

Smart Trainer LMS

User Manual Guide

For System Administrator

August 27, 2020




Welcome to Smart Trainer LMS!

Smart Trainer allows the online delivery of training with real time tracking of training results, optimizing time and reducing cost associated with traditional learning methods. Smart Trainer is a learning software designed to deliver, track, train and certify online training.

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1. How to access to the LMS?

Step 1: Go to Smart Trainer LMS Online Training site.

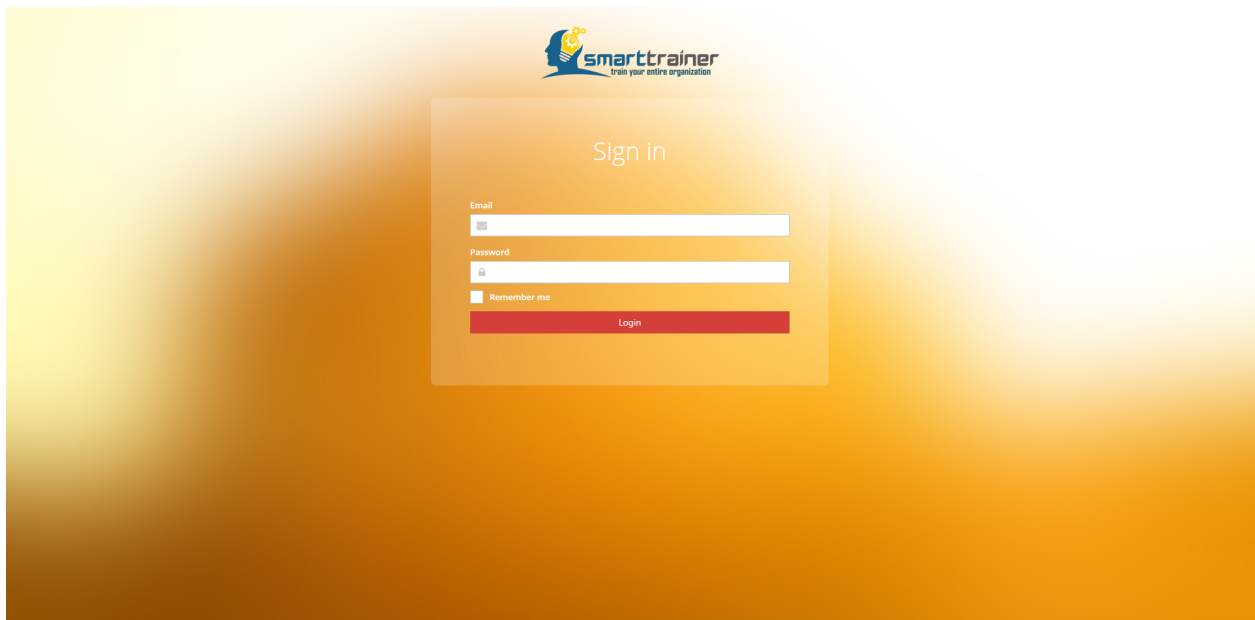
Step 2: Enter your login in the Email field.

**Email must be include @, does not have space or special characters (^, &, *, \$, #).*

Step 3: Enter your Password.

Step 4: Click on the “Login” button.

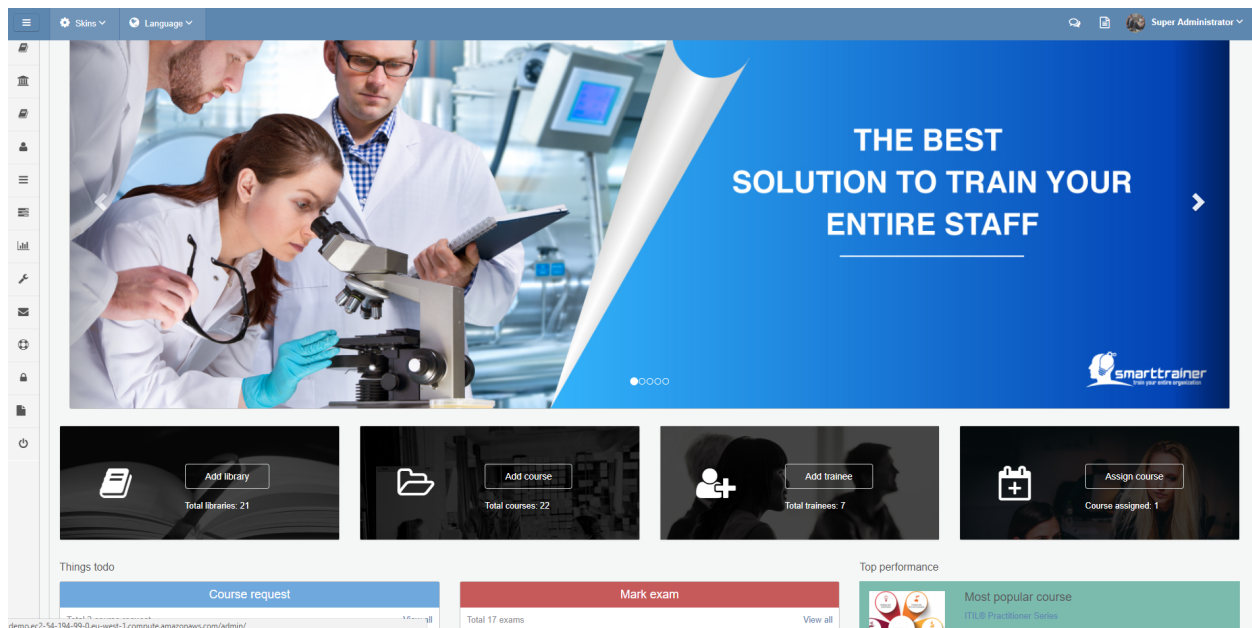
**Click on “Remember me” check-box to save password for the next login.*



2. How do I begin my training?

After login successfully, the LMS will open to the Dashboard screen. The Dashboard screen is divided into three sections:

- **Slider images**, which can be managed in Setting > Themes.
- **Quick actions:** Add new course, Add new trainee, Assign courses.
- **Thing to to:** Handle course request, Mark exam; **Top performances:** The most popular course, The most productive trainee.



3. How to create new training?

Smart Trainer LMS has 2 types of trainings: **Single course**, which trainees have to learn the whole course, take exam & get certificate to complete course training; **Training plan**, which trainees have to learn multiple modules from multiple courses, take exam & get certificate to complete training plan.

However, before creating Single course training or Training plan, you have to create Library for these courses first.

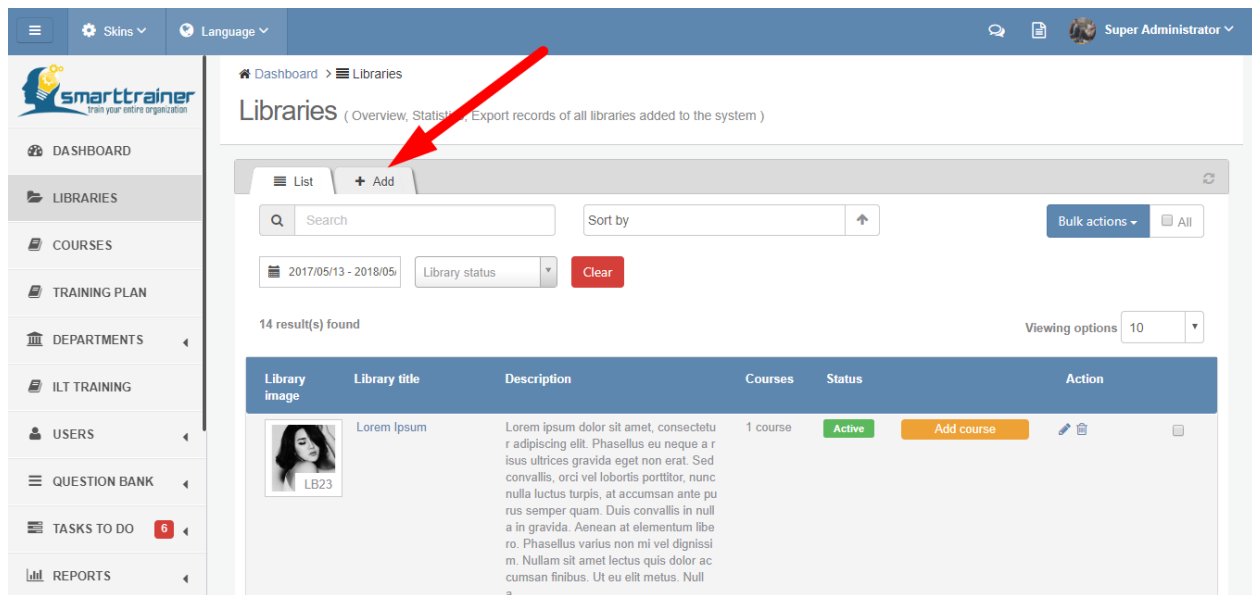
3.1. How to create new Library?

At the navigation bar in the left side, clicks on the “Libraries” module to go the Library management. Otherwise, you can click in button “Add library” in Dashboard.



3.1.1. How to create new library?

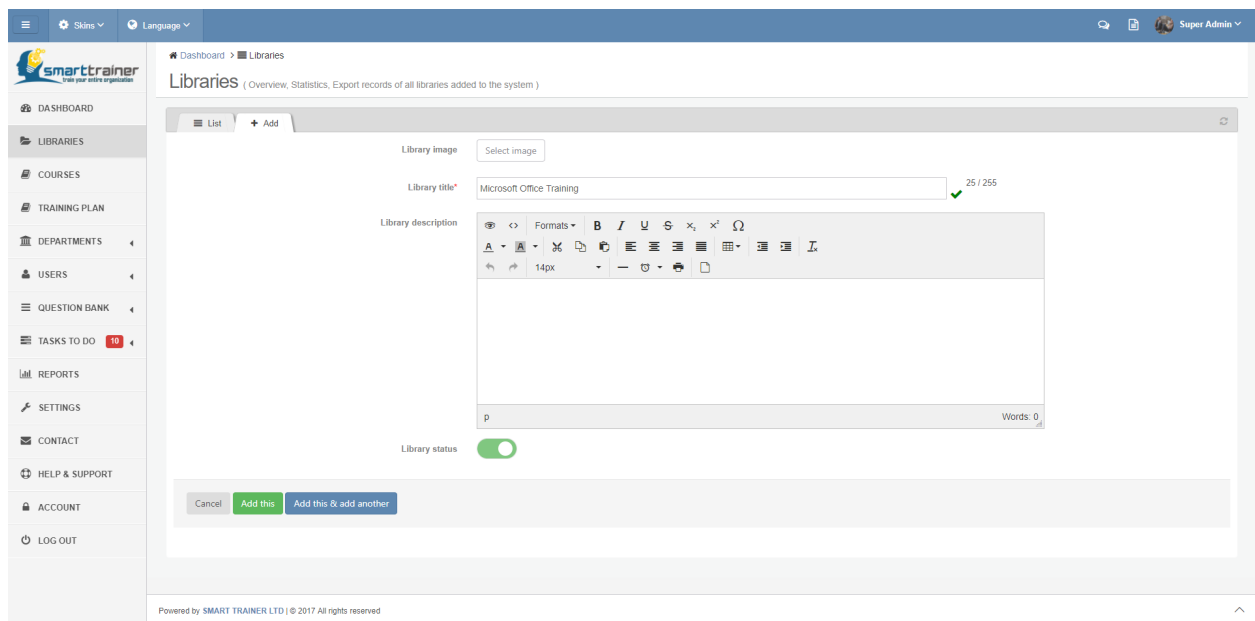
You can create new library by click on tab “+ Add”.



When creating a new library, the system administrator must configure it using a form provided by Smart Trainer LMS where values are set for following fields:

- Library image: Optional field. Select image from Computer
- **Library title: Required field. Unique title.** Maximum 255 characters.

- Library description: Optional field.
- **Library status:** Active or Inactive. Auto set as active.
- Click “Cancel” to quit saving new library.
- Click “Create new library” to save new library.
- Click “Create new library & another” to save this new library & continue create a new one.



3.1.2. How to manage libraries?

In the libraries list, you can manage all the libraries: Add new library, Edit library, Activate library, Deactivate library or Delete library.

If you want to activate, deactivate or delete multiple libraries at the same time, you can select these

libraries by check-box then select “Bulk action”  at the top right corner.

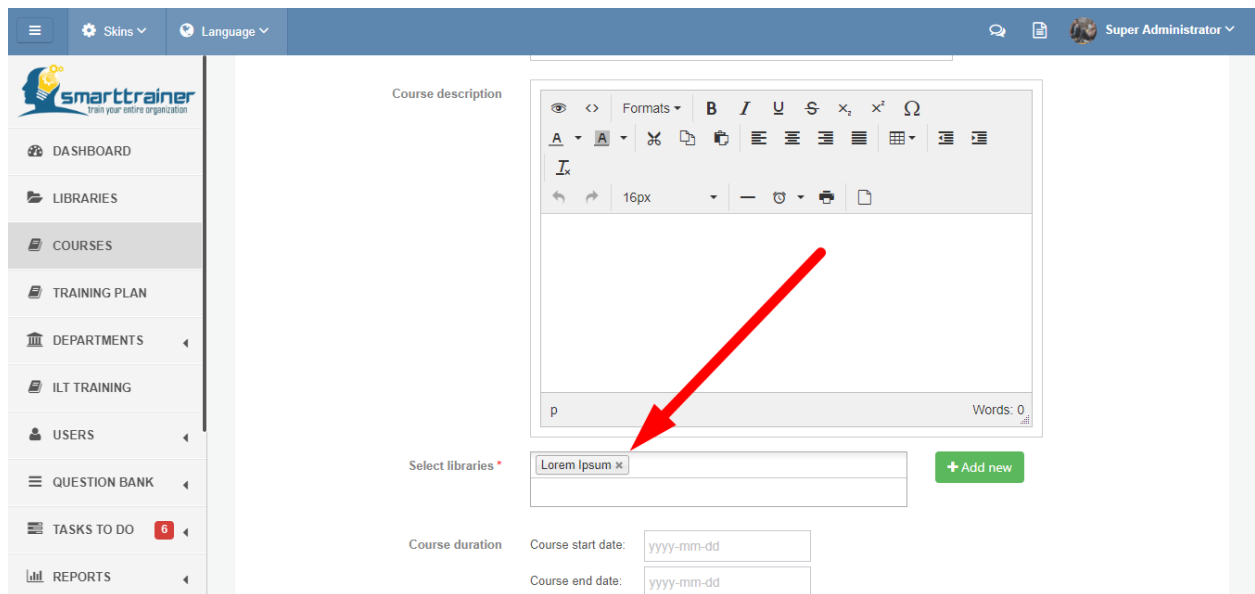
The screenshot shows the SmartTrainer web application interface. The top navigation bar includes 'Skins', 'Language', and 'Super Administrator'. The left sidebar contains a menu with options: DASHBOARD, LIBRARIES, COURSES, TRAINING PLAN, DEPARTMENTS, ILT TRAINING, USERS, QUESTION BANK, TASKS TO DO (6), and REPORTS. The main content area displays a 'List' view of libraries. At the top of the list, there is a search bar, a 'Sort by' dropdown, and a filter for 'Library status' with a 'Clear' button. Below this, it indicates '14 result(s) found'. A table lists the libraries with columns for 'Library image', 'Library title', 'Description', 'Courses', 'Status', and 'Action'. Two library entries are visible: 'Lorem Ipsum' (LB23) with 1 course and 'What is Lorem Ipsum?' (LB16) with 0 courses. A 'Bulk actions' dropdown menu is open, showing options for 'Activate', 'Deactivate', and 'Delete'.

