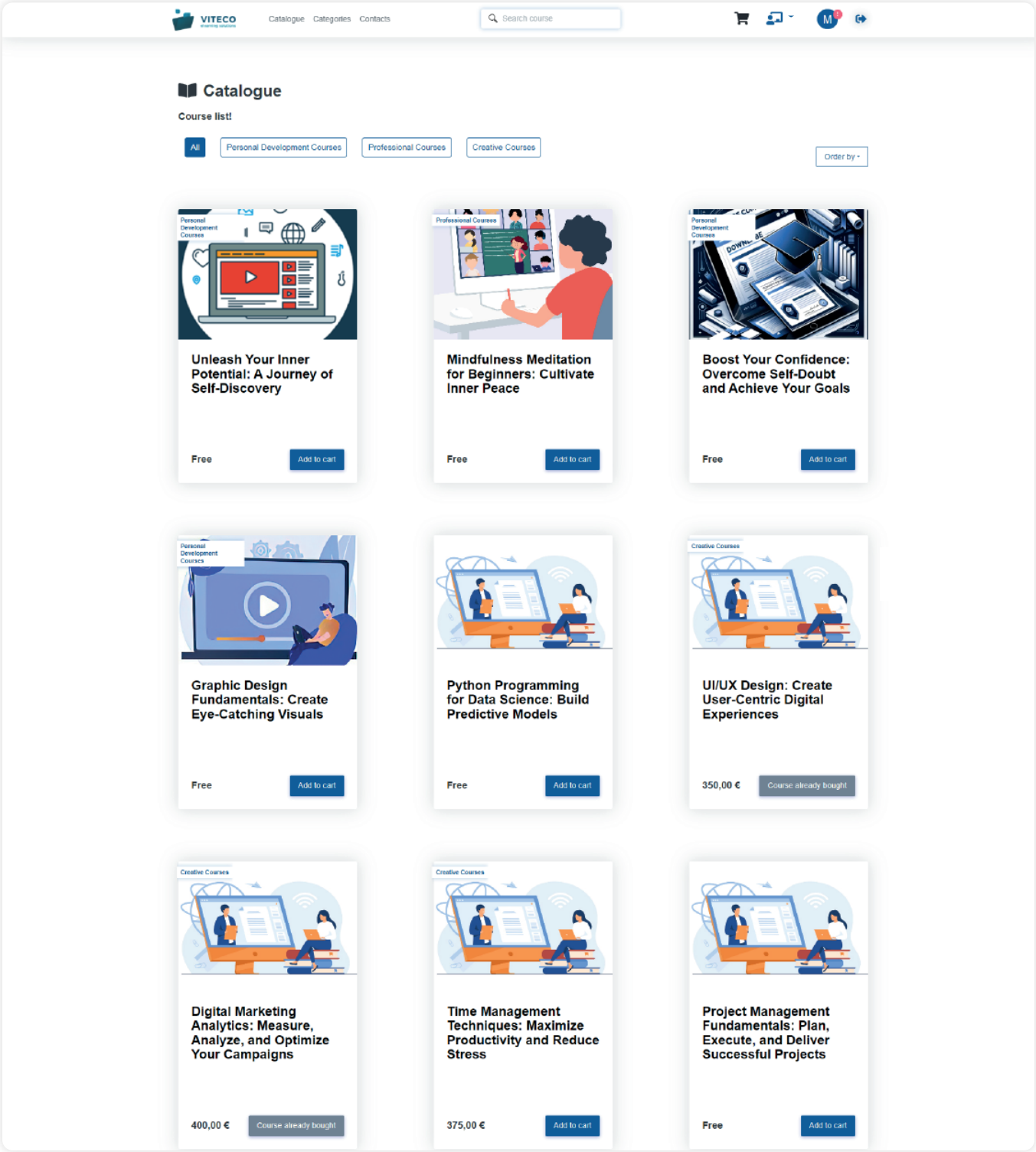
CONTACTS

The **CONTACTS** section allows the learner to acquire all the information needed to contact the company (e.g. telephone number, operational and legal headquarters, contact form).



CATALOGUE

The **CATALOGUE** section allows the learner to explore all types of courses available for purchase. In addition, the user has the possibility to filter the courses according to categories to easily find those of interest.



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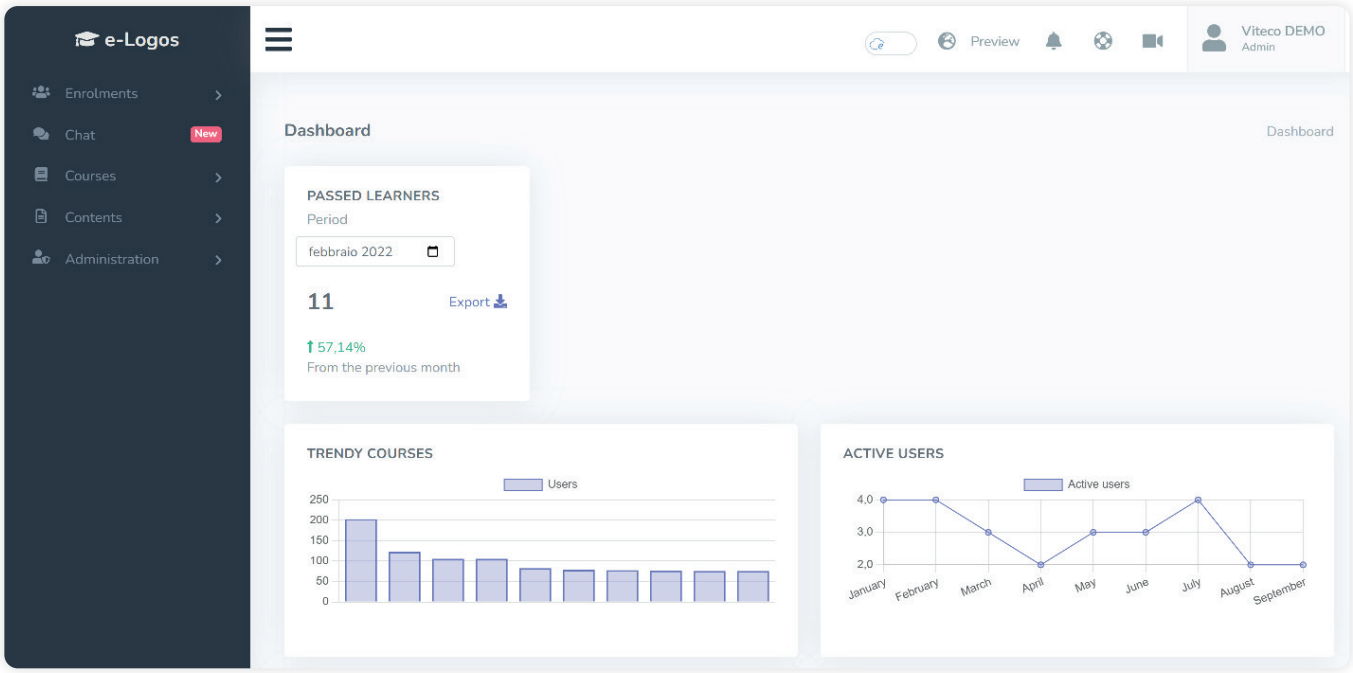
ADMIN SIDE

HOMEPAGE

ADMIN SIDE

When credentials are entered, the login page is the **CONTROL PANEL**, which displays in order: the number of courses promoted, two descriptive graphs of trending courses and the change in active users over time, ending with a list of courses, learners and recent orders.



The menu contains the following sections:

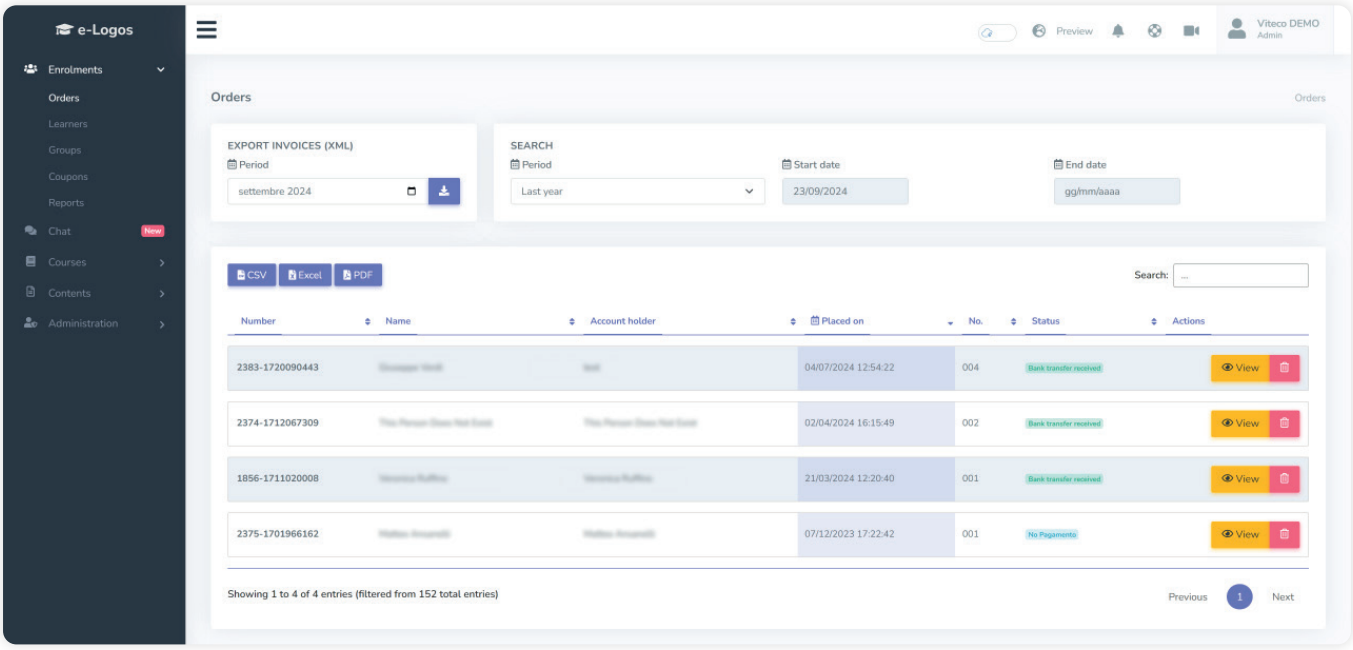
- **ENROLMENTS** - opens a submenu with ORDERS - LEARNERS - GROUPS - COUPONS - REPORTS;
- **CHAT** - allows the manager or lecturer to message with learners;
- **COURSES** - opens a submenu for managing CATEGORIES - CERTIFICATES - COURSES - WEBINAR;
- **CONTENTS** - allows you to insert banners in the platform and customise the HOMEPAGE;
- **ADMINISTRATION** - allows you to configure GENERAL SETTINGS, POWER USERS and massive imports of learners from IMPORT.