If you want to find a specific library, you can use search, sort or filter functions:

- Search function: Free text search. Enter any keywords that you remember.
- Sort function: Sort by: Library's title, Number of courses from A/ Newest to Z/ Oldest or vice versa.
- Filter function: Filter by duration of created date (for example: This month, Last month, Last 6 months, This year, Last year or Custom range), Library's status: Active or Inactive.

Moreover, if you want to change the number of libraries showed in one page, you can change the view option by 5, 10, 15, 20, 25, 50, 100 libraries/ page at "Viewing option" box.

Moreover, there is a very quick & easy way for you to add a new course in one library. Let's click in button "Add course" in library list. Then, you will be redirected to Add new course form and continue adding other information to create course in selected library:



3.1.3. How to view library detail?

You can view a library detail easily by click on the library's image or library's title.

In the library detail page, you can see all the following information in the session in the left side:

- Library image (if any)
- Library ID
- Total courses in this library
- Created time
- Created by

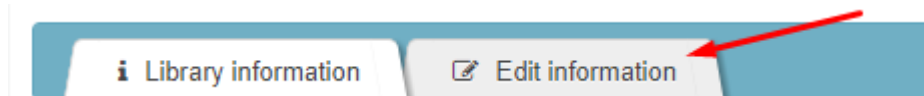
In the main session in the right side, you can see:

- Library title
- Library description (if any)
- Courses list in this library

The screenshot shows the SmartTrainer web application interface. On the left is a navigation sidebar with options: DASHBOARD, LIBRARIES, COURSES, TRAINING PLAN, DEPARTMENTS, ILT TRAINING, USERS, QUESTION BANK, TASKS TO DO (with a red notification badge), and REPORTS. The main content area is titled 'Library information' and is marked as 'Active'. It features a 'Back to library list' button, a 'Library information' button, and an 'Add new course' button. Below this is a tabbed interface with 'Library information' and 'Edit information' tabs. The 'Library information' tab is active, displaying a circular diagram with 'IT Service Management' at the center and several surrounding icons. Below the diagram is a block of placeholder text. Further down, there are fields for 'Library ID: LB8', 'Contain: 3 courses', 'Created time: 2018-03-26 06:39:52', and 'By: Super Administrator'. A list of 'courses in the library' is shown, containing three items: 'ITIL's Lifecycle Approach to IT Service Management', 'ITIL® Foundation Series', and 'ITIL® Practitioner Series'. An 'Edit information' button is located at the bottom of the page.

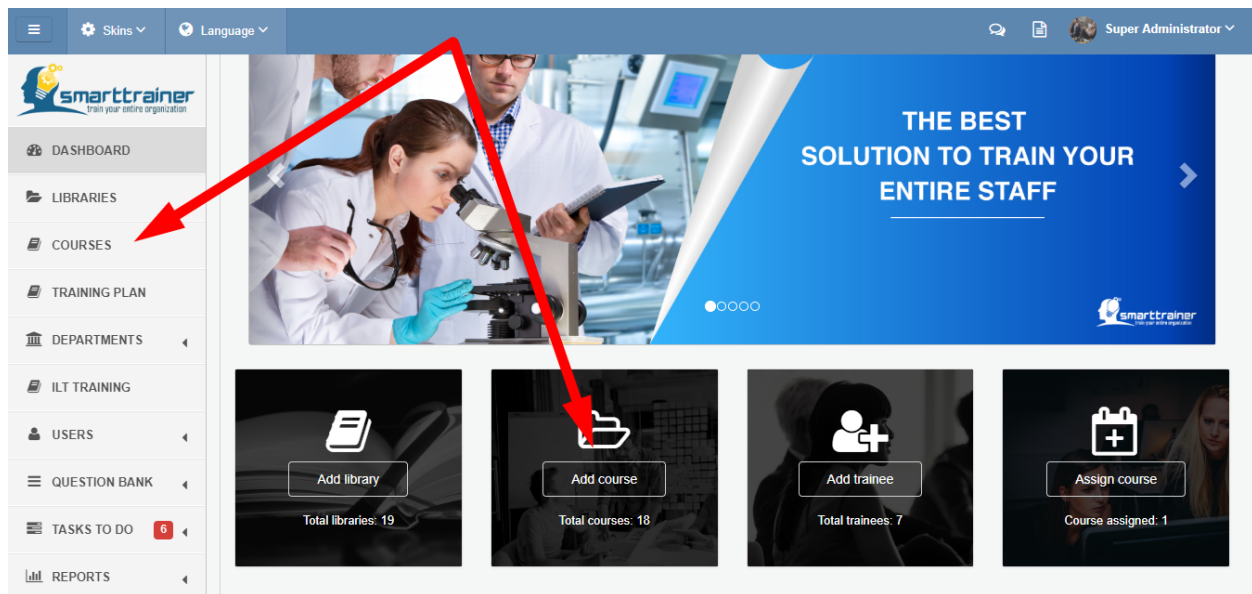
Besides that, you can edit information of this library just by click on the “Edit information” button

 or click on the tab “Edit information”.



3.2. How to create new course?

At the navigation bar in the left side, clicks on the “Courses” module to go the Courses management. Otherwise, you can click in button “Add course” in Dashboard.



3.2.1. How many steps I have to do to create a complete course?

In order to create a complete course then assign to trainee, you have to do as following steps:

Step 1: [Create course information](#)

Step 2: [Create modules in course](#)

Step 3: [Add exam to course](#)

Step 4: [Add quiz to modules](#)

Step 5: [Add certification to course](#)

Step 6: [Add reference documents to each module or the whole course](#)

3.2.2. How to create new course?

You can create new course by click on tab “+ Add” or button “+Add new course” at the right corner of this page.

When creating a new course, the system administrator must configure it using a form provided Smart Trainer where values are set for 3 following sessions:

- **COURSE INFORMATION**

Course image: Optional field. Click to select image from Computer.

Course title: Required field. Unique field. Maximum 255 characters.

Course description: Optional field.

Libraries: Required field. Select multiple libraries to add course.

Course duration: Optional field. Select start date - end date to set up duration for course.

Course status: Required field. Auto set active.

The screenshot displays the 'Courses' management page in the SmartTrainer system. The main content area is titled 'COURSE SETTINGS' and includes the following fields and controls:

- Course image:** A 'Select image' button.
- Course title:** A text input field with a character count of 0/255.
- Course description:** A rich text editor with a toolbar containing various formatting options.
- Libraries:** A dropdown menu with the text 'Select multiple libraries to place this course in' and a sub-note: 'You can select one or multiple libraries under which you want to place this course'.
- Available time:** Two date input fields for 'Course start date' and 'Course end date', both with the format 'YYYYmmdd'.
- Course status:** A toggle switch currently set to 'on'.

The interface also features a sidebar on the left with navigation links (Dashboard, Libraries, Courses, Training Plan, etc.) and a right-hand panel with buttons for 'Assign training plan to trainees', 'Import from 7 free courses', 'Show all courses', 'Add new course', 'Import courses with csv', and 'Run courses report'. Below these are sections for 'Recently viewed' and 'Recently added' courses.

● COURSE'S EXAM

Enable exam for course: Optional field. Check on checkbox if you want to enable exam for course.

Set time to take exam: Required field if you enable exam for course. Unit: minutes.

Allow exam attempts: Required field if you enable exam for course. Select from 1 attempt to 5 attempts.

Maximum number of questions: Required field if you enable exam for course. Only number available.
Unit: question.

Passing percentage: Required field if you enable exam for course. Unit: percentage (%).

Show exam key after finishing the exam: Required field if you enable exam for course. Check on checkbox to display result after trainee finish exam.

Libraries: Select multiple libraries to place this course in. You can select one or multiple libraries under which you want to place this course.

Course duration: Course start date: YYYY/mm/dd, Course end date: YYYY/mm/dd

Course status:

COURSE'S EXAM

Enable exam for course: Check if you want to enable exam for course

Set time to take exam: 1 min(s) ✓

Allow exam attempts: Number of attempts trainee can perform to pass the exam

Maximum number of questions: 1 ✓

Passing percentage: 50 % ✓

Show exam key after finishing the exam: Check to display result after learner finished exam

COURSE'S CERTIFICATE

Allow certificate: Check if you want to give certificate on completion and achievement

Buttons: Cancel, Create new course & training, Create new course & another

● COURSE CERTIFICATE

Allow certificate: Optional field. Check if you want to give certificate on completion and achievement.

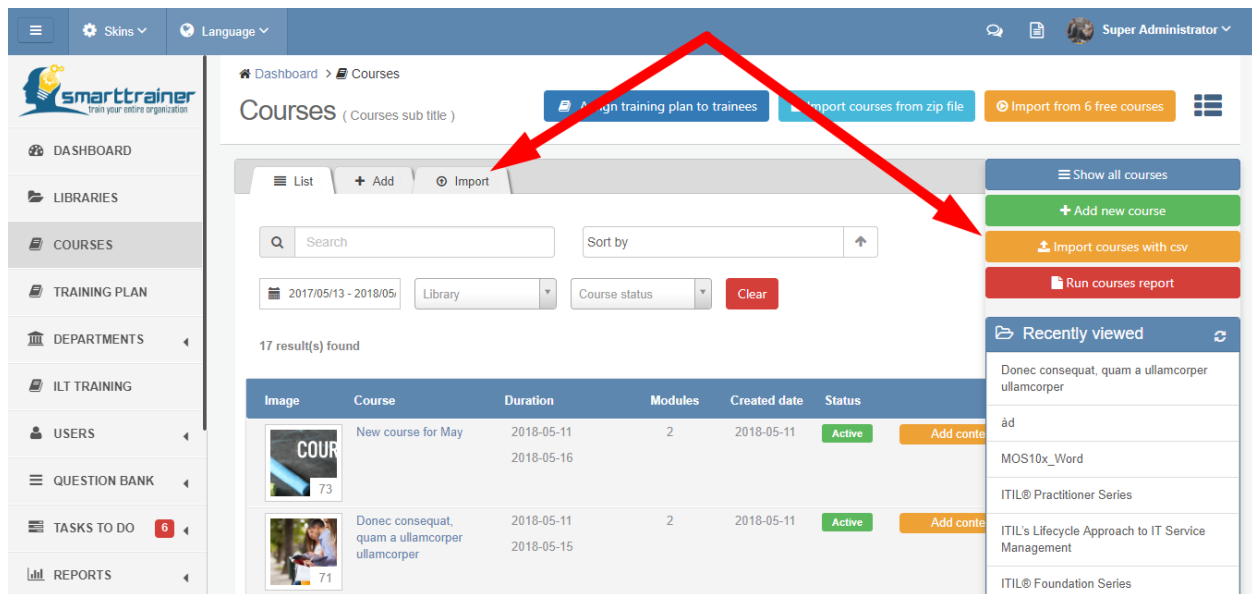
- Click “Cancel” to quit saving new course.
- Click “Create new course” to save new course.
- Click “Create new course & another” to save this new course & continue create a new one.

***ADDITIONAL FUNCTION: A QUICK TIP TO CREATE NEW COURSE**

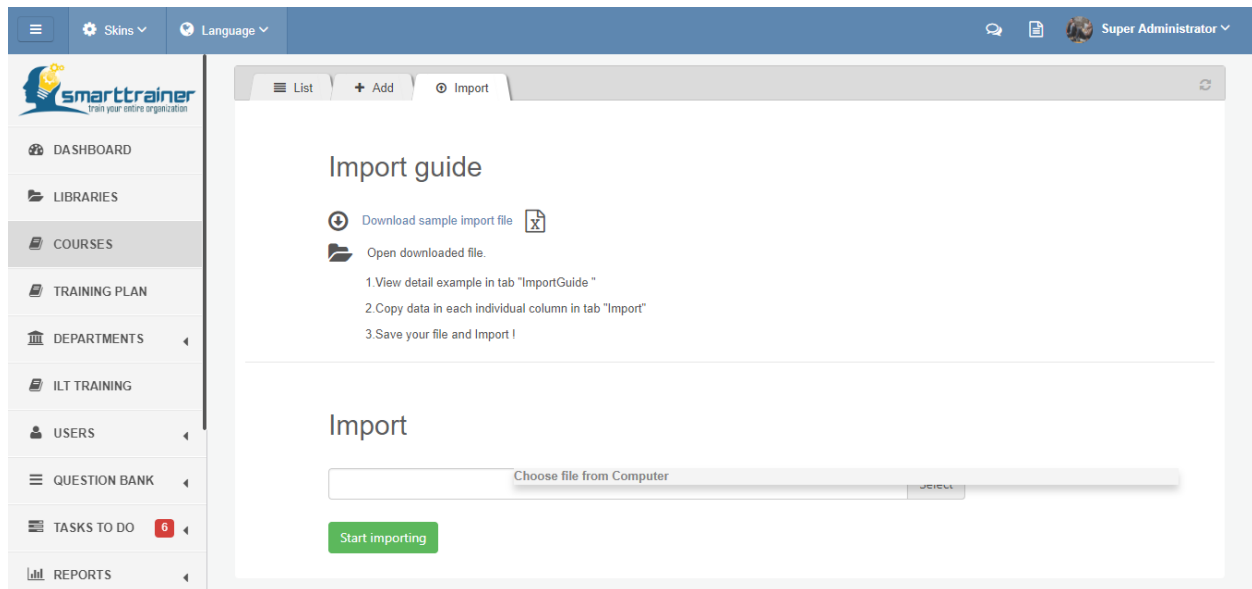
If you want to to create a new course based on information & setting from an existing course, you can do it easily just by click on “Clone” icon in “Action” column. All course information, excluding course title, will be all cloned.

Now you can change course image, add course title & change course description to have a totally new course!

Another quick way to create multiple courses: You can use import courses function.



Click into tab “Import” or button “Import courses with csv”




Import guide

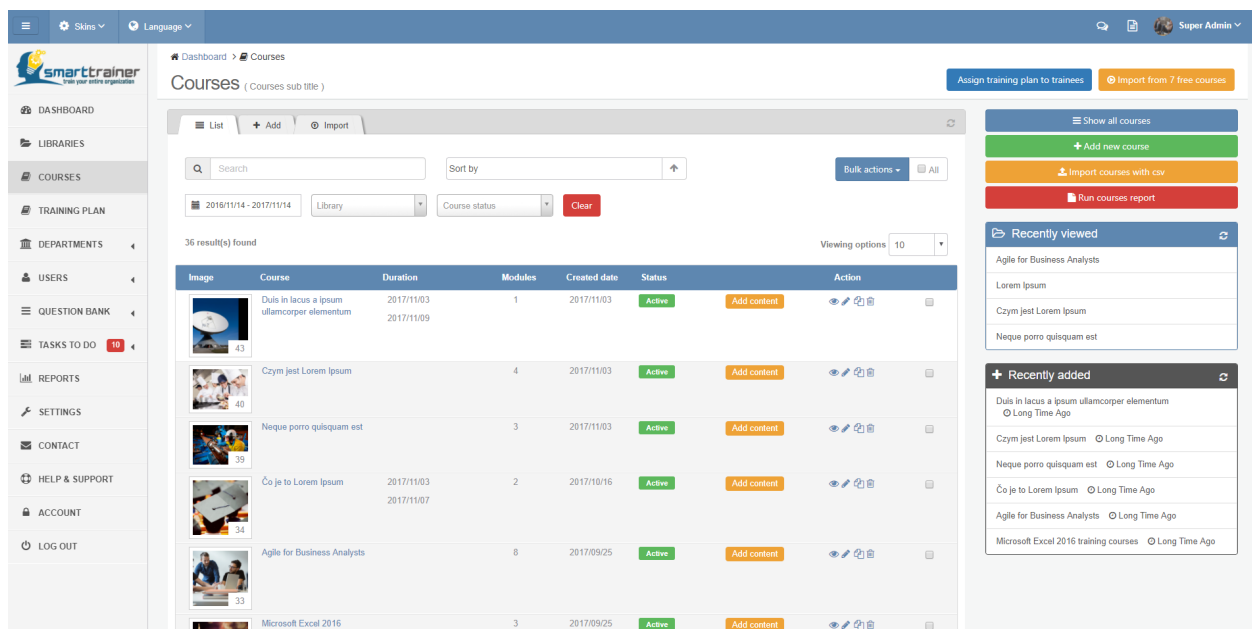
Download sample import file

Open downloaded file.

- 1.View detail example in tab "ImportGuide "
- 2.Copy data in each individual column in tab "Import"
- 3.Save your file and Import !

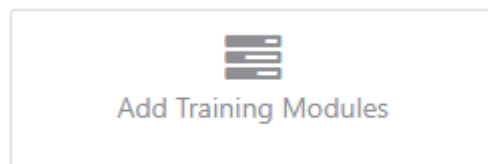
3.2.3. How to create module in course?

After creating new course successfully, you will be redirect to Courses list. At this screen, you can quickly go to Modules list and add new module by click on the “Add content” button 



Another way to create module, you can click on “View” icon  to go to the course detail.

In the course detail screen, let’s click on the “Add training modules” tab



When creating a new module, the system administrator must configure it using a form provided Smart Trainer:

Module title: Required field. Unique field. Maximum 255 characters.

Module description: Optional field.

Upload content: Required field. You can select upload file from computer or embed video from Youtube, Vimeo or both.

Note:

Upload file type from computer: doc, docx, pdf, ppt, pptx, xls, xlsx, csv

Maximum size: 250 MB

Completion condition: Required field. You have to select only one of three options:

- Complete module by click on button: You can rename this button.
- Complete module after a period of time: You will have to set passing time for this modules. Unit: minutes.
- Complete modules after doing some quizzes:

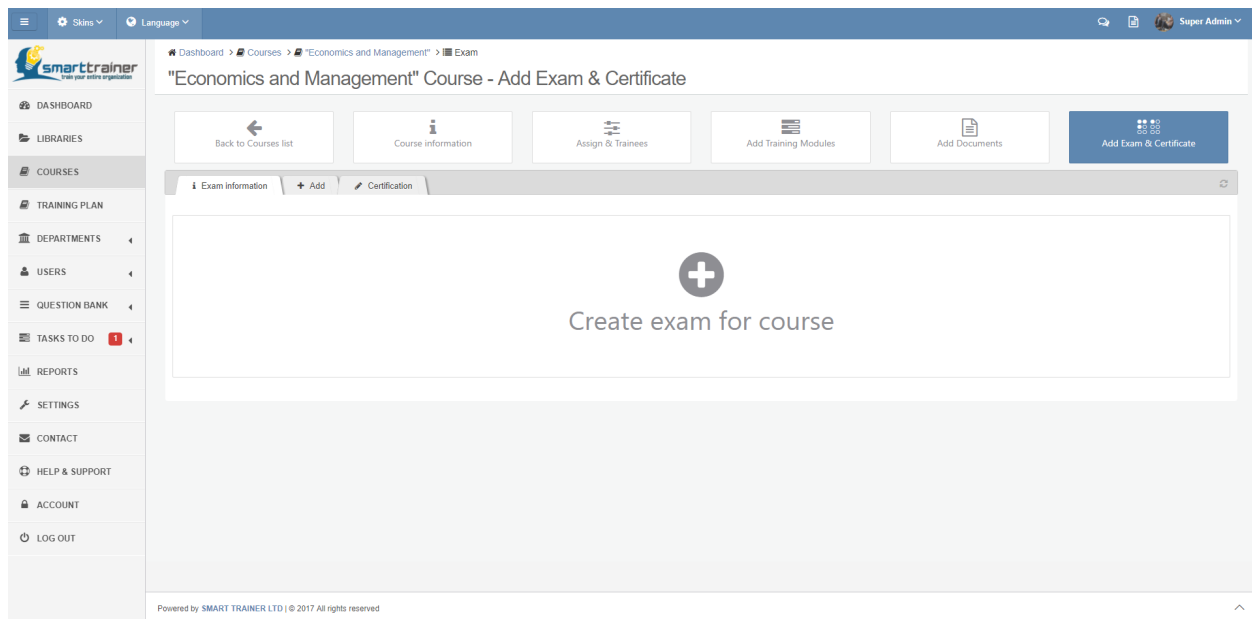
Set time to take quiz: Required field. Unit: minutes

Module status: Required field. Active/ Inactive

Position of module in Modules list: Optional field. System will auto generate position of this module in the modules list. If you want to change the order, you can enter new number or drag drop it in the Modules list.

3.2.4. How to add exam to course?

The easiest way to add exam to course is by clicking on the tab “Add Exam & Certificate”.



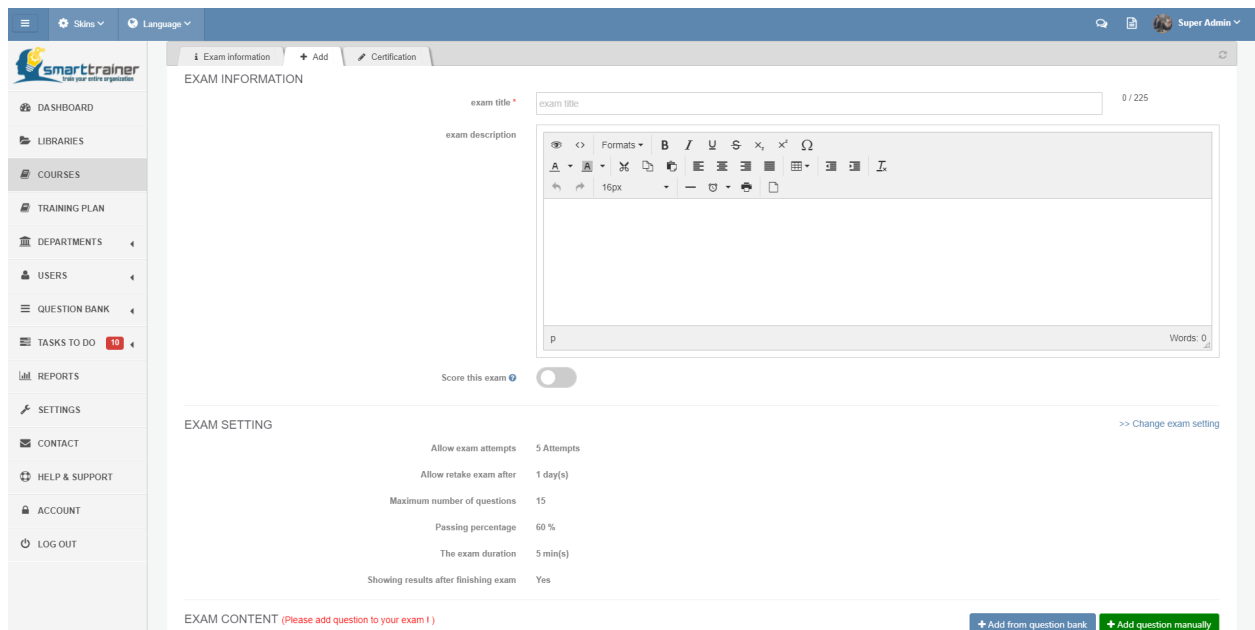
In order to create exam for course, you will have to fill in following fields:

Exam title: Required field. Maximum 255 characters.

Exam description: Optional field.

Score this exam: Auto set inactive. You can switch on to enable scoring for questions!

In this screen, you also can view the settings of exams which you created when creating a new course. If you want to change exam setting, just click on the text link “>> [Change exam setting](#)”.

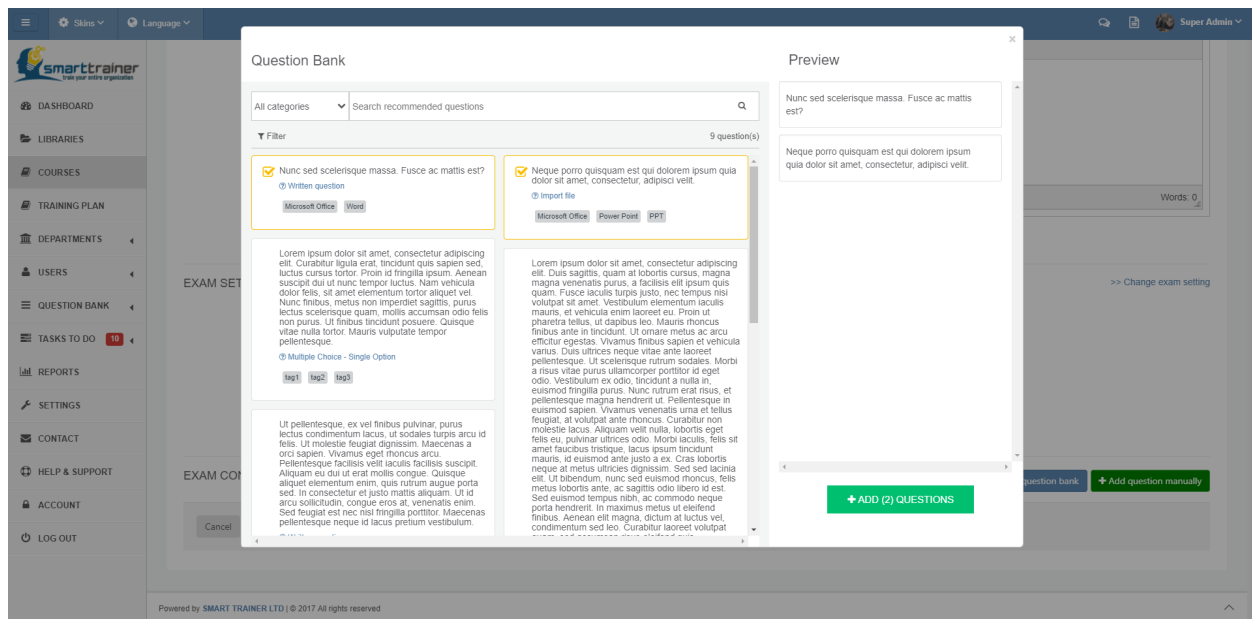


Smart Trainer provides 2 options for you to create exam for course:

Add from Question Bank

If you already added questions in Question Bank, you can use this function. Want to search for a specific question? Let's use search or filter by Question library functions.

Just by drag drop to select question, then click on "+ Add question" button.

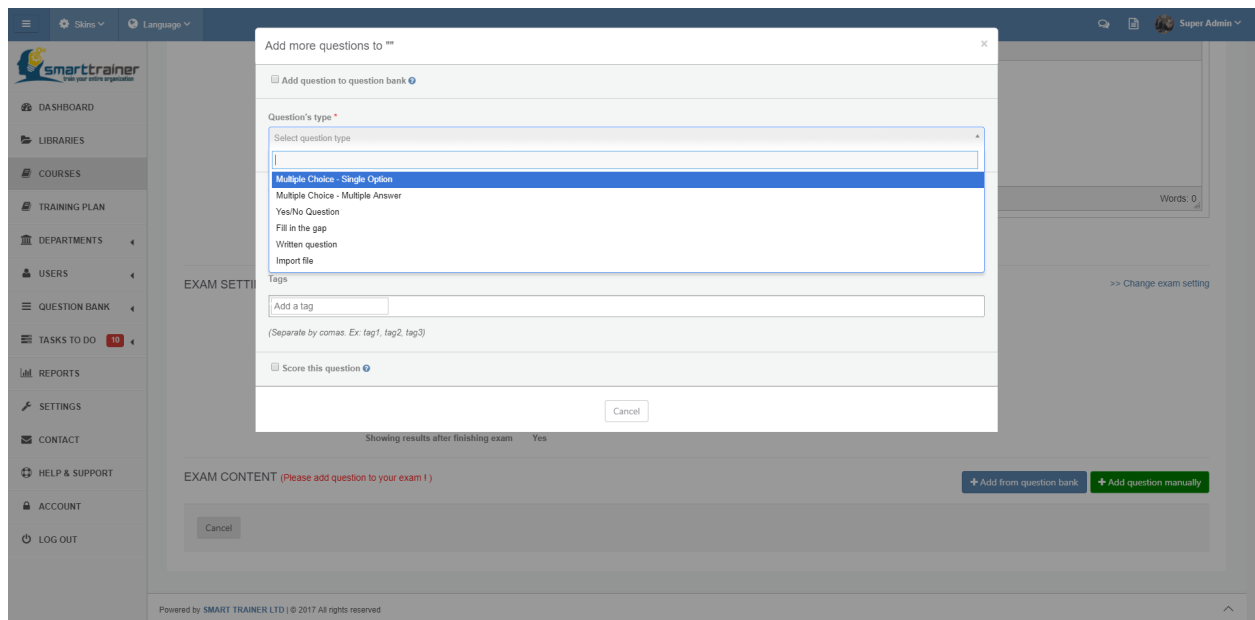


Or Add new question manually with 6 type of questions:

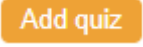
- Multiple Choice - Single Option
- Multiple Choice - Multiple Answer
- Yes/ No Question
- Fill in the Gap
- Written Question
- Import File

If you are going to use this question many times, or just want to use the format of this question, you can click on the checkbox “Add question to Question Bank” *

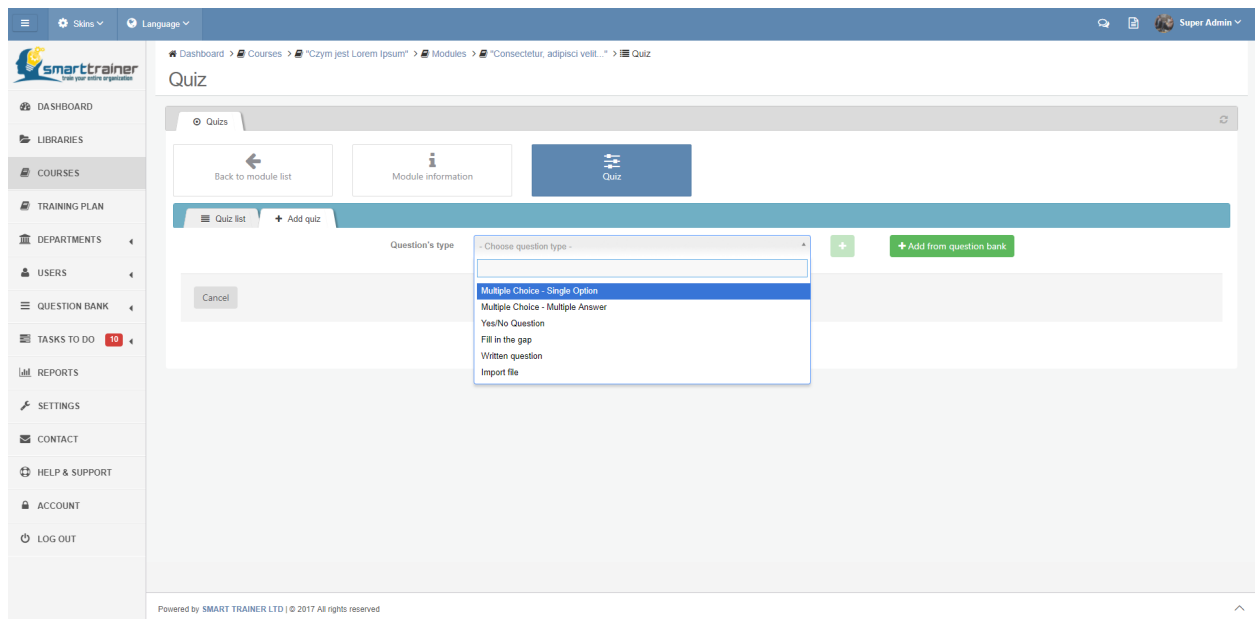
**By adding question to Question Bank, you can simply use it by select it from Question Bank next time.*




3.2.5. How to add quiz to module?

After creating new module successfully, you will be redirect to Module list. At this screen, you can quickly add new quiz by click on “Add quiz” button .

Another way to add quiz, you can click on “View” icon  to go to the module detail then click “Add quiz”.



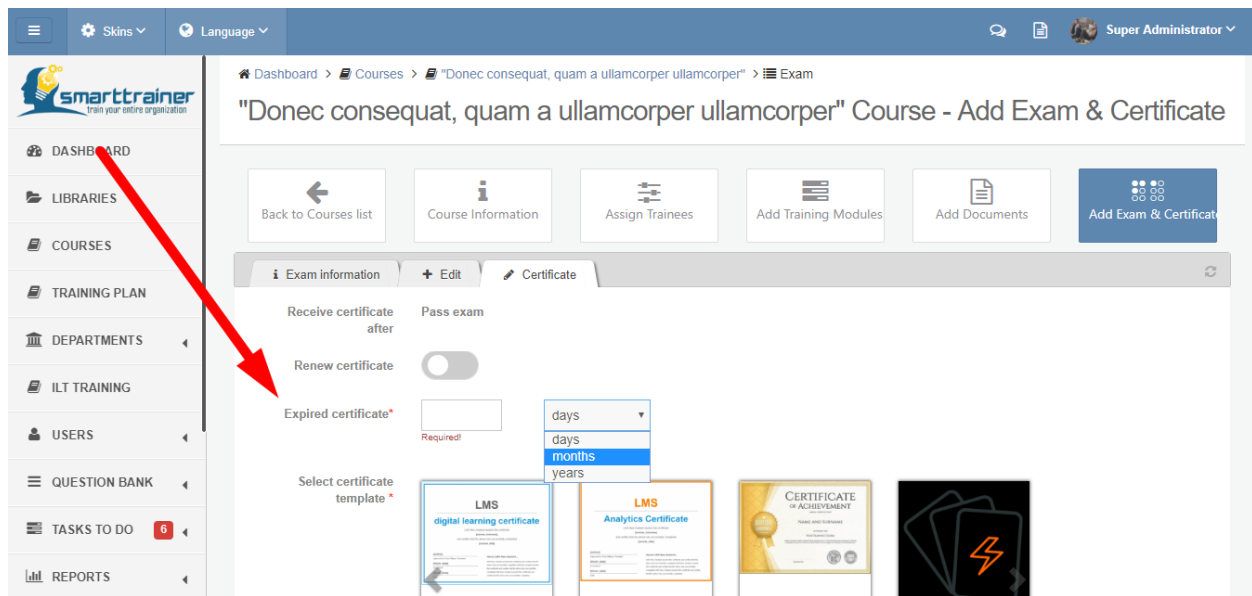
At this screen, just select question type which you want to add then click on “+” icon  to start adding quiz.

Smart Trainer LMS has 6 type of quizzes/ questions:

- Multiple Choice - Single Option
- Multiple Choice - Multiple Answer
- Yes/ No Question
- Fill in the Gap
- Written Question
- Import File

3.2.6. How to add certificate to course?

You can add certificate to course by click on the tab “Add certificate”. Now you can select the template which you want to use then click “Add certificate” to save your setting.



You can customize certificate:

Renew certificate: Yes/ No

Expired certificate: Required. Set duration by days/ months or years. Enter number to set duration.

Select certificate template: Required.

3.2.7. Add reference documents to each module or the whole course?

You have reference documents for trainees to research? Let's add documents to module & course.

In adding document screen, you have to fill in following fields:

Document for: The whole course or Specific module. Auto set for the whole course.

Document title: Required field. Maximum 255 characters.

Document description: Optional field.

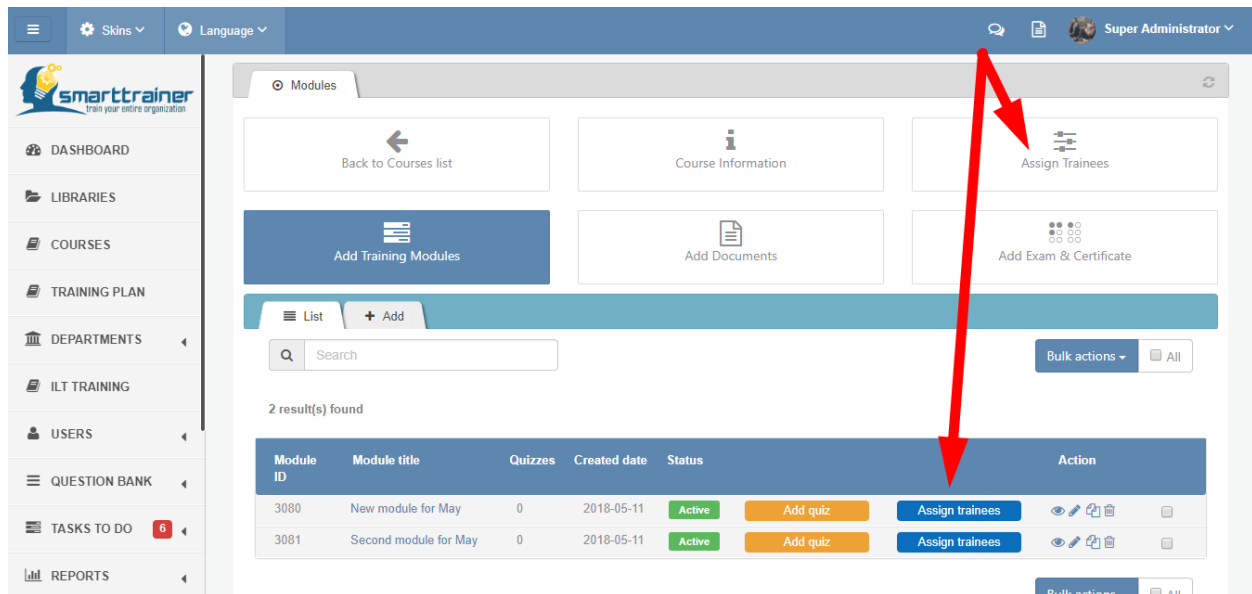
Upload content: Required field. You can select upload file from computer or embed video from Youtube, Vimeo or both.

Document status: Required field. Active/ Inactive

Position of document in Documents list: Optional field. System will auto generate position of this module in the modules list. If you want to change the order, you can enter new number or drag drop it in the Modules list.

3.2.8. How to assign trainees to course?

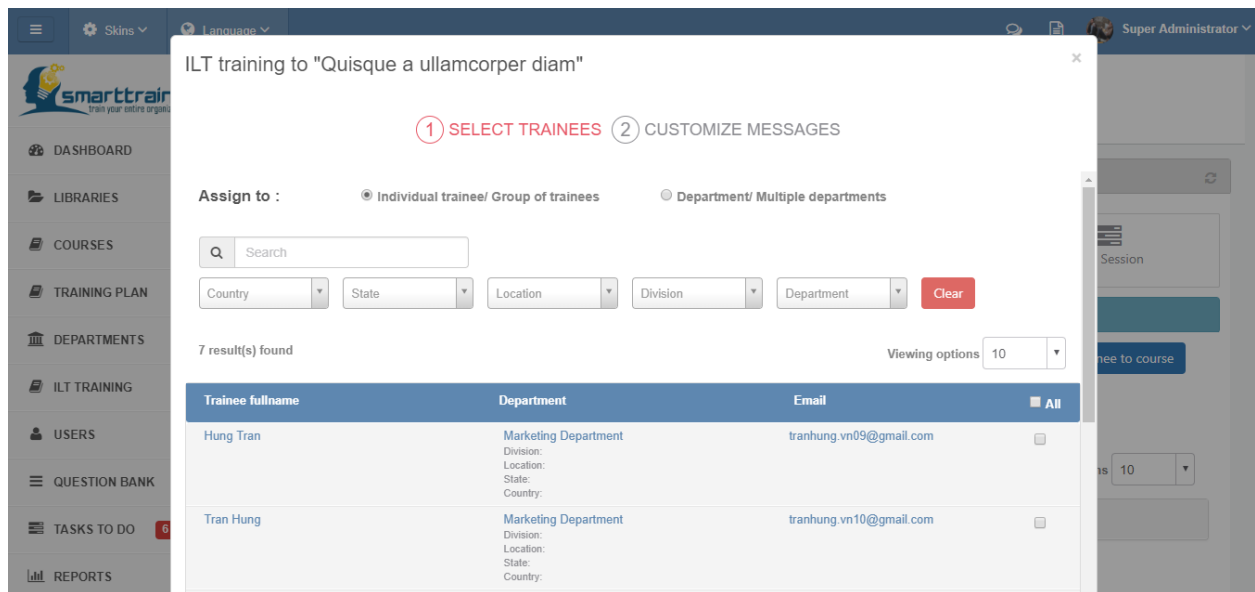
In order to assign trainees to course, you can click into tab “Assign Trainees” or button “Assign trainees” in Modules list



The screenshot shows the SmartTrainer interface. On the left is a navigation menu with items like Dashboard, Libraries, Courses, Training Plan, Departments, ILT Training, Users, Question Bank, Tasks to Do, and Reports. The main content area is titled 'Modules' and contains several action buttons: 'Back to Courses list', 'Course Information', 'Assign Trainees', 'Add Training Modules', 'Add Documents', and 'Add Exam & Certificate'. Below these is a table with 2 results found. A red arrow points from the 'Assign Trainees' button in the top right to the 'Assign trainees' button in the table's action column.

Module ID	Module title	Quizzes	Created date	Status	Action
3080	New module for May	0	2018-05-11	Active	Add quiz Assign trainees View Edit Delete Copy
3081	Second module for May	0	2018-05-11	Active	Add quiz Assign trainees View Edit Delete Copy

Just by clicking into button “Assign trainees”, you can start selecting trainees for course:



Step 1: Select trainees

You can assign to Individual/ Group of trainees or Department/ Multiple departments.

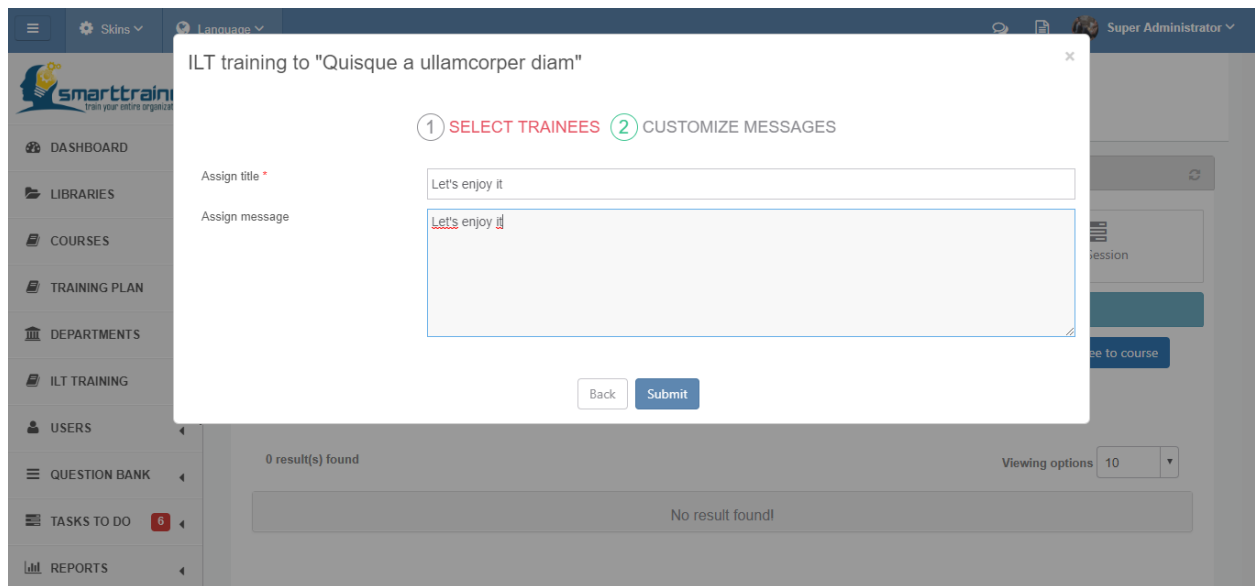
Moreover, you can search or filter to view according trainees.