ENROLMENTS

By accessing the ENROLMENTS section, you can manage:

1. ORDERS

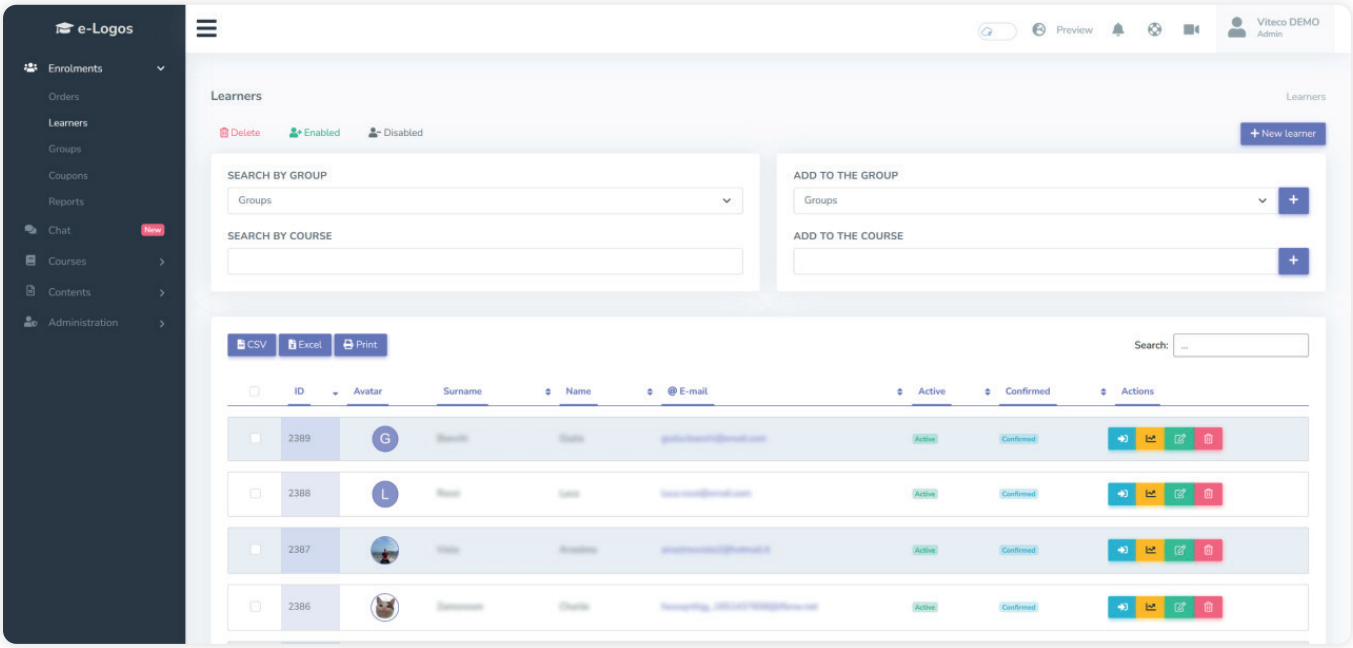
This screen shows all purchases made by users and the status of the purchase.



- When the purchase has been made, the user name will be shown next to the **TRANSACTION IN PENDING** field, if the user has paid by bank transfer, it indicates that the payment has not been received yet;
- If payment was made by bank transfer, you can confirm the transaction by clicking CONFIRM and the field will change to **TRANSFER RECEIVED**;
- Upon receipt of payment, the username will be followed by the message PayPal or Transfer Received;
- The VIEW button next to each purchase allows you to acquire more information about the course purchased and the invoice; from here you can download the individual course invoice in .xml or .pdf format;
- By clicking on DOWNLOAD INVOICE (**XML**) you can export the purchase file. You will be able to export a .zip file containing all invoices from the selected period in .xml format, ready for the Revenue Agency format standard.

2. LEARNERS

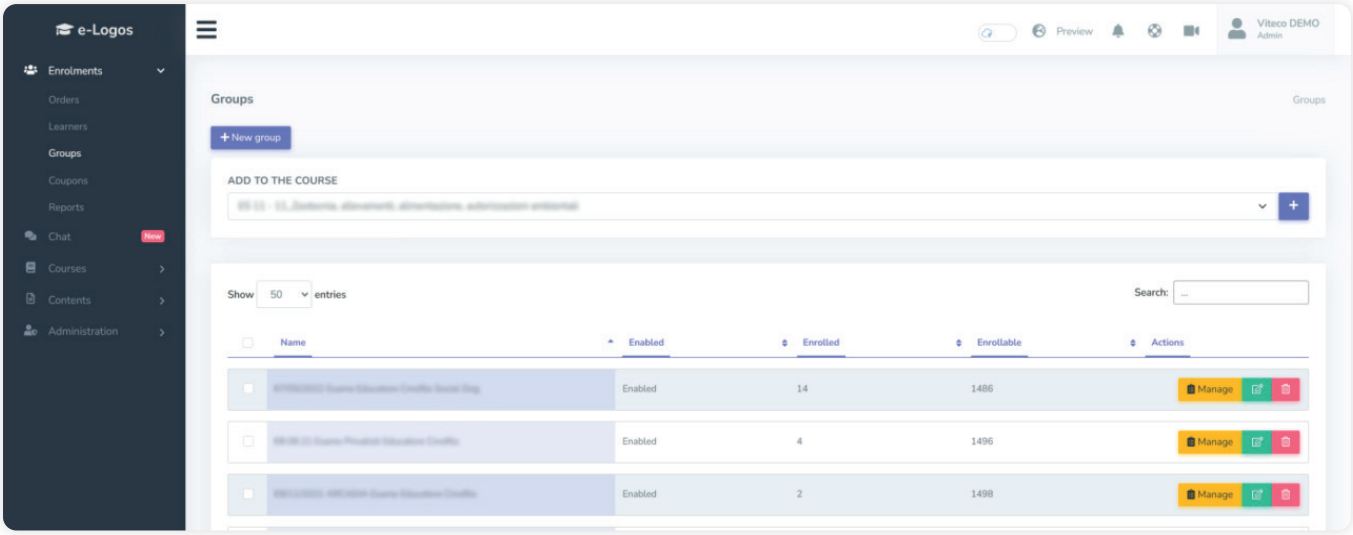
This screen allows you to identify all users registered on the platform.



- New learners who register on the platform are automatically added to this list;
- By clicking on **NEW LEARNER** and filling in the LEARNER FORM, new learners can be added;
- By clicking on the **ADD TO GROUP** button, the user (to be selected by flagging) can be assigned to a group;
- With the **ADD TO COURSE** button, the learner is automatically assigned a course;
- With the **EXCEL**, **CSV AND PRINT** buttons, you can export the list of all learners registered on the platform;
- **SEARCH** allows you to search for users by e-mail, first or last name;
- In relation to each learner, it is possible to monitor activity, modify profile data, access the relevant account and delete it;
- It is possible to change the activation status of a learner by clicking on **ACTIVE/NOT ACTIVE**.

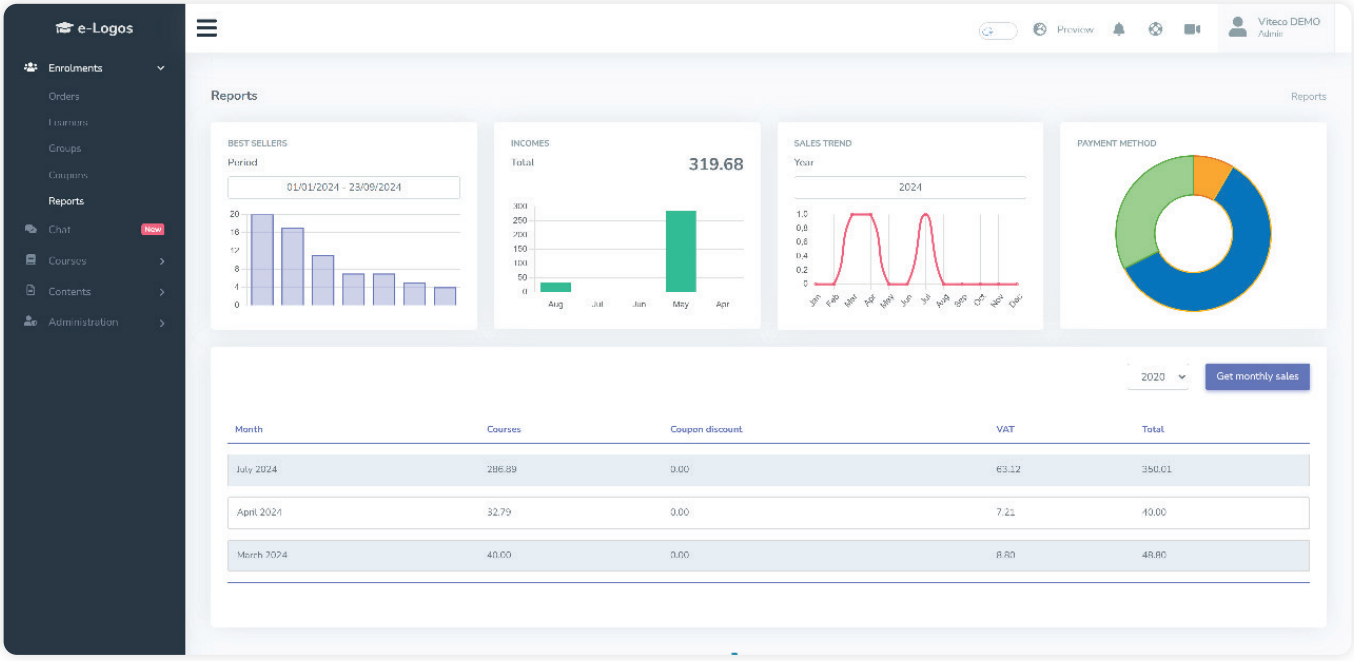
3. GROUPS

The **GROUPS** section allows you to create new groups to which you can assign courses or packages. These course groups can be enabled and disabled, edited and deleted.
By using **MANAGE** you can view the list of learners enrolled in the group, delete them or disable them from the group. You can also view the active courses for that group.