Step 2: Customizes messages

Assign title: Required. Text input field.

Assign message: Optional.

Click Cancel to quit assigning. Click Submit to assigning ILT training to trainees.



3.3. How to create new training plan?

3.3.1. How many steps do I have to do to create a training plan?

In order to create a training plan then assign to trainee, you have to do the following steps:

Step 1: [Select courses & modules to add to training plan](#)

Step 2: [Add exam to training plan](#)

Step 3: [Add certification to training plan](#)

3.3.2. How to select course & module to add to training plan?

In order to create a training plan, you can add in both “Course Management” module or “Training Plan Management” module.

Option 1: Create training plan in “Course Management” module

Dashboard > Courses

Courses (Courses sub title)

Assign training plan to trainees Import courses from zip file Import from 6 free courses

List + Add Import

Search Sort by Bulk actions All

2017/05/13 - 2018/05 Library Course status Clear

17 result(s) found Viewing options 10

Image	Course	Duration	Modules	Created date	Status	Action
	New course for May	2018-05-11 2018-05-16	2	2018-05-11	Active	Add content
	Donec consequat, quam a ullamcorper ullamcorper	2018-05-11 2018-05-15	2	2018-05-11	Active	Add content

Option 2: Create training plan in “Training Plan Management” module

Dashboard > Training plan

Training plans (Training plans sub title)

Assign training plan to trainees

List

Search Sort by Bulk actions All

2017/05/13 - 2018/05 Training plan status Clear

8 result(s) found Viewing options 10

Id	Training plan	Courses	Trainees	Created date	Progress	Status	Action
303	Training plan for May 2	2	2	2018-05-11	<div style="width: 100%;"></div>	Active	
302	Training plan for May	2	0	2018-05-11	<div style="width: 0%;"></div>	Active	
301	Training plan 6	1	1	2018-05-11	<div style="width: 100%;"></div>	Inactive	
300	Training plan 5	1	1	2018-05-11	<div style="width: 100%;"></div>	Active	

3.3.3. How to add exam to training plan?

The easiest way to add exam to course is by clicking on the tab “Add Exam & Certificate”.

In order to create exam for course, you will have to fill in 3 following sessions:

EXAM INFORMATION:

Exam title: Required field. Maximum 255 characters.

Exam description: Optional field.

Score this exam: Auto set inactive. You can switch on to enable scoring for questions!

EXAM SETTING:

Enable exam for training plan: Optional field. Check on checkbox if you want to enable exam for training plan.

Set time to take exam: Required field if you enable exam for training plan. Unit: minutes.

Allow the number of exam attempts: Required field if you enable exam for training plan. Select from 1 attempt to 5 attempts.

Maximum number of questions: Required field if you enable exam for training plan. Only number available. Unit: question.

Passing percentage: Required field if you enable exam for training plan. Unit: percentage (%).

Show exam key after finishing the exam: Required field if you enable exam for training plan. Check on checkbox to display result after trainee finish exam.

QUESTIONS:

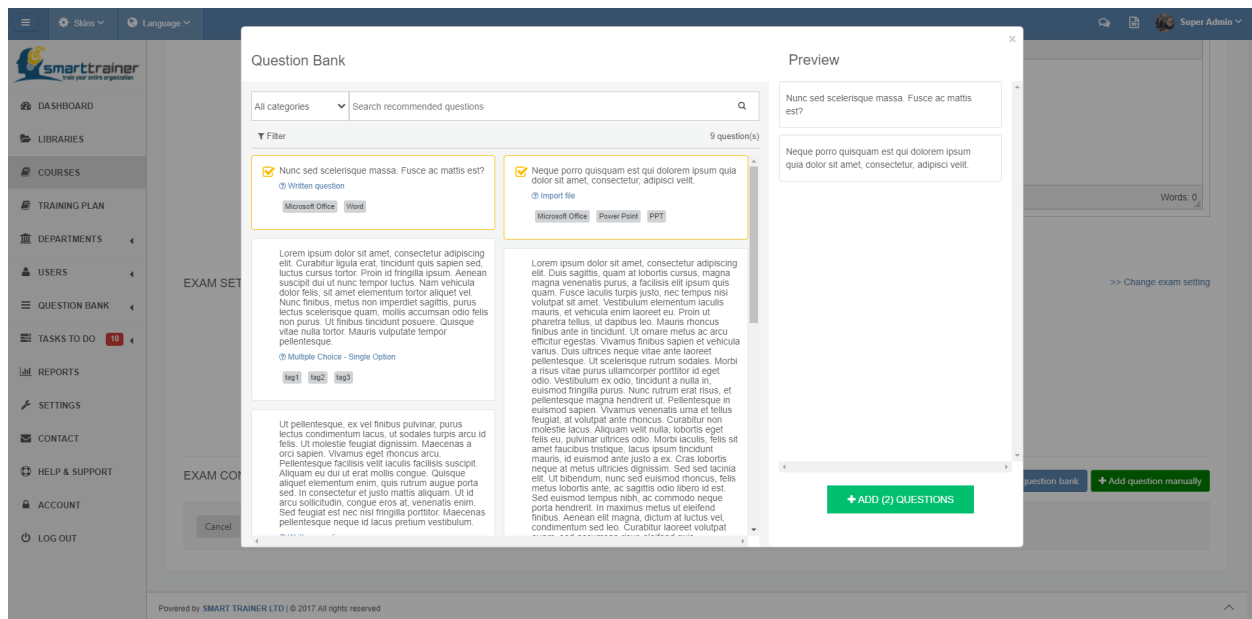
Smart Trainer provides 2 options for you to create exam for training plan:

Add from Question Bank

If you already added questions in Question Bank, you can use this function. Want to search for a specific question? Let's use search or filter by Question library functions.

Just by drag drop to select question, then click on "+ Add question" button.



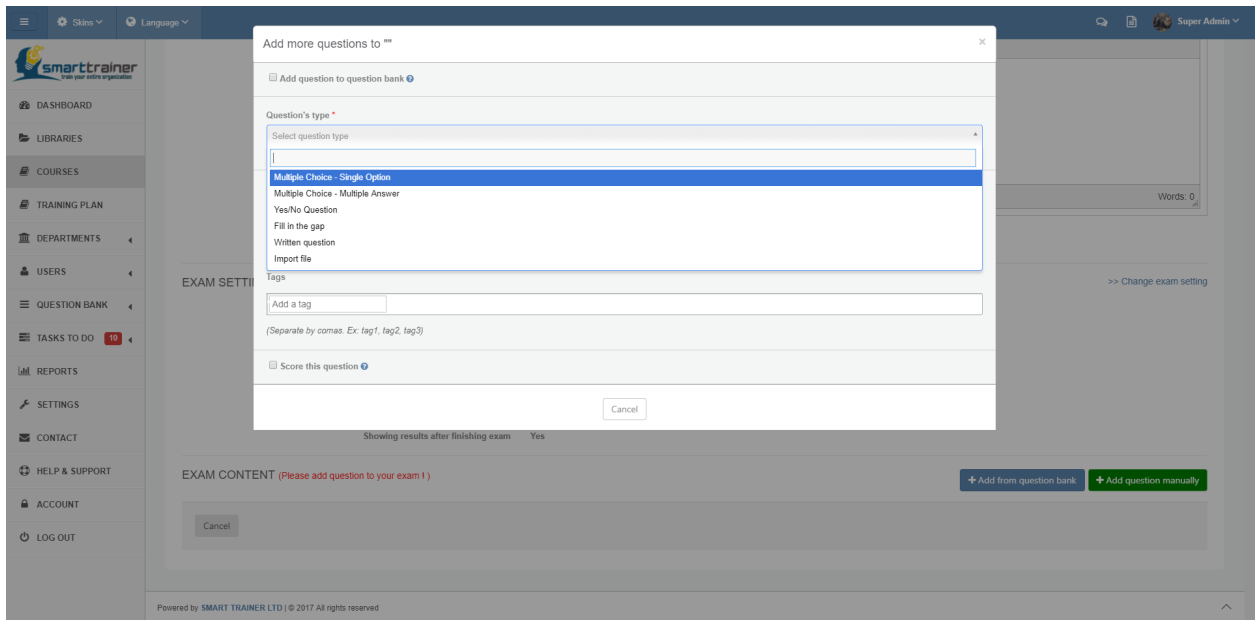


Or Add new question manually with 6 type of questions:

- Multiple Choice - Single Option
- Multiple Choice - Multiple Answer
- Yes/ No Question
- Fill in the Gap
- Written Question
- Import File

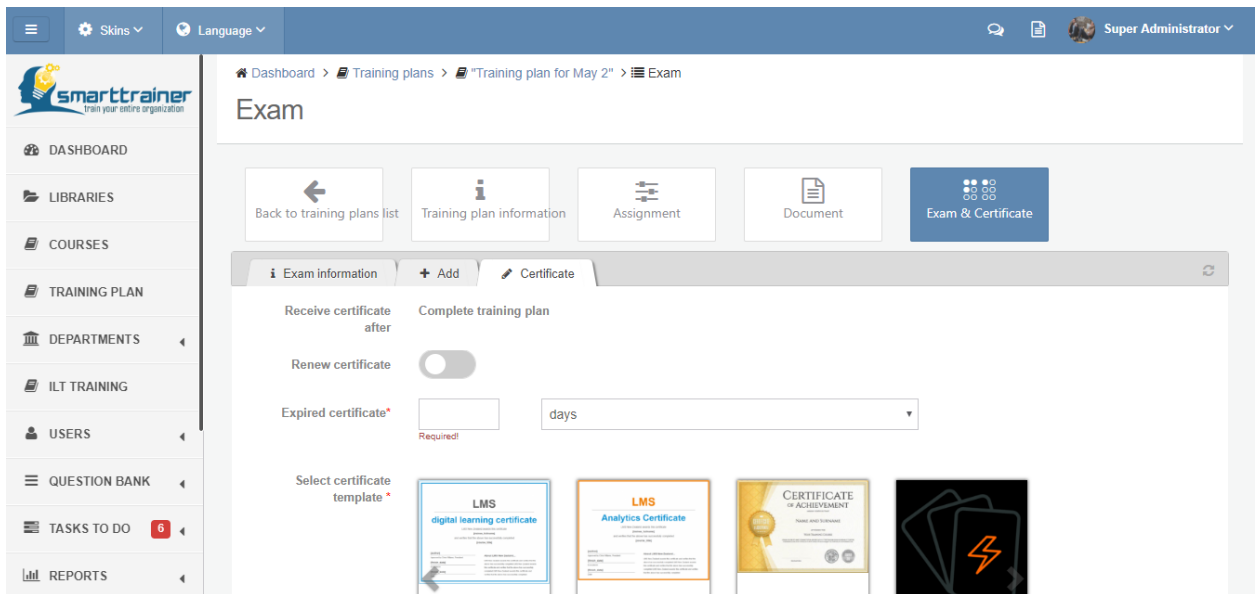
If you are going to use this question many times, or just want to use the format of this question, you can click on the checkbox “Add question to Question Bank” *

**By adding question to Question Bank, you can simply use it again by selecting it from Question Bank next time.*



3.3.4. How to add certificate to training plan?

You can add certificate to training plan by click on the tab “Add certificate”. Now you can select the template which you want to use then click “Add certificate” to save your setting.



You can customize certificate:

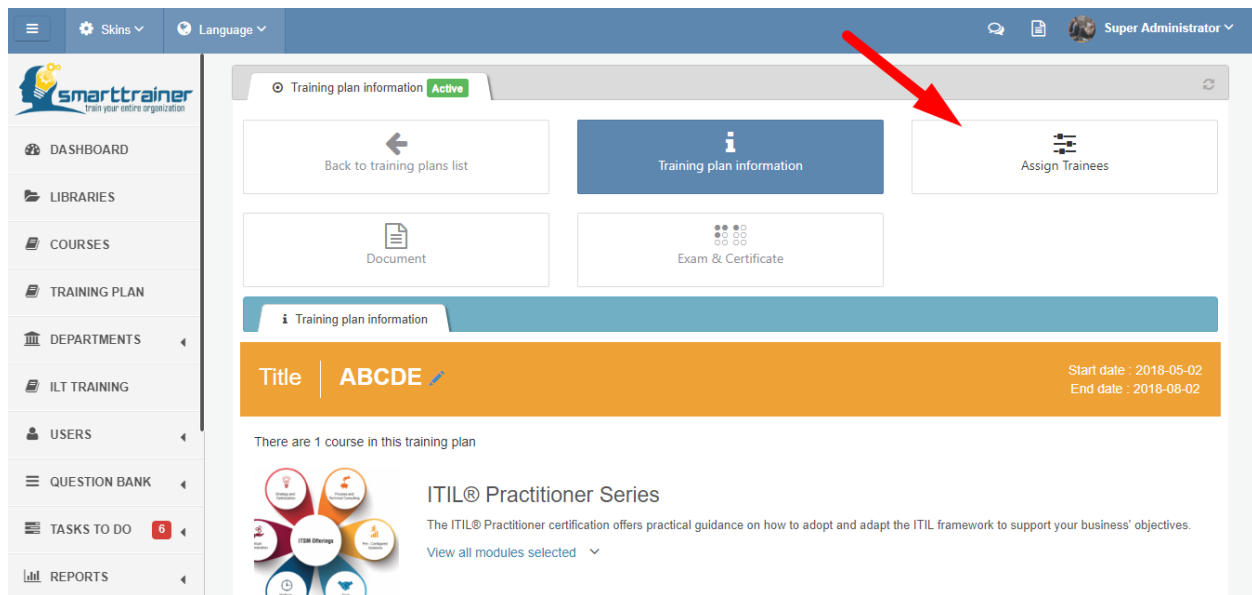
Renew certificate: Yes/ No

Expired certificate: Required. Set duration by days/ months or years. Enter the number required to set duration.

Select certificate template: Required.