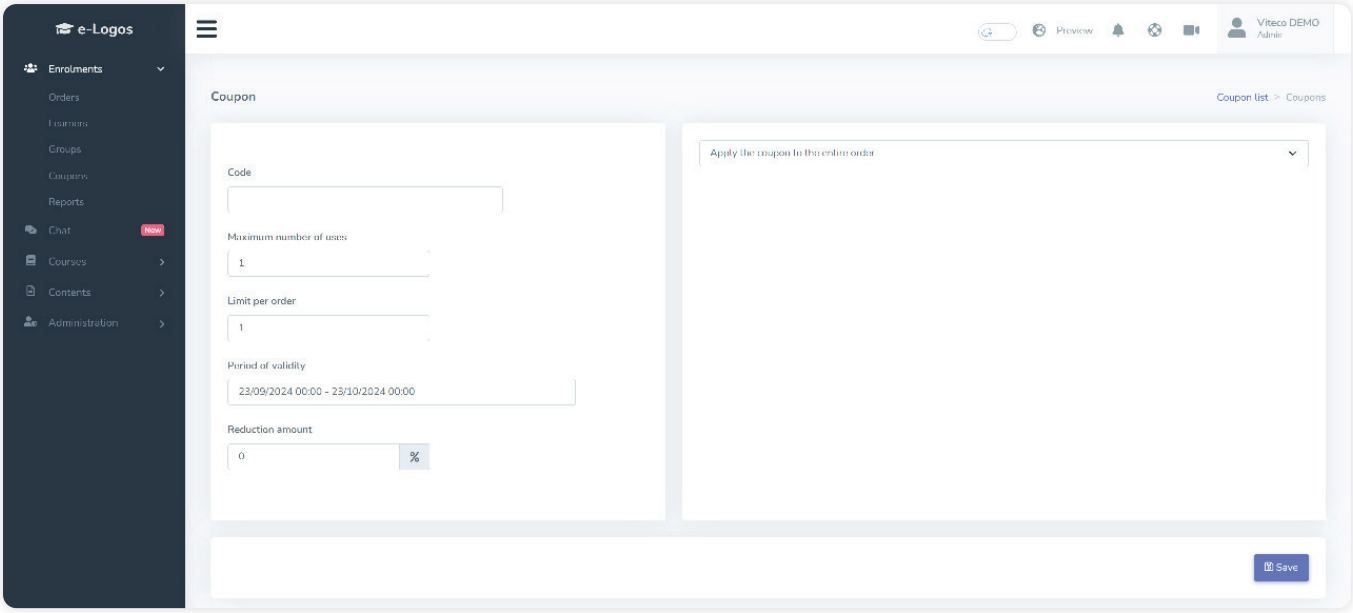
4. REPORTS

Overall, it shows the performance of individual courses, distinguishing the MOST-SELLING COURSES, the amount of INCOME, the SALES PERFORMANCE over time and the PAYMENT METHOD.



5. COUPONS

Using this page, the company can generate coupons to be linked to individual courses. In order to generate a new coupon, 'Coupon code', 'Number of uses', 'Limit per order', 'Enable/Disable', 'Type of coupon' and 'Reduction amount' must be identified.

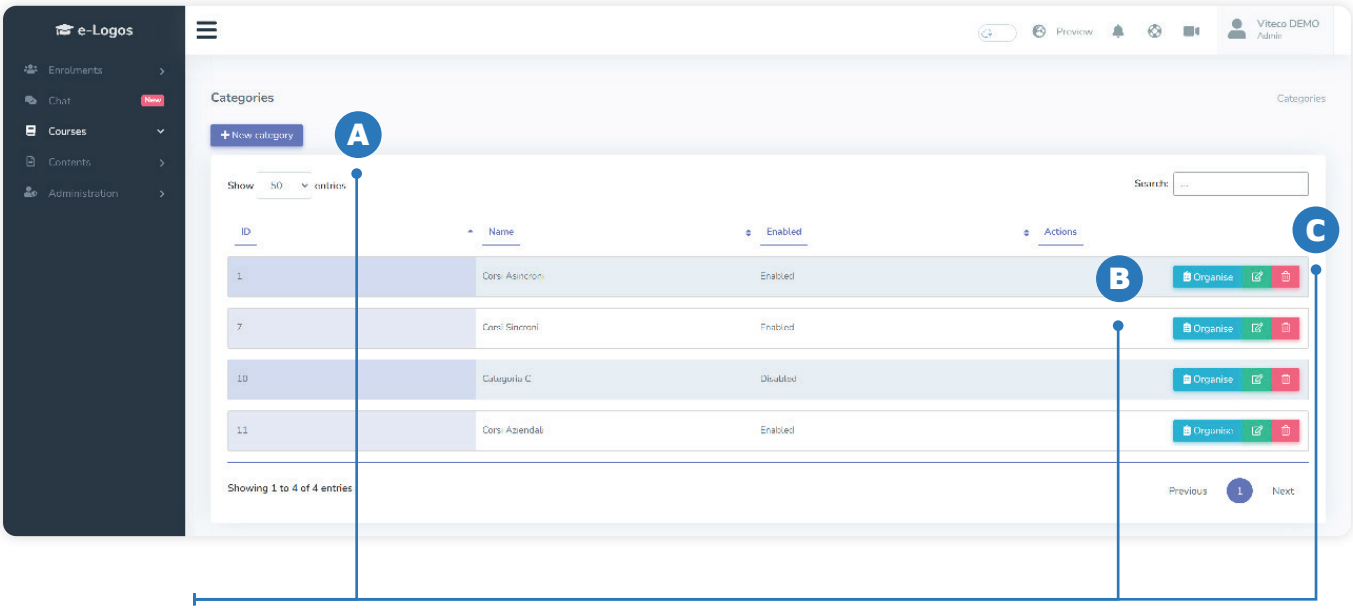


COURSES

By accessing the COURSES section, you can manage:

1. CATEGORIES

Within this page, you can add, edit, organise and delete categories.

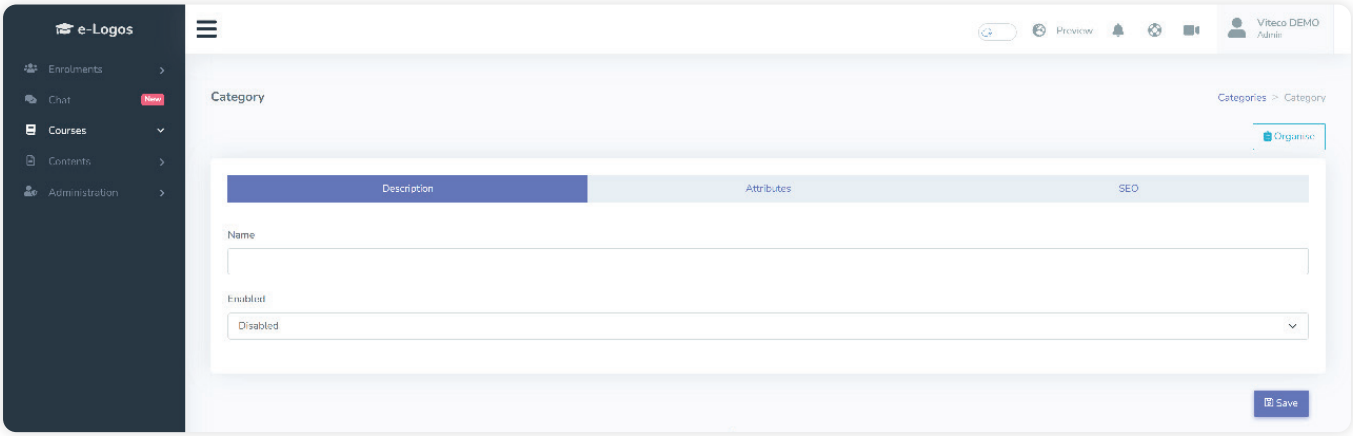


- **A** ADD NEW CATEGORY AND/OR EDIT;
- **B** ORGANISE CATEGORY;
- **C** DELETE CATEGORY.

A) ADD NEW CATEGORY AND/OR EDIT

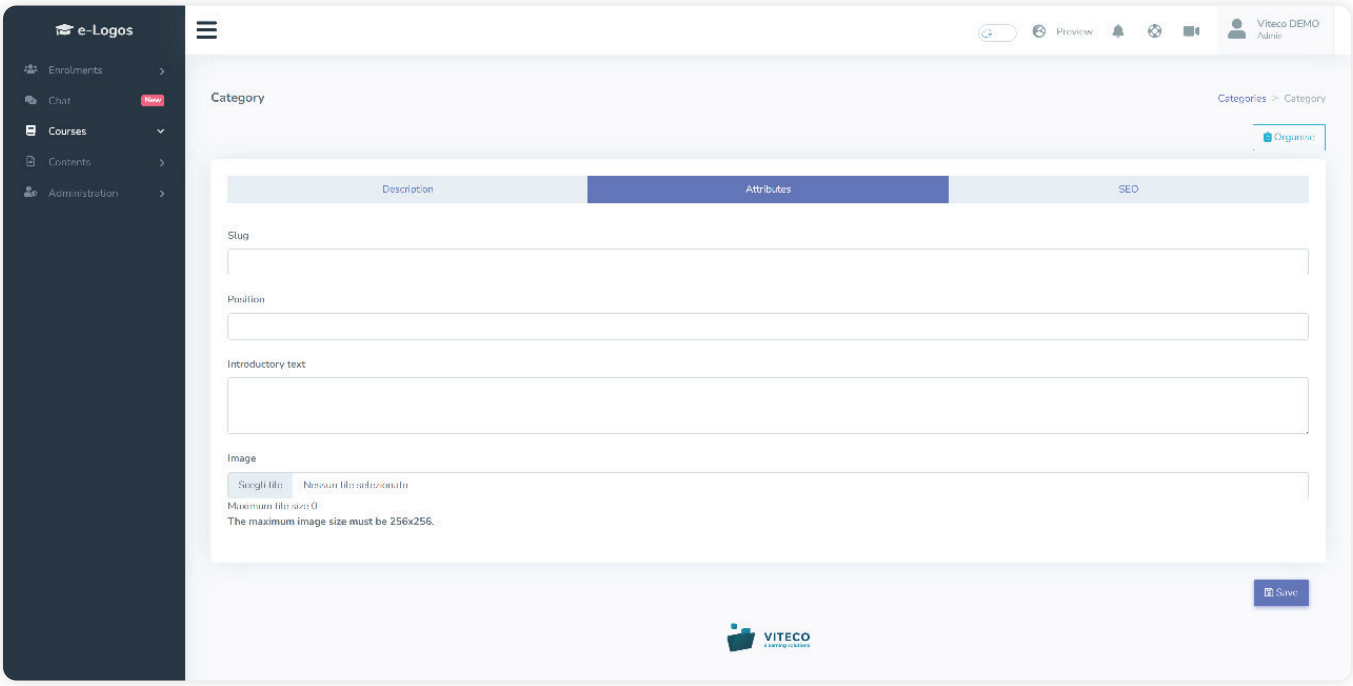
In the first TAB, **DESCRIPTION**, the following fields must be filled in:

- ✔ **NAME**: with the name of the category;
- ✔ **ENABLED/DISABLED**: enables the category to be displayed or not on the front-end side.



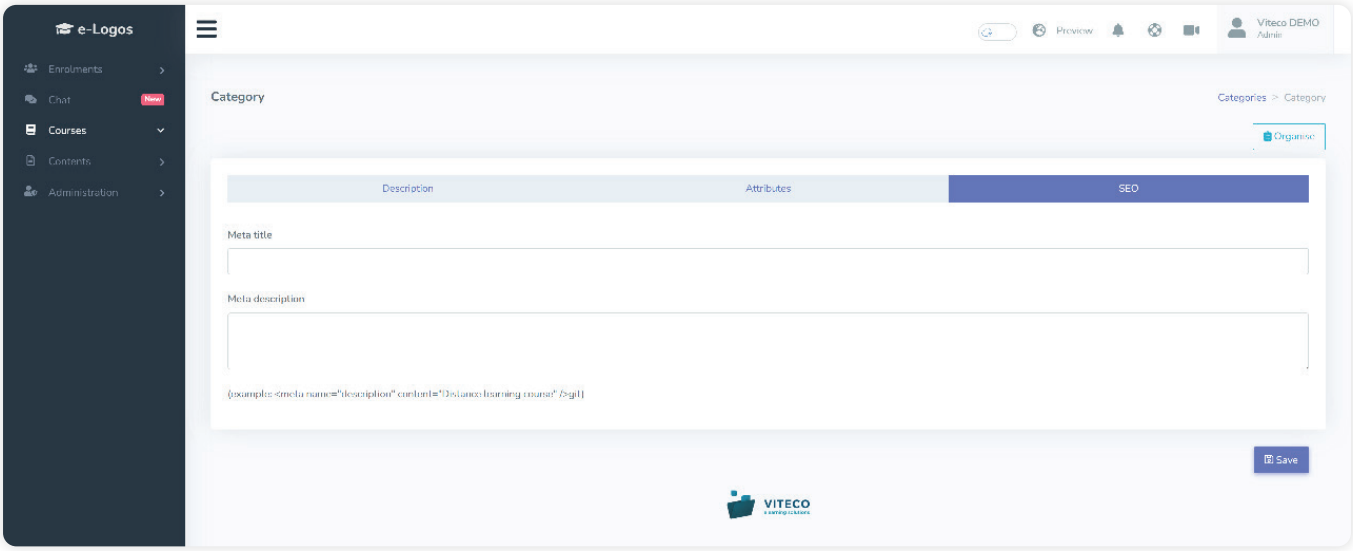
The second TAB, **ATTRIBUTES**, contains the following fields:

- **SLUG**: allows you to indicate the text that appears in the address and if it is not already filled in by default, the name is the same as the category name;
- **POSITION**: allows you to sort categories according to the priority chosen;
- **INTRODUCTORY TEXT**: currently not front-end enabled, but can be enabled;
- **PICTURE**: allows the insertion of an image to be associated with the category.



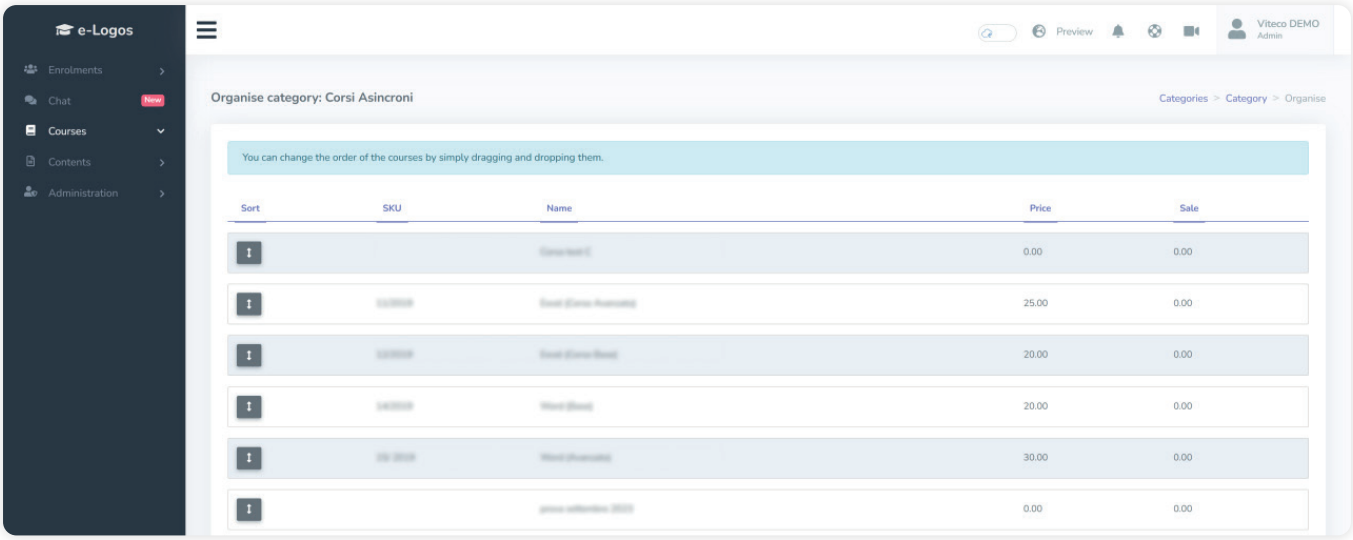
The third TAB, **SEO**, contains the following fields:

- **SEO TITLE**: title for Google search results;
- **META DATA**: enter description with HTML code.



B) ORGANISE CATEGORY

By clicking on the **ORGANISE** button, it is possible to determine the order in which the courses are to be displayed within the category. Simply drag and drop the courses into the order of your choice.