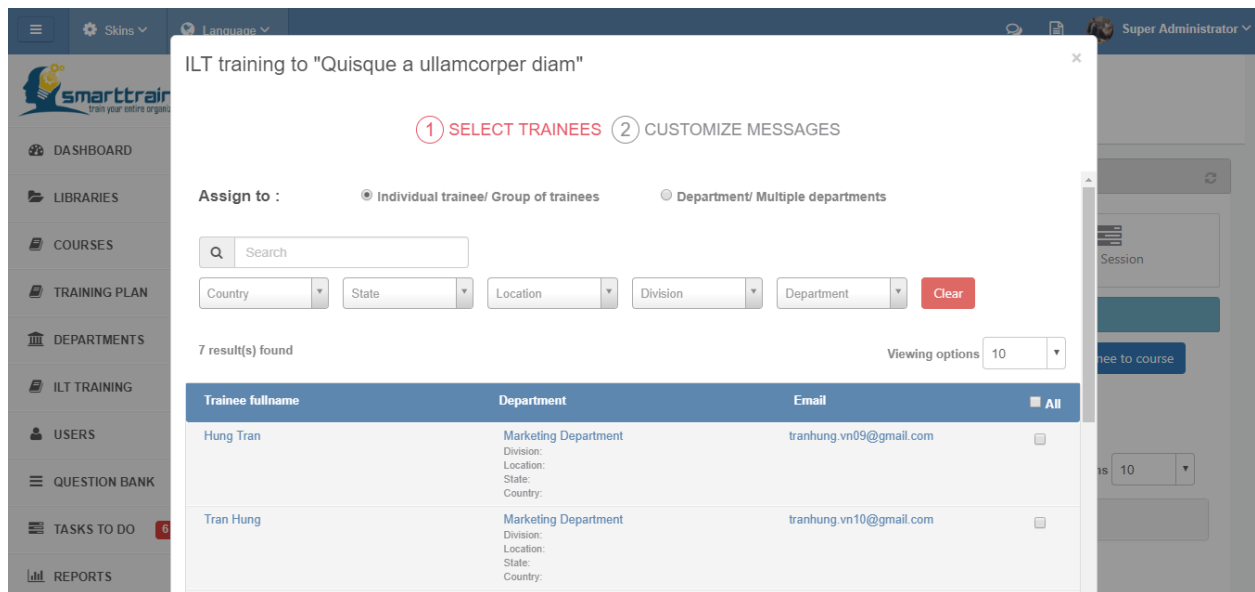
3.3.5. How to assign trainees to training plan?

In order to assign trainees to training plan, you can click into tab “Assign Trainees”.



The screenshot displays the SmartTrainer web application interface. The top navigation bar includes a menu icon, 'Skins' dropdown, 'Language' dropdown, and a user profile for 'Super Administrator'. The left sidebar contains navigation options: DASHBOARD, LIBRARIES, COURSES, TRAINING PLAN, DEPARTMENTS, ILT TRAINING, USERS, QUESTION BANK, TASKS TO DO (with a red notification badge showing '6'), and REPORTS. The main content area is titled 'Training plan information' and is marked as 'Active'. It features several action buttons: 'Back to training plans list', 'Training plan information', 'Assign Trainees' (highlighted with a red arrow), 'Document', and 'Exam & Certificate'. Below these buttons, a section titled 'Training plan information' shows the title 'ABCDE' and dates: 'Start date : 2018-05-02' and 'End date : 2018-08-02'. A message states 'There are 1 course in this training plan'. The course listed is 'ITIL® Practitioner Series', described as 'The ITIL® Practitioner certification offers practical guidance on how to adopt and adapt the ITIL framework to support your business' objectives.' A 'View all modules selected' dropdown menu is visible below the course description.

Just by clicking into button “Assign trainees”, you can start selecting trainees for training plan:



Step 1: Select trainees

You can assign to Individual/ Group of trainees or Department/ Multiple departments.

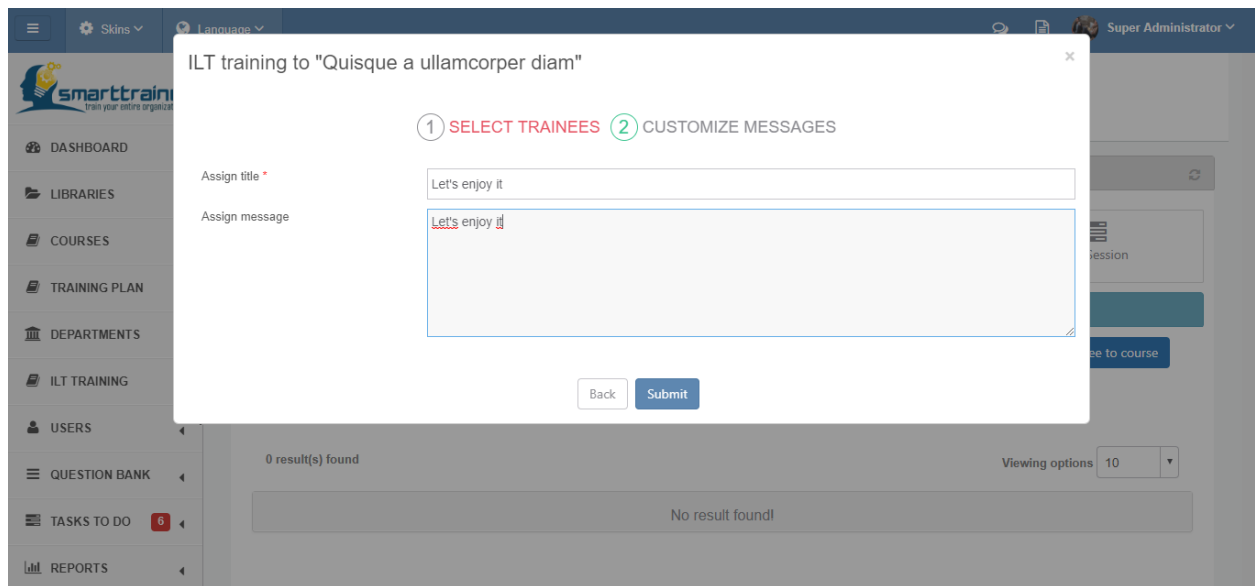
Moreover, you can search or filter to view according trainees.

Step 2: Customizes messages

Assign title: Required. Text input field.

Assign message: Optional.

Click Cancel to quit assigning. Click Submit to assigning ILT training to trainees.



3.4. How to create new ILT training?

3.4.1. How many steps do I have to do to create new ILT training?

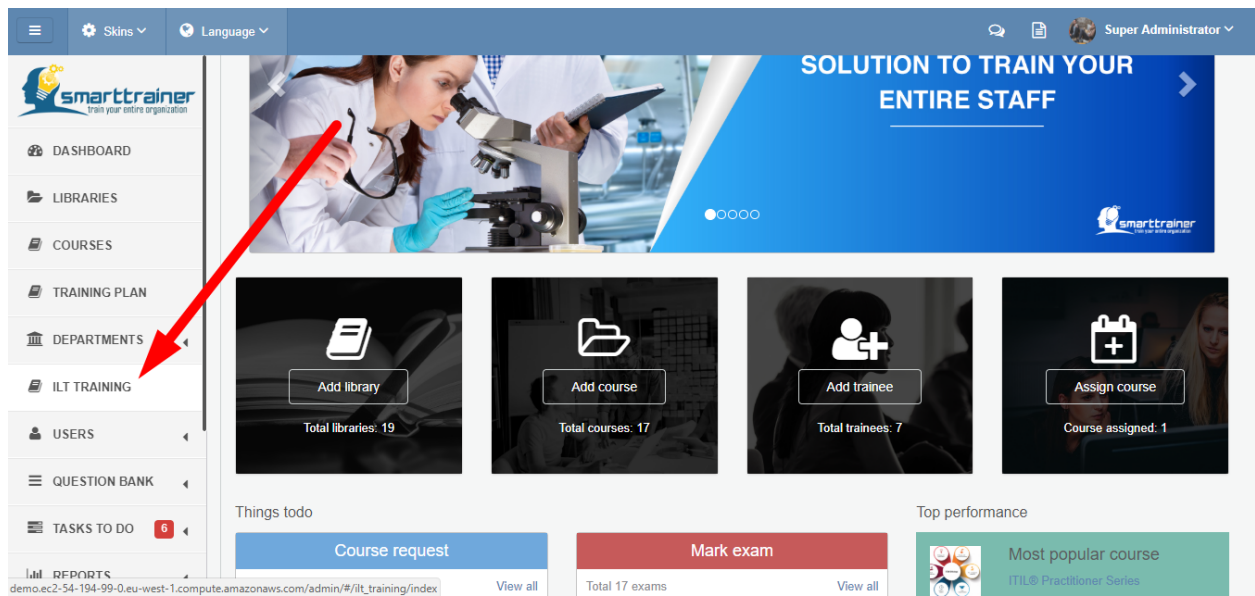
In order to create an ILT training then assign to trainee, you have to do as following steps:

Step 1: [Create ILT training](#)

Step 2: [Create sessions in ILT Training](#)

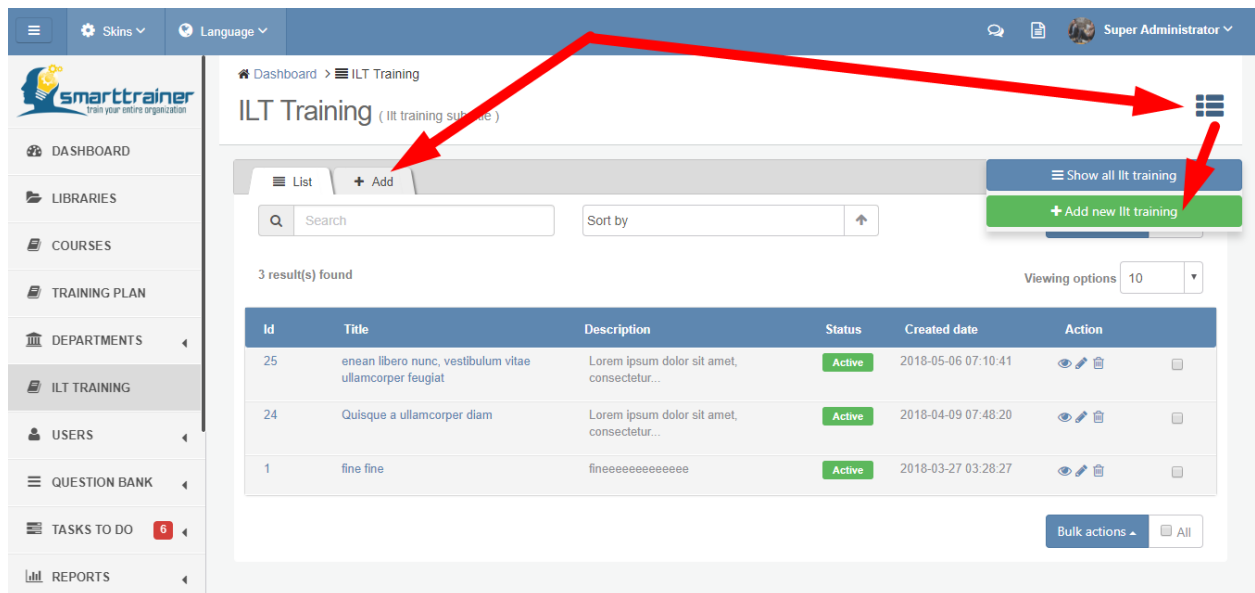
Step 3: [Assign ILT Training to trainees](#)

3.4.2. How to create new ILT Training?



At the navigation bar in the left side, clicks on the “ILT Training” module to go the ILT Training management.

In order to create new ILT, you can click in tab “Add” or button “Add new ILT Training”

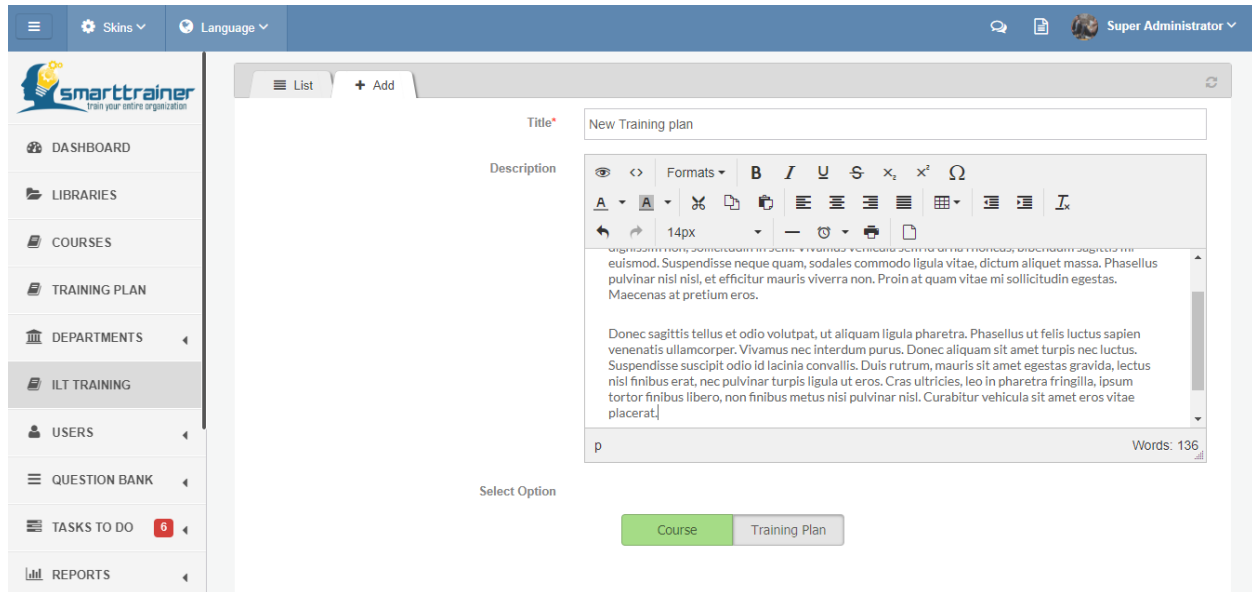


ILT training title: Required. Maximum 255 characters.

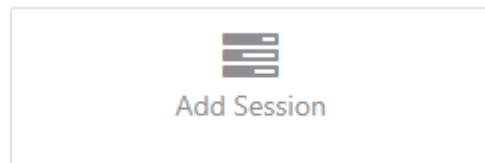
Description: Optional. Free text input.

Link with Course/ Training plan: Optional. Select from list.

Status: Active/ Inactive. Default set as Active.



3.4.3. How to create session in ILT Training?



In ILT Training detail, you can click into tab “Add Session” to add new session to current ILT Training.

to

In sessions list, clicking into tab “Add”

In order to create new session, you will have to fill in following fields:

Title: Required. Maximum 255 characters.

Color: Optional. Select color code for session from color picker.

Time & Date: Optional. Select start time & date; end time & date for session.