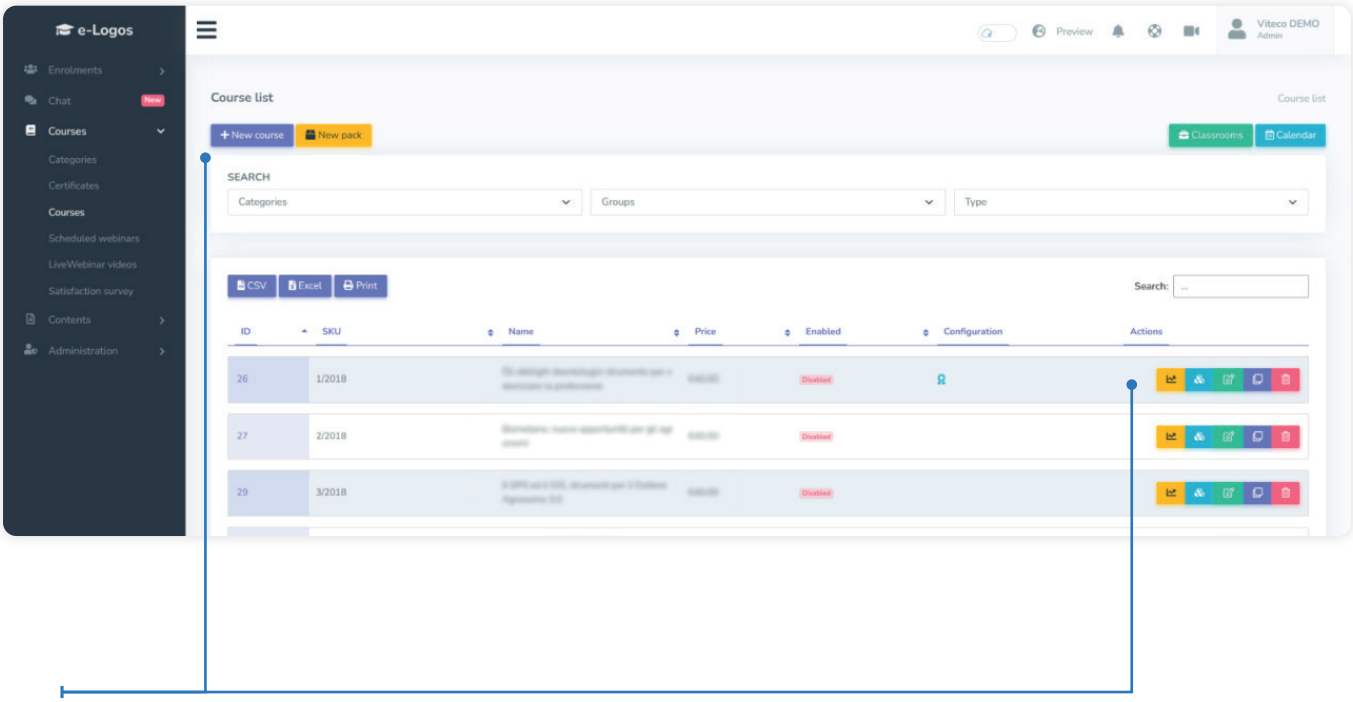


C) DELETE CATEGORY

Clicking on the **DELETE** button will delete the category. Before deleting categories, the corresponding courses must be deleted.

2. COURSES

The entries in this section allow you to create new courses, filter existing ones by category, group or type, as well as to view details of courses already created.

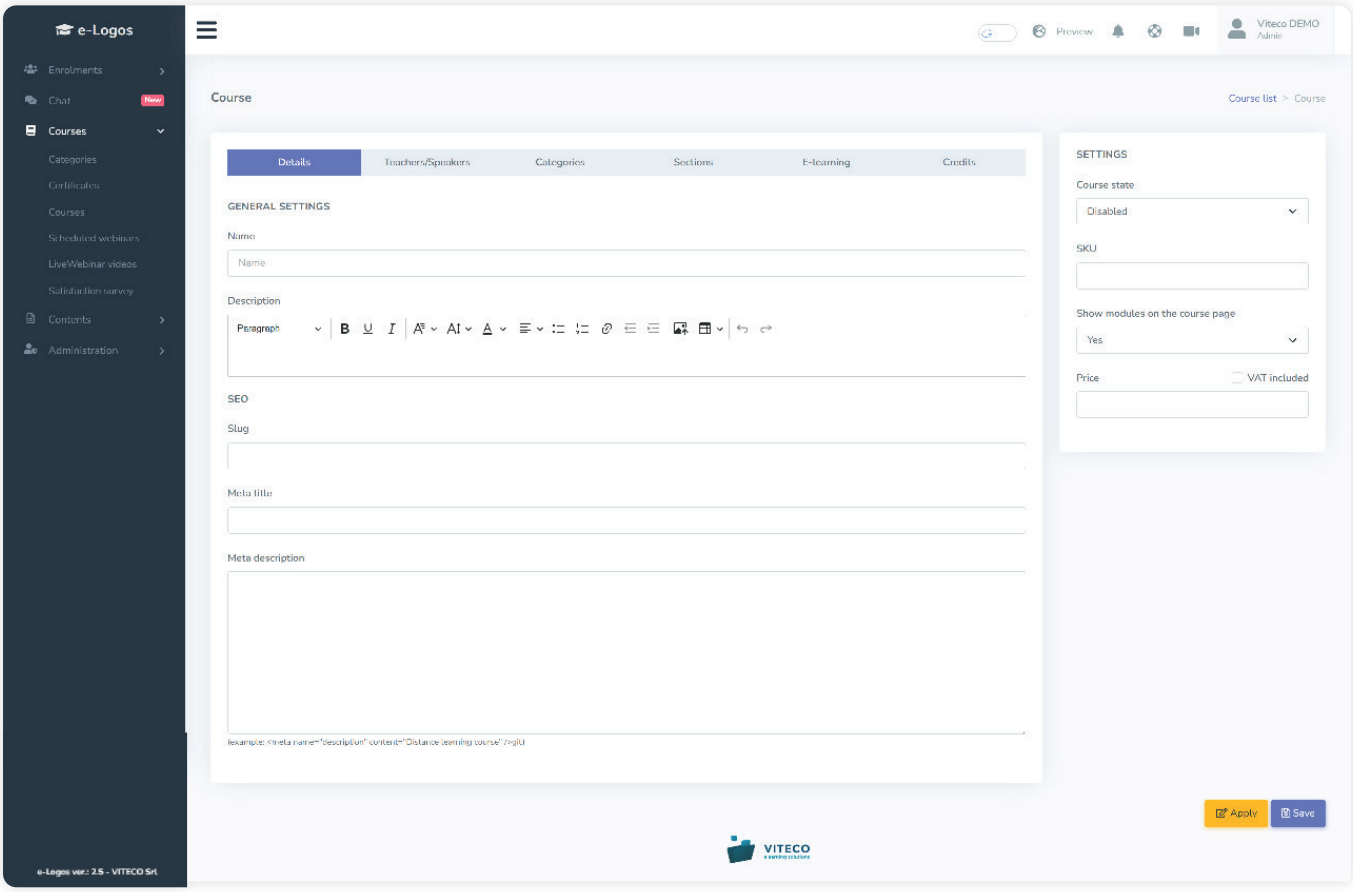


- **ADD NEW COURSE AND/OR EDIT**;
- **Monitoring**: allows you to view the progress of users enrolled in the course, check module statistics and download detailed reports.
- **Modules**: shows all modules of which the course is composed and allows new ones to be added.
- **Edit**: allows you to edit course details such as title, description and content.
- **Duplicate**: duplicates an existing course, creating an identical copy ready to be edited or used.
- **Delete**: permanently deletes the course from the platform, removing it for all users.

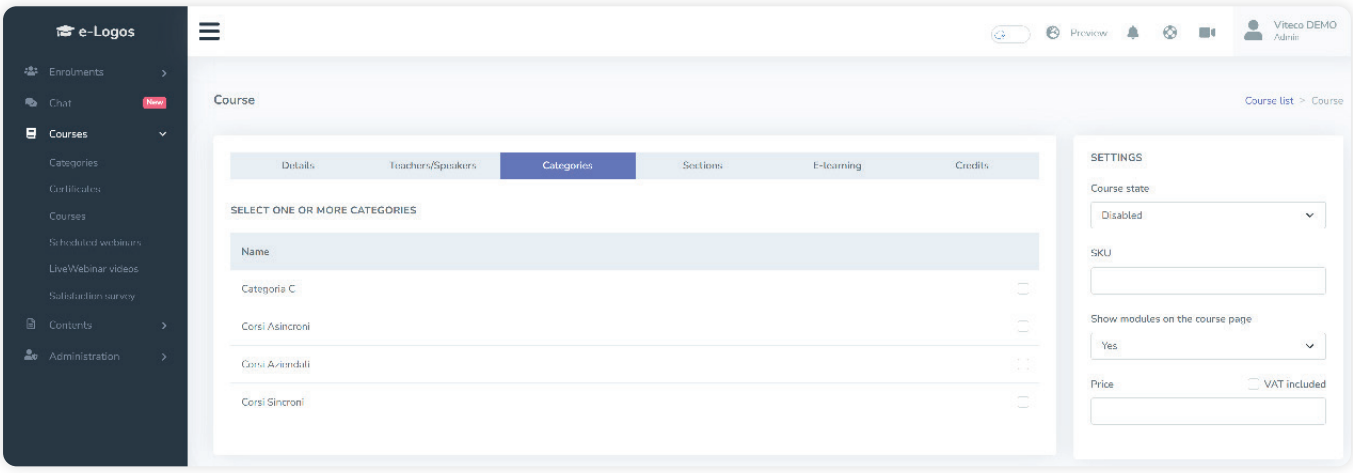
ADD NEW COURSE AND/OR EDIT

In the **DETAILS** TAB you must enter:

- **COURSE NAME**;
- **FULL COURSE DESCRIPTION**: this description appears on the course page;
- **SEO INFORMATION**: URL Keyword, Title Tag, Meta Tags.

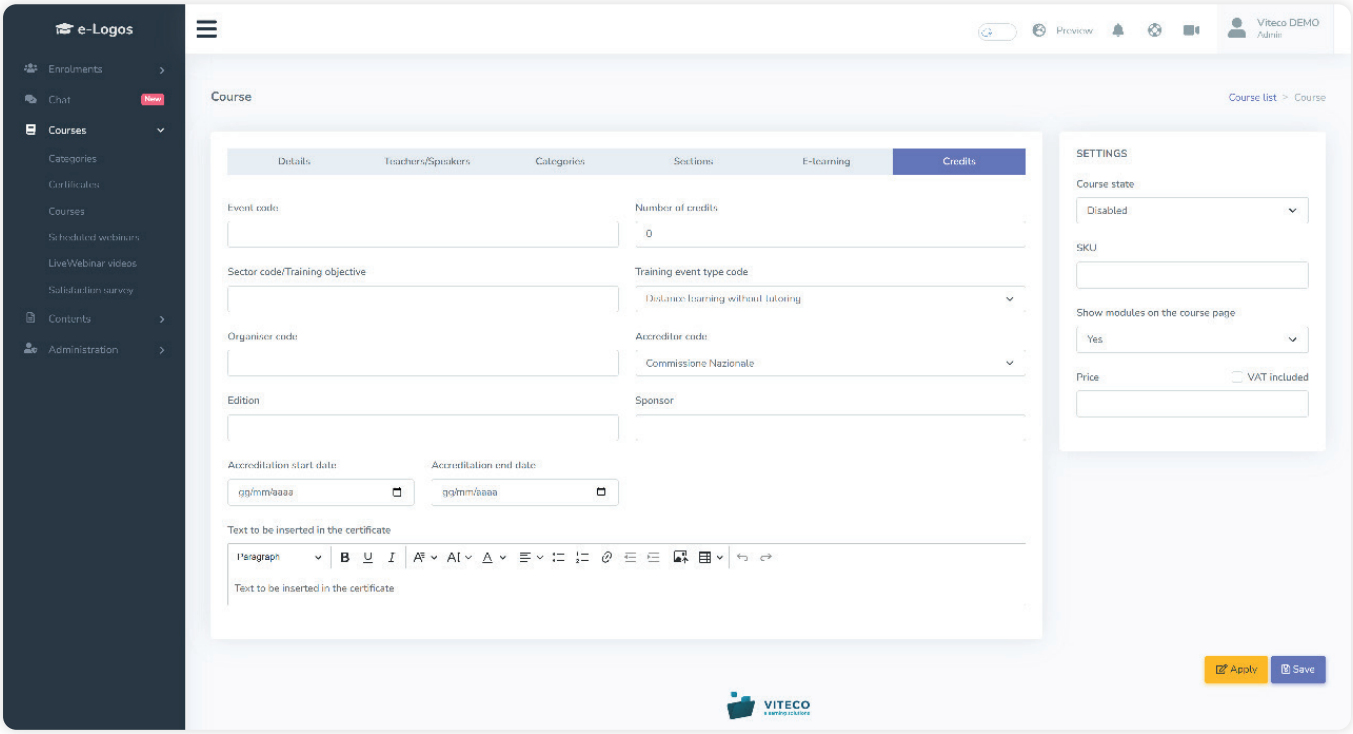


In the **CATEGORIES** TAB you enter one or more categories of interest related to the respective course.



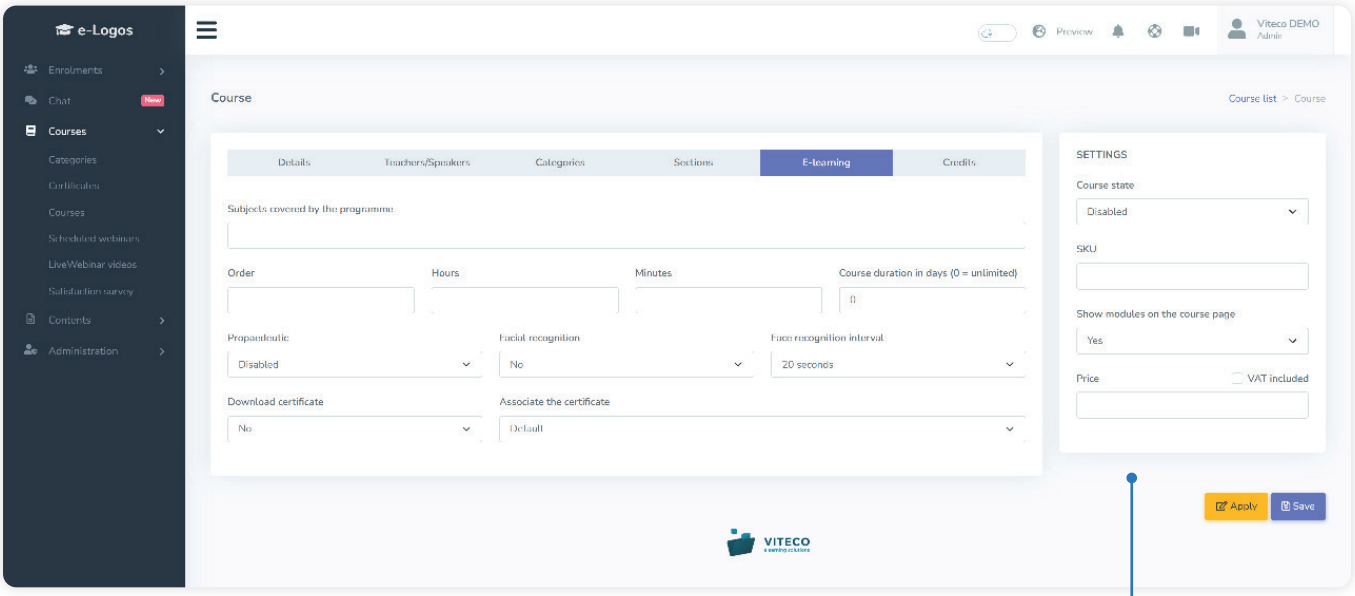
In the **CREDITS** TAB you can enter:

- Number of course credits;
- Date of accreditation.



In the **E-LEARNING** TAB, please enter:

- Subjects covered by the programme;
- Course order within the category (not compulsory);
- Course hours and duration in days;
- Propaedeuticity: if Yes, all modules will be propaedeutic.



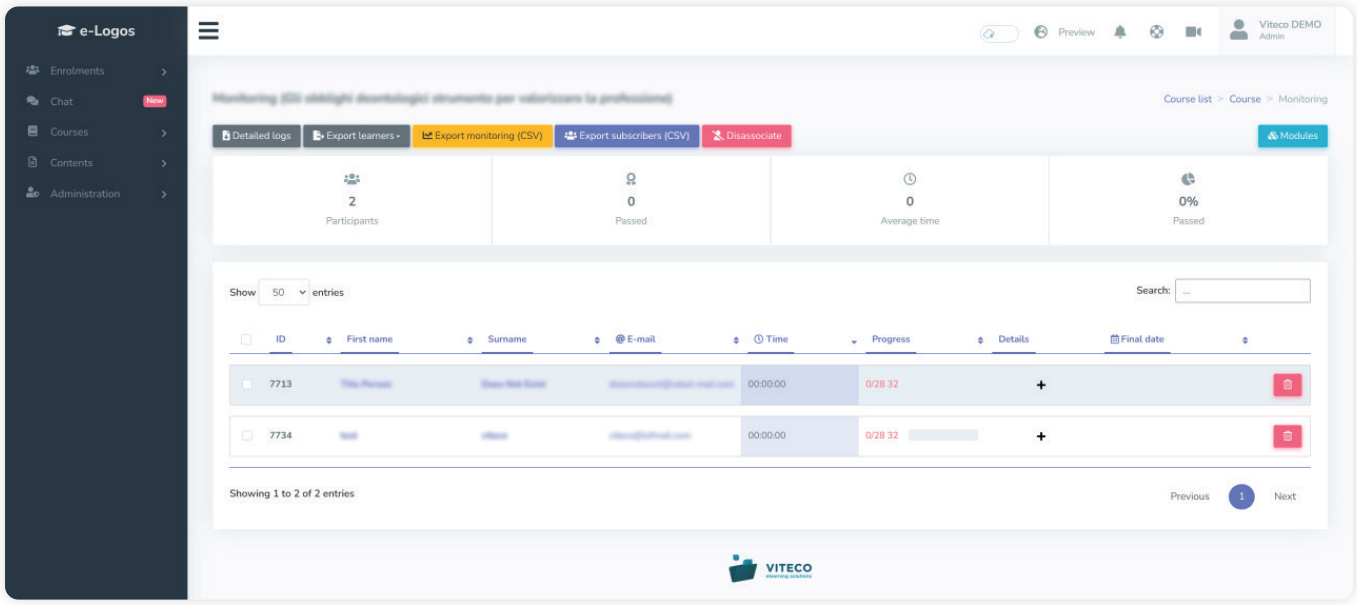
Using the fields in the right-hand column, you can define:

- Course status: enabled/not enabled, to set the visibility of the course in the online catalogue;
- SKU: course identification code;
- Show modules on the course page;
- Price.

COURSE MONITORING

The options on this screen are:

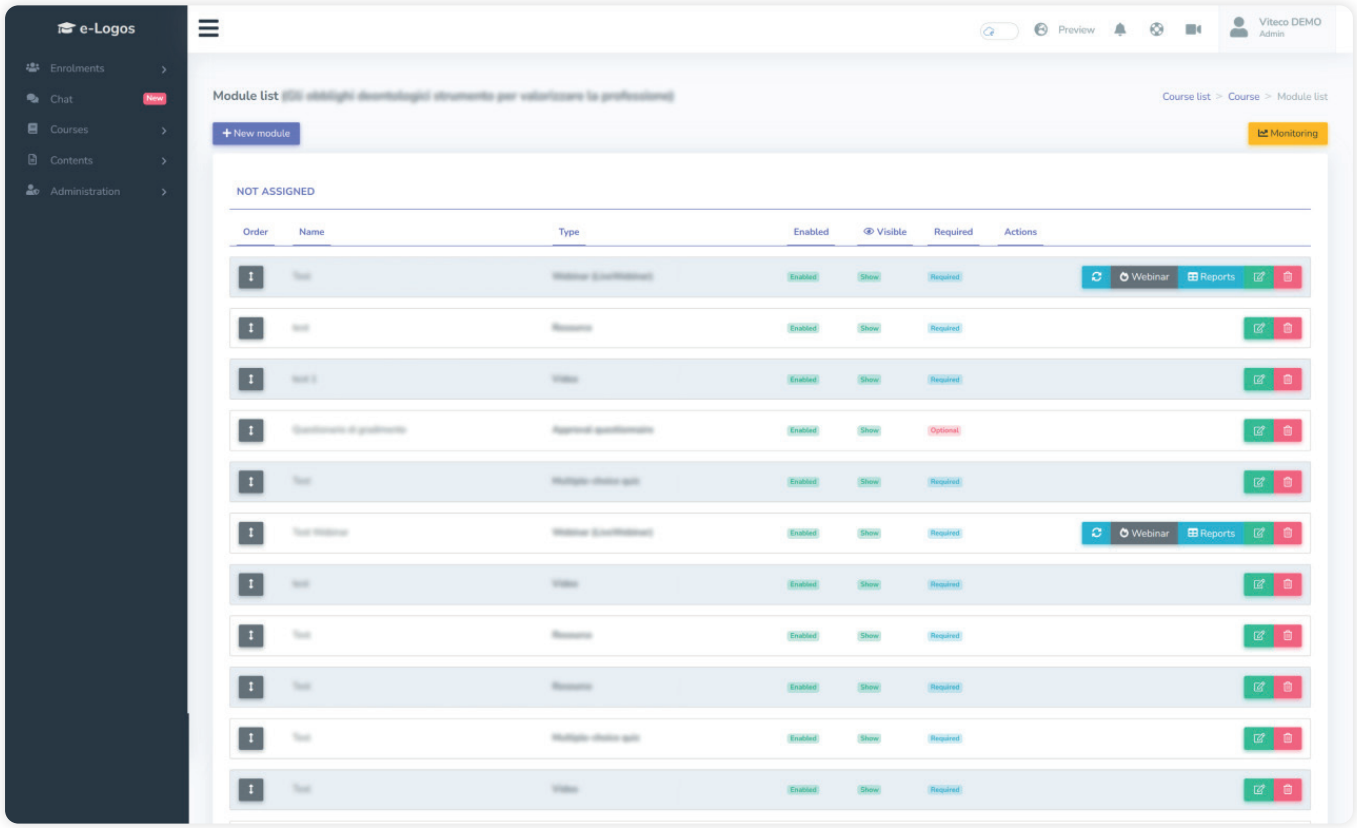
- All **USERS REGISTERED IN THE COURSE**;
- Total **TIME** spent;
- Their **PROGRESS**;
- The **DETAILS** field allows you, by clicking on the plus button, to view statistics by individual module such as START DATE, PROGRESS, SCORE and TIME SPENT within the module;
- The possibility of **REMOVING** a performed activity: the administrator can allow a user to repeat a test that could only be performed once.



MODULES

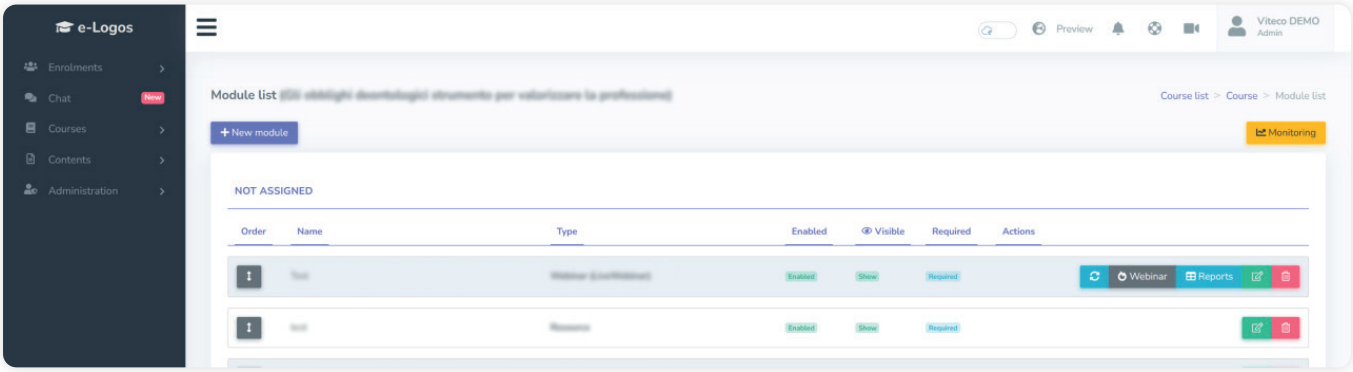
The options on this screen allow individual management of the modules for a single course.

- The **ORDER** button allows you to change the sequence of modules in the course by simply dragging and dropping the **MOVE** button. Please note: Module position is crucial for propaedeuticity;
- The **REQUIRED** field allows you to select whether the content must be compulsorily supported by the learner or only optional;
- The **DELETE** button allows you to delete a module;
- The **EDIT** field allows you to change the settings of the training module (the form is the same as for NEW MODULE). The fields within it are:
  - SELECT MODULE: allows you to choose the type of training content;
  - NAME;
  - SECTION: if sections have been created, select the section where the module is to be assigned within the course;
  - CONTENTS: allows the upload of training material in the format provided by the selected module;
  - TIME (in hours and minutes): the minimum time to be set for the course to be considered completed and for propedeuticities to be unlocked and the certificate to be downloaded. In the case of quizzes, this is the time required to complete it;
  - MINIMUM SCORE: to be achieved in order to pass the module.