Time-zone: Optional. Select time-zone to send exactly reminder for trainees.

Send reminder: Optional. Customize reminder setting.

Instructor: Optional. Select from User list

Location: Optional. Select from Location list

Type: Optional. Default set as Classroom

Detail: Optional. Text input field.

Status: Default set as Active.

SmartTrainer
train your entire organization

Back to ILT Training | ILT Training Information | Assign Trainees | Add Session

List + Add

Title* Session title

Color #ff6161

Seats or leave empty for no limit

Time & Date From To

Timezone (GMT -12:00) Etc/GMT+12

Send reminder Send Reminder: 1 minutes before session

Instructor Instructor

3.4.4. How to assign trainees to ILT Training?

In order to assign trainees to ILT Training, you can click into tab “Assign Trainees” or button “Assign trainees” in Session list

Dashboard > Session

Session (Session sub title)

Back to ILT Training | ILT Training Information | Assign Trainees | Add Session

List + Add

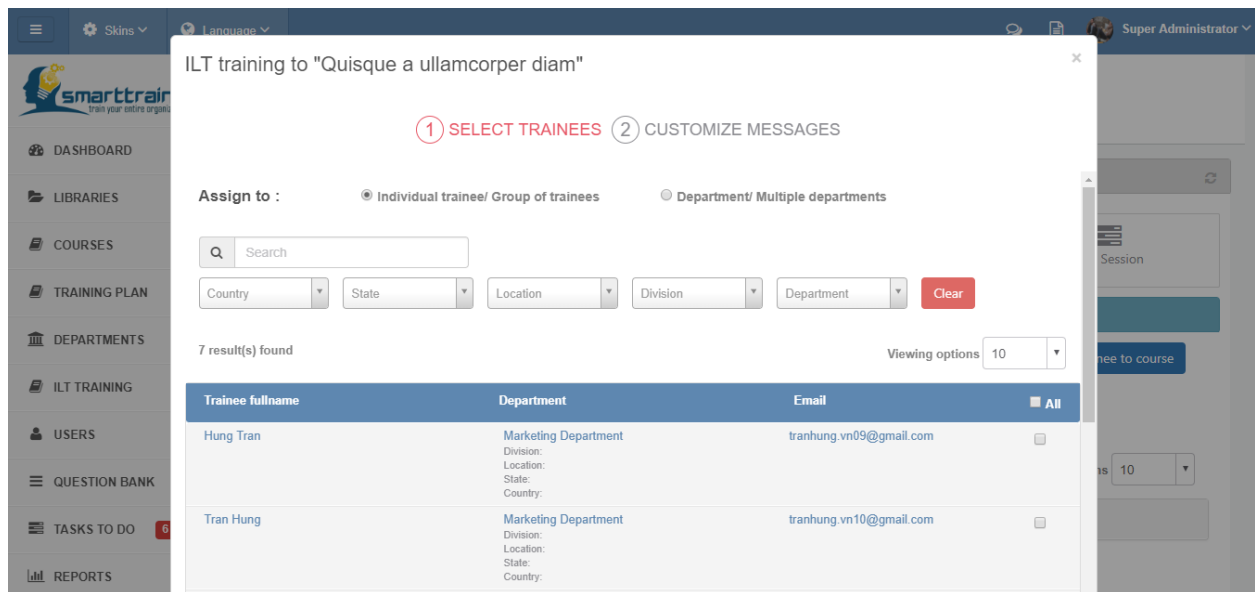
Search Sort by Bulk actions All

1 result(s) found Viewing options 10

Session id	Session title	Seats	Time	Date	Status	Action
2	Etiam et porta orci	30	10:48 AM (Etc/GMT+12)	04/18/2018	Active	Assign trainees

Bulk actions All

Just by clicking into button “Assign trainees”, you can start selecting trainees for ILT Training:



Step 1: Select trainees

You can assign to Individual/ Group of trainees or Department/ Multiple departments.

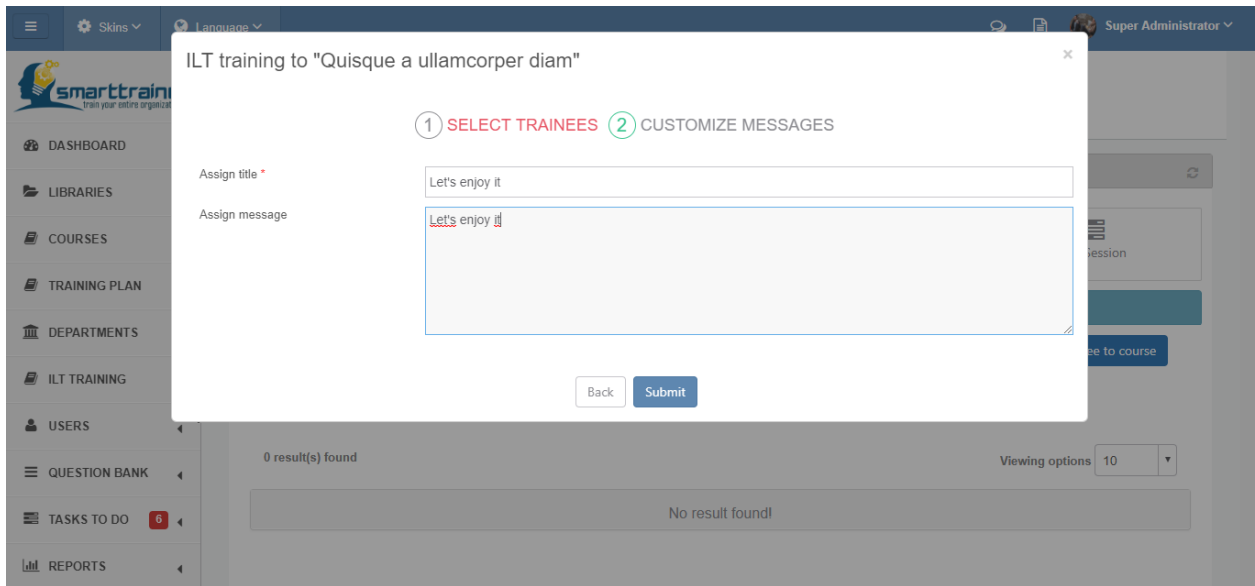
Moreover, you can search or filter to view according trainees.

Step 2: Customizes messages

Assign title: Required. Text input field.

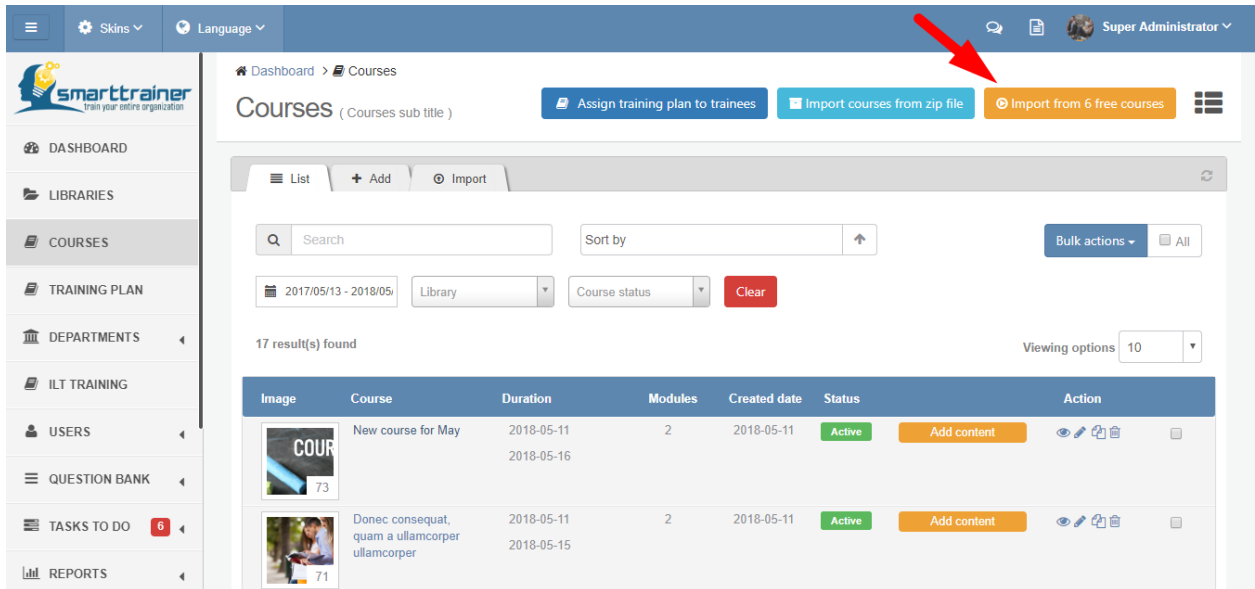
Assign message: Optional.

Click Cancel to quit assigning. Click Submit to assigning ILT training to trainees.

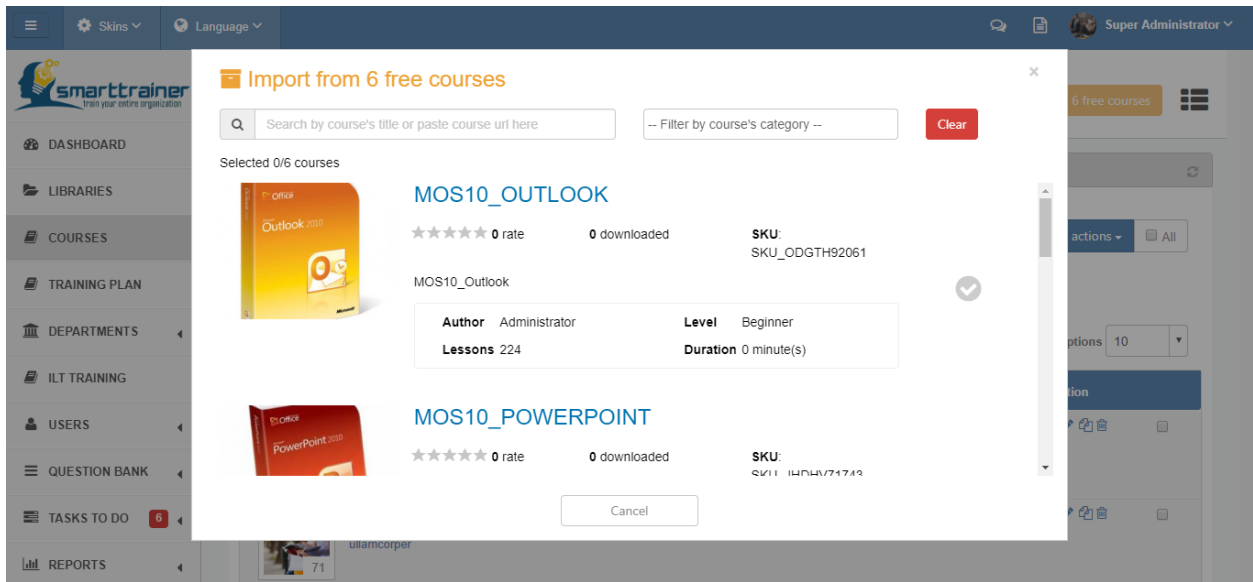


3.5. How to import free courses to system?

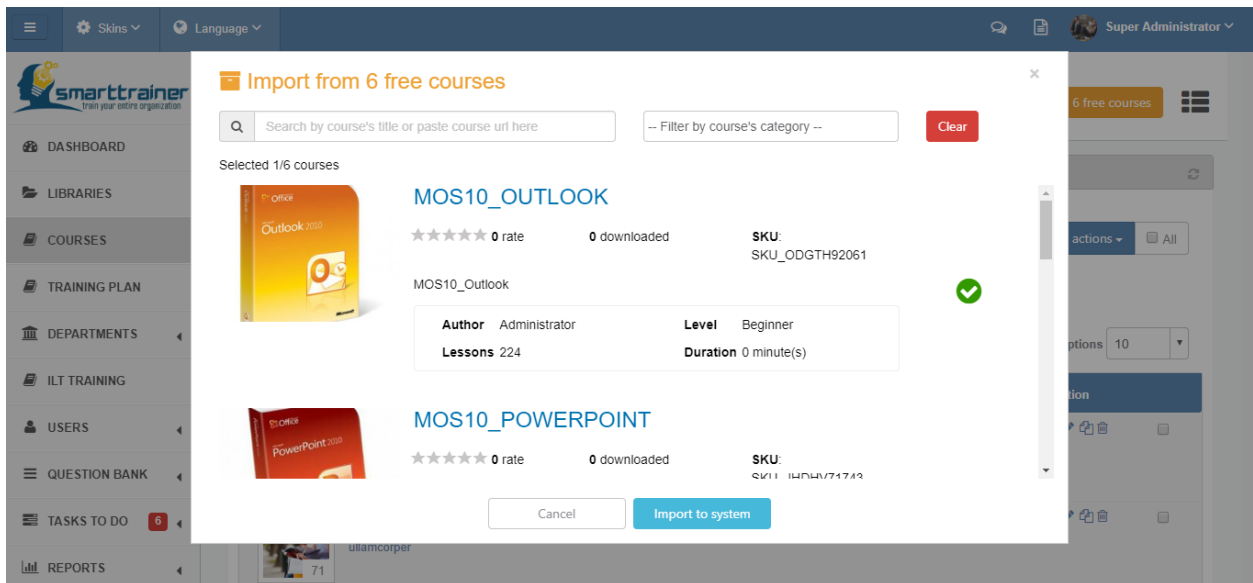
Smart Trainer LMS provides you many free courses to training your entire organization. And it's very easy to select these courses then import to your system!