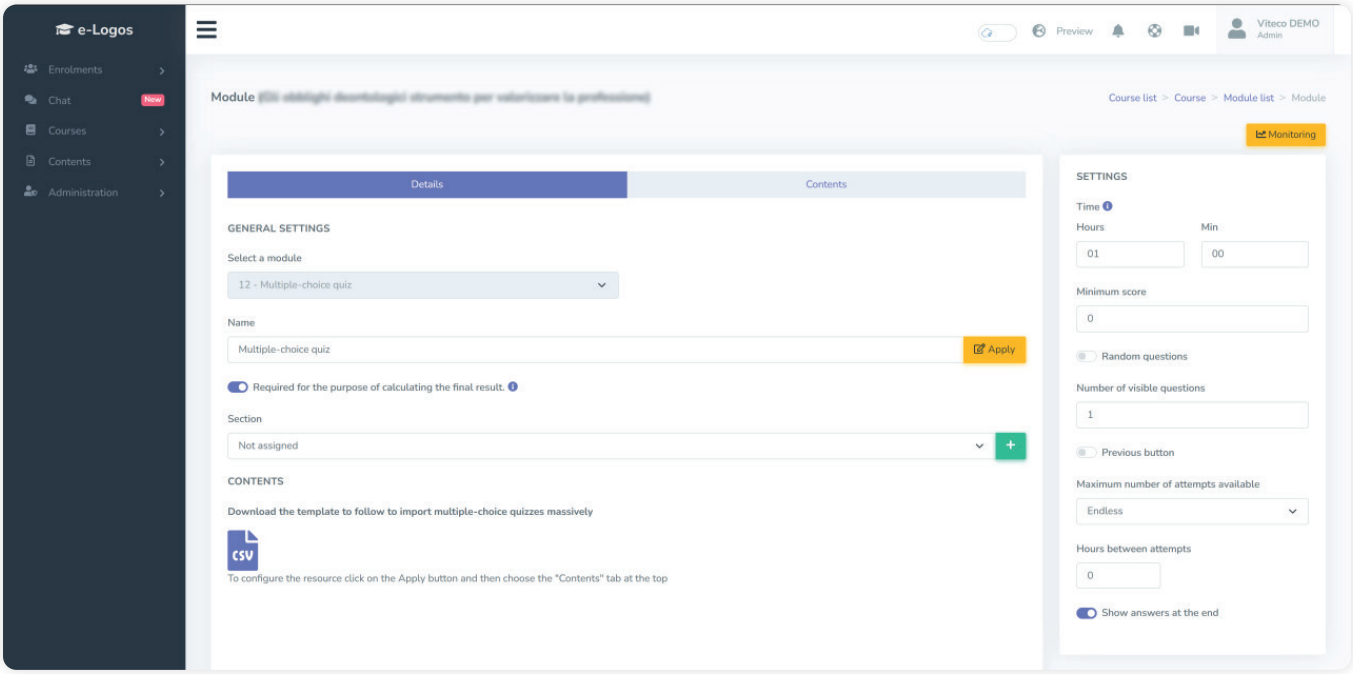


HOW TO CREATE A QUIZ

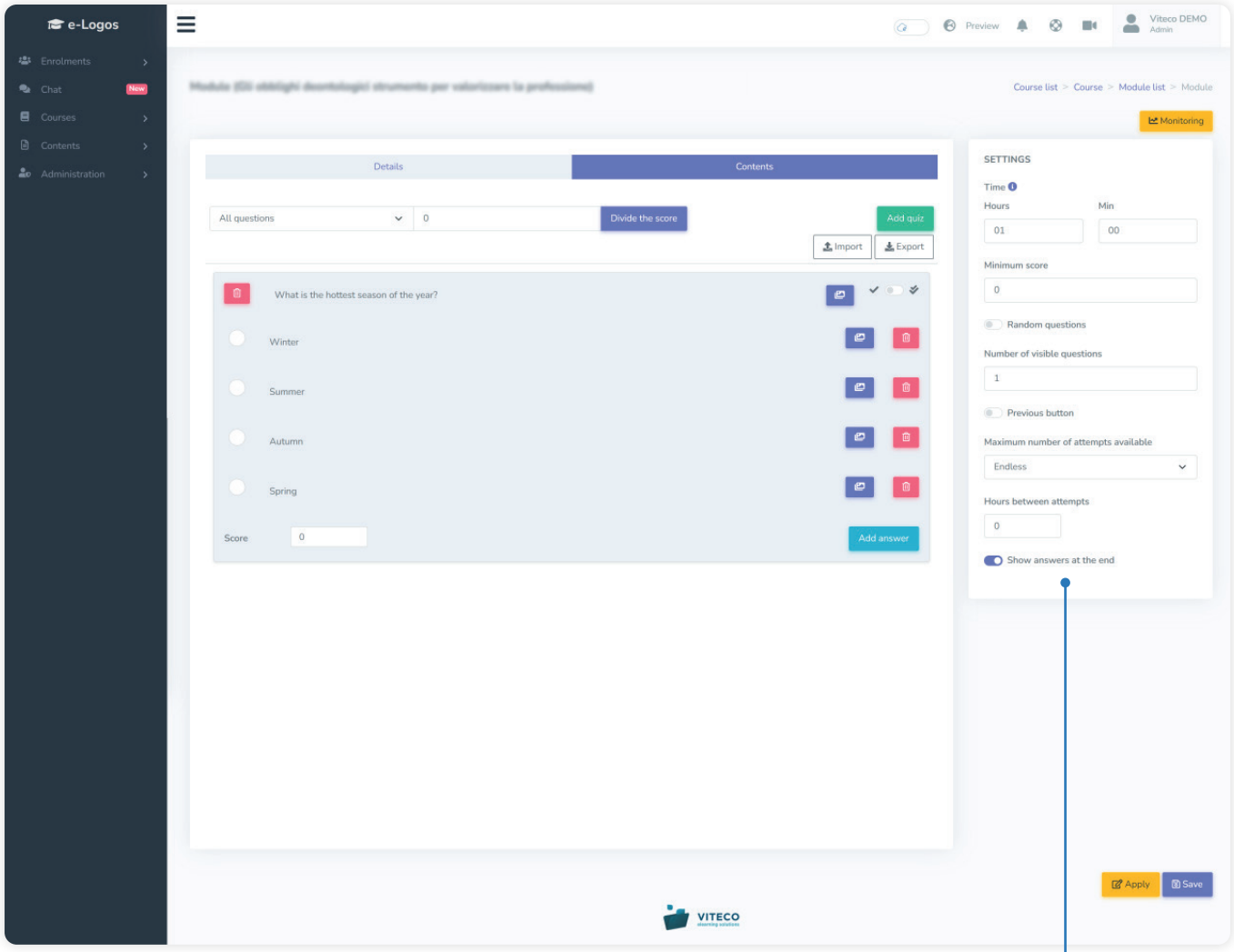
To create a quiz within an existing course, click on **MODULES** and then on **NEW MODULE**.



On the screen that opens, first enter the name you want to give the quiz you are creating and select the type of service (Quiz - Multiple Choice). By default, there will be a template to download and fill in with the quiz questions and answers.



Otherwise, you can click on the **CONTENTS** field to enter the questions and answers manually. Then select the correct answer and score the individual answer. In an entire quiz, the maximum score is 100; therefore, if you enter 10 questions, you must spread the total.



To conclude, set the time for the quiz to be completed, whether or not you want random questions to appear and, finally, whether or not you want only a specific number of questions to appear from the pool of questions uploaded. Press **SAVE** to save the quiz.

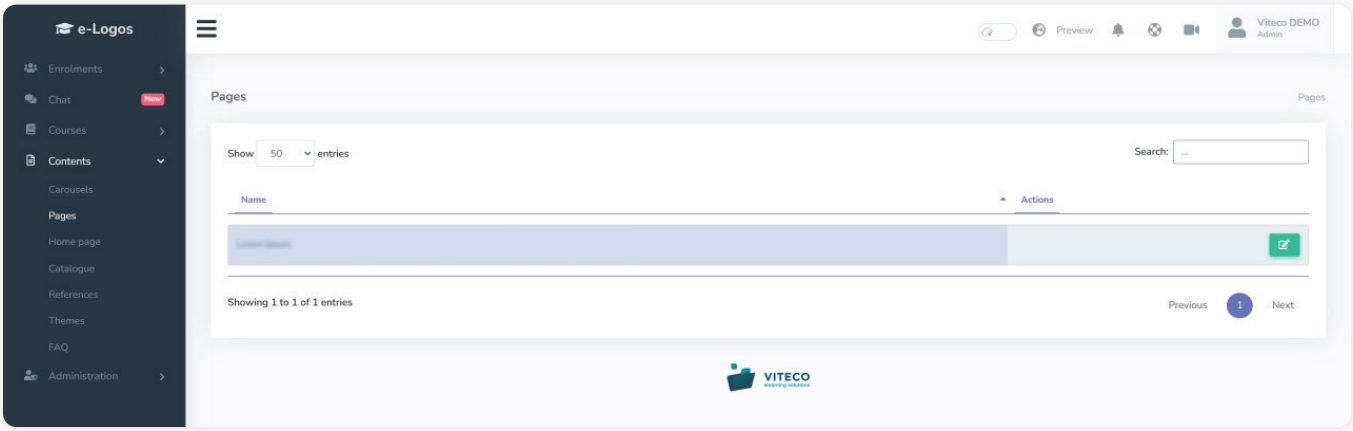
CONTENTS

1. CAROUSELS

Through the CONTENTS section you can add or replace banners on the platform. These must be in .png format. You can insert several banners that will change automatically, e.g. with reference to a specific course to be promoted.

2. PAGES

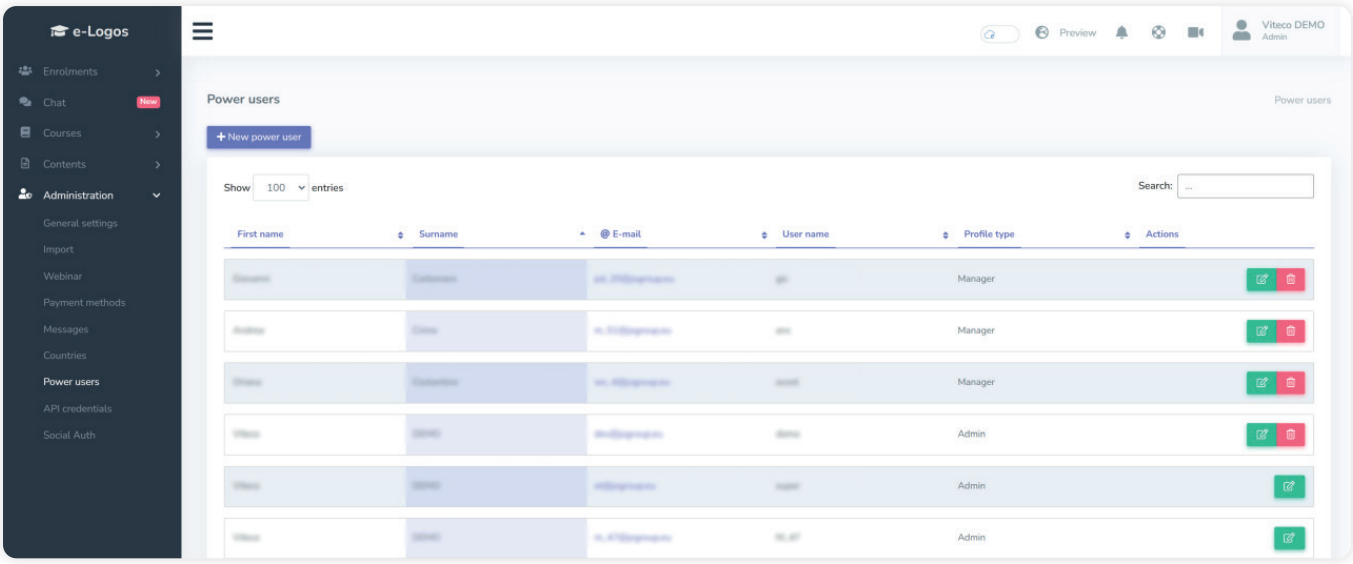
Through this screen, you can define the contents that represent the company.



ADMINISTRATION

1. POWER USER

This section allows you to create new managers who manage the entire platform or new lecturers who manage courses to which they are assigned.



FAQs

1 CAN THE REGISTRATION FORM BE CUSTOMISED?

Yes, absolutely! During installation you can indicate which fields to leave and which to remove; you can also add new ones.

2 CAN THE ADMINISTRATOR ADD NEW USERS AND GIVE CREDENTIALS TO THE LEARNER?

Yes. Just go to the Learners section and click on New Learner.

3 IS THERE A POSSIBILITY OF CREATING A COURSE BASED ON AN EXISTING ONE?

You have the possibility to duplicate an existing course by going to the Courses section. This way you will only be able to edit content that differs from each other.

4 IS THE PLATFORM READY FOR ELECTRONIC INVOICING?

Yes. At the time of purchase, an .xml file will be generated that can be sent to the Tax Agency.

5 A LEARNER POINTS OUT THAT, DESPITE ENTERING THE CORRECT ANSWERS, THE TEST IS FAILED

In such cases, care must first be taken to ensure that the course parameters have not been changed during the course. If this is the case, the changes will not be applied to those who have already purchased and started the course and, consequently, errors may be generated.

6 WE HAVE UPDATED THE DATA OF A COURSE PACKAGE, BUT NOT EVERYONE DISPLAYS THE APPLIED CHANGES.

Changes applied to a course package do not automatically apply to those who had purchased the package prior to the changes.

7 A USER REPORTS THAT HE TRIES TO LOG IN WITH HIS NAME AND PASSWORD, BUT IS UNABLE TO ENTER THE PLATFORM.

Please note that the username for logging into the platform is the email you entered during registration. It is not possible to log in by entering your first and last name.

8 AT PAYMENT CHECKOUT, THE BANK CONFIRMATION WINDOW IS BARELY READABLE, HOW IS THAT POSSIBLE?

This is a typical example of an error that does not depend on the platform, but on the provider used for payment methods. We recommend using a provider with a solid user-experience.

9 IS THERE A POSSIBILITY TO MASSIVELY IMPORT USERS INTO THE PLATFORM?

Yes. Via a .csv file you have the possibility to import users into the platform. The template to follow will be provided to you on request.

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