In courses list, just by clicking on button “Import free courses”, you can see list of all free courses which you can use for free:



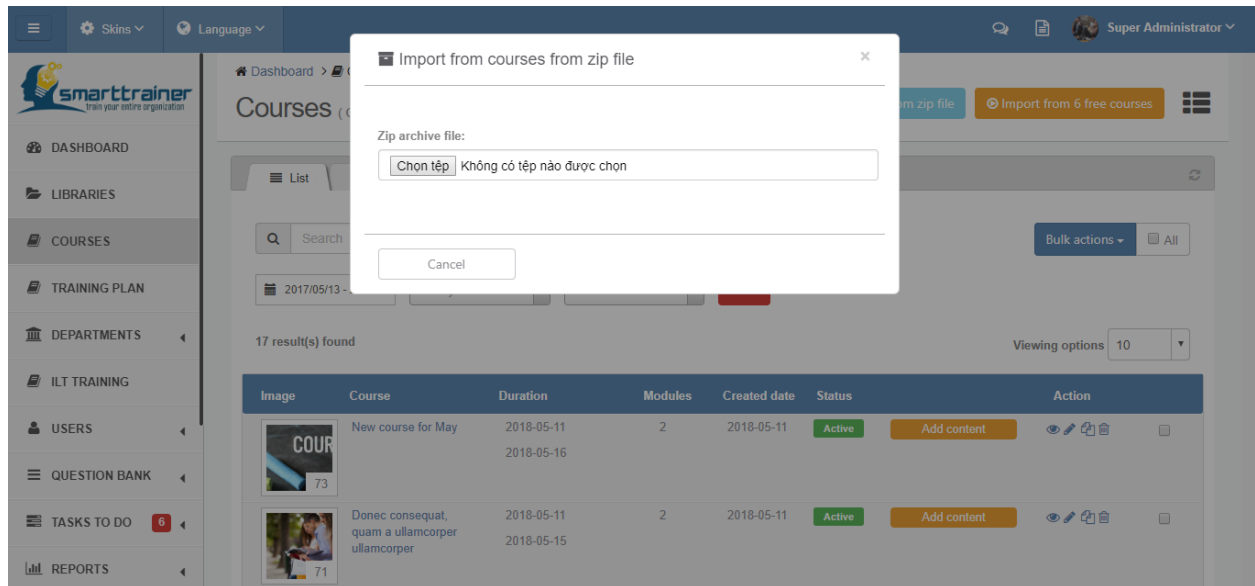
Let's select your needed courses, and click on button "Import to system"



3.6. How to import Zip course to system?

Smart Trainer LMS is using [SCORM version 2004](#) - the current SCORM version. If you bought courses from Smart Trainer LMS website, or you have a zip course which has compatible structure with Smart Trainer LMS structure, you can import its Zip course to the system.

All the course content will be unzipped. Hence, you can start training it in Smart Trainer LMS!

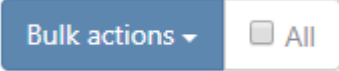


4. How to manage courses?

4.1. How to manage courses?

In the courses list, you can manage all the courses: **Add new course**, **Edit course**, **Activate course**, **Deactivate course** or **Delete course**.

If you want to activate, deactivate or delete multiple courses at the same time, you can select these

courses by check-box then select "Bulk action"  at the top right corner.

If you want to find a specific course, you can use search, sort or filter functions:

- Search function: Free text search. Enter any keywords that you remember.
- Sort function: Sort by: Course title, Modules or Created date from A/ Newest to Z/ Oldest or vice versa.
- Filter function: Filter by duration of created date (for example: This month, Last month, Last 6 months, This year, Last year or Custom range), Course's status: Active or Inactive.

Moreover, if you want to change the number of courses showed in one page, you can change the view option by 5, 10, 15, 20, 25, 50, 100 courses/ page at "Viewing option" box.

4.2. How to view course detail?

You can view a course detail easily by click on the course's image; courses title or "View" icon.

In the course detail page, you can see all the following information in 4 main tabs:

- [Course Information](#)
- [Assign Trainees](#)
- [Add Training Modules & Quizzes](#)
- [Add Exam & Certificate](#)

4.2.1. Course information

In this screen, you can see all course information which is divided into 2 main columns:

Left column: Show course image; Course ID; Added time & Added by

Right column: Show all course's setting:

Course title: Maximum 255 characters

Course description

Course status: Active/ Inactive

Course duration: from date to date

Libraries: Show all libraries which contain this course

Exam setting: Exam duration

Allow exam attempts

Allow retake exam after

Maximum number of questions

Passing percentage

Show results after finish exam: Yes/ No

Allow certificate: Yes/ No

The screenshot shows the 'MOS10x_Excel' Course - Detail Information page in the SmartTrainer application. The page features a sidebar with navigation options and a main content area with course details. The course is currently 'Active' and has a 'No' status for 'Allow certificate'. The course was added on Nov 29, 2017, by Super Admin.

4.2.2. Assign trainees

At this tab, you will see all course attendance list first. They are trainees who are participating on this course.

The screenshot displays the 'Assign Trainees' interface for the 'Agile for Business Analysts' course. It features a sidebar with navigation options and a main content area with a search bar, filters for Location, Department, and Join type, and a table of 6 trainees. The table columns are: Learner fullname, Location, Department, Email, Join type, Added date, and Progress. The trainees listed are Sam Han (America), Helen Janet (Europe), Tran Van tungtv (Europe), Martin Dao (America), Super Admin (Europe), and Super Admin (Europe).

You can use search, sort or filter functions to view accordingly trainees.

Search: search free text. You can search by trainee’s fullname, location, department, email or their join type*.

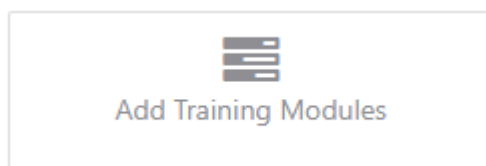
**Join type here means trainee is assigned to join course by admin or department’s manager (Assigned) or he/ she sent request to join this course (Requested).*

Sort: sort by trainee’s fullname, location, department, email or added date from A/ Newest to Z/ Oldest and vice versa.

Filter: filter by location, department or join type (all type, assigned or requested)

4.2.3. Add training modules & quizzes

In the course detail screen, let’s click on the “Add training modules” tab



When creating a new module, the system administrator must configure it using a form provided Smart Trainer LMS:

Module title: Required field. Unique field. Maximum 255 characters.

Module description: Optional field.

Upload content: Required field. You can select upload file from computer or embed video from Youtube, Vimeo or both.

Note:

Upload file type from computer: doc, docx, pdf, ppt, pptx, xls, xlsx, csv

Maximum size: 250 MB

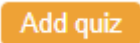
Completion condition: Required field. You have to select only one of three options:

- Complete module by click on button: You can rename this button.
- Complete module after a period of time: You will have to set passing time for this modules. Unit: minutes.
- Complete modules after doing some quizzes:

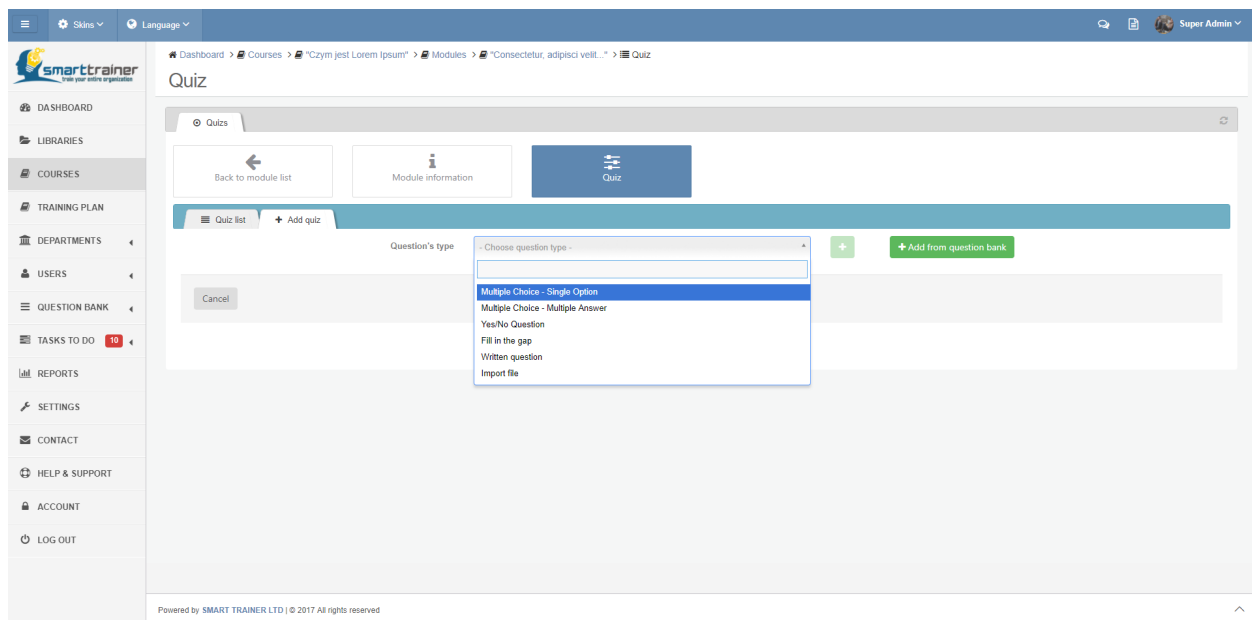
Set time to take quiz: Required field. Unit: minutes


Module status: Required field. Active/ Inactive

Position of module in Modules list: Optional field. System will auto generate position of this module in the modules list. If you want to change the order, you can enter new number or drag drop it in the Modules list.

After creating new module successfully, you will be redirect to Module list. At this screen, you can quickly add new quiz by click on “Add quiz” button .

Another way to add quiz, you can click on “View” icon  to go to the module detail then click “Add quiz”.



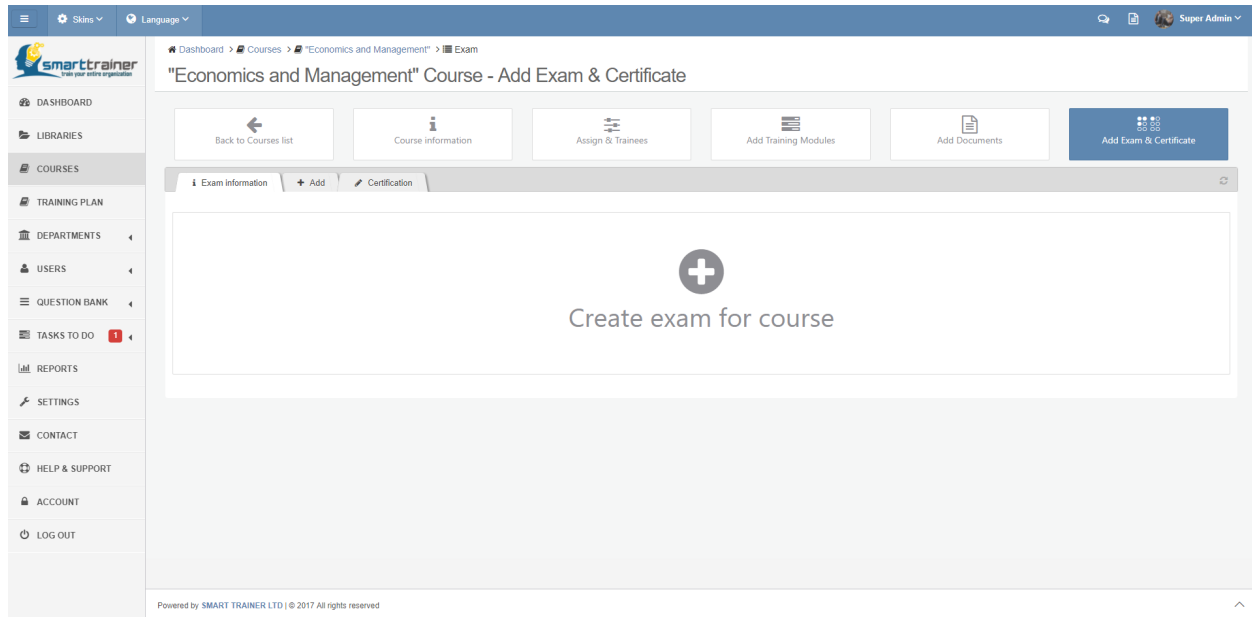
At this screen, just select question type which you want to add then click on “+” icon  to start adding quiz.

Smart Trainer LMS has 6 type of quizzes/ questions:

- Written Question
- Multiple Choice - Single Option
- Multiple Choice - Multiple Answer
- Yes/ No Question
- Fill in the Gap
- Import File

4.2.4. Add exam & certificate

The easiest way to add exam to course is by clicking on the tab “Add Exam & Certificate”.



In order to create exam for course, you will have to fill in following fields:

Exam title: Required field. Maximum 255 characters.

Exam description: Optional field.

Score this exam: Auto set inactive. You can switch on to enable scoring for questions!

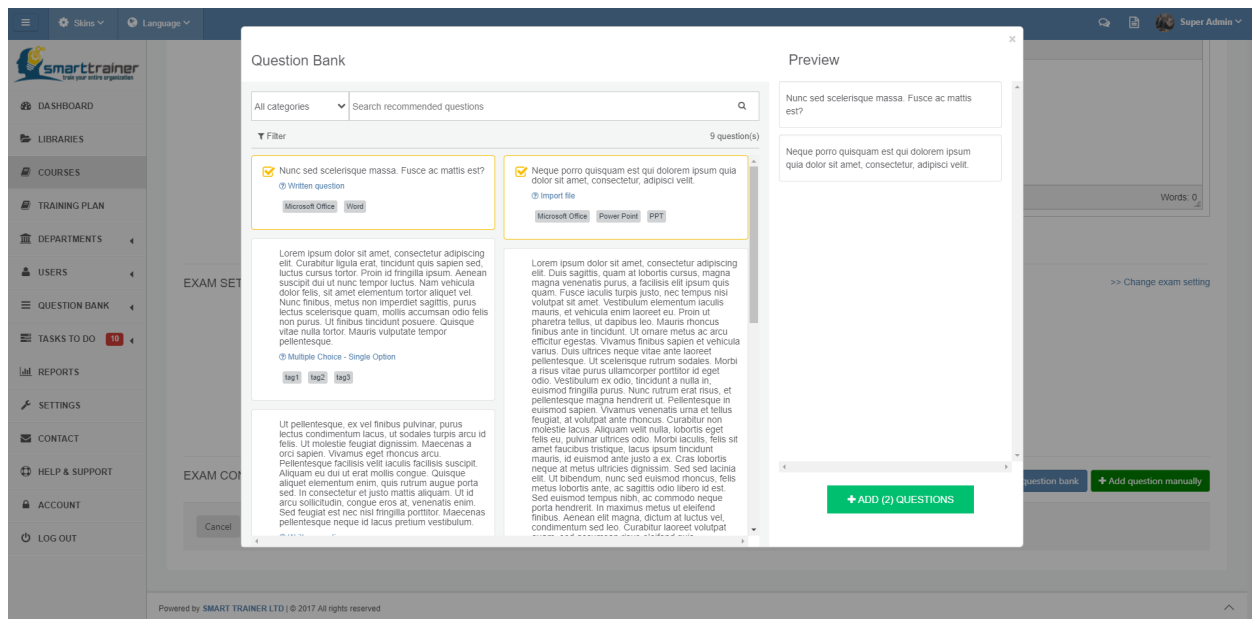
In this screen, you also can view the setting of exam which you created when creating new this course. If you want to change exam setting, just click on the text link “>> [Change exam setting](#)”.

Smart Trainer provides 2 options for you to create exam for course:

Add from Question Bank

If you already added questions in Question Bank, you can use this function. Want to search for a specific question? Let's use search or filter by Question library functions.

Just by drag drop to select question, then click on "+ Add question" button.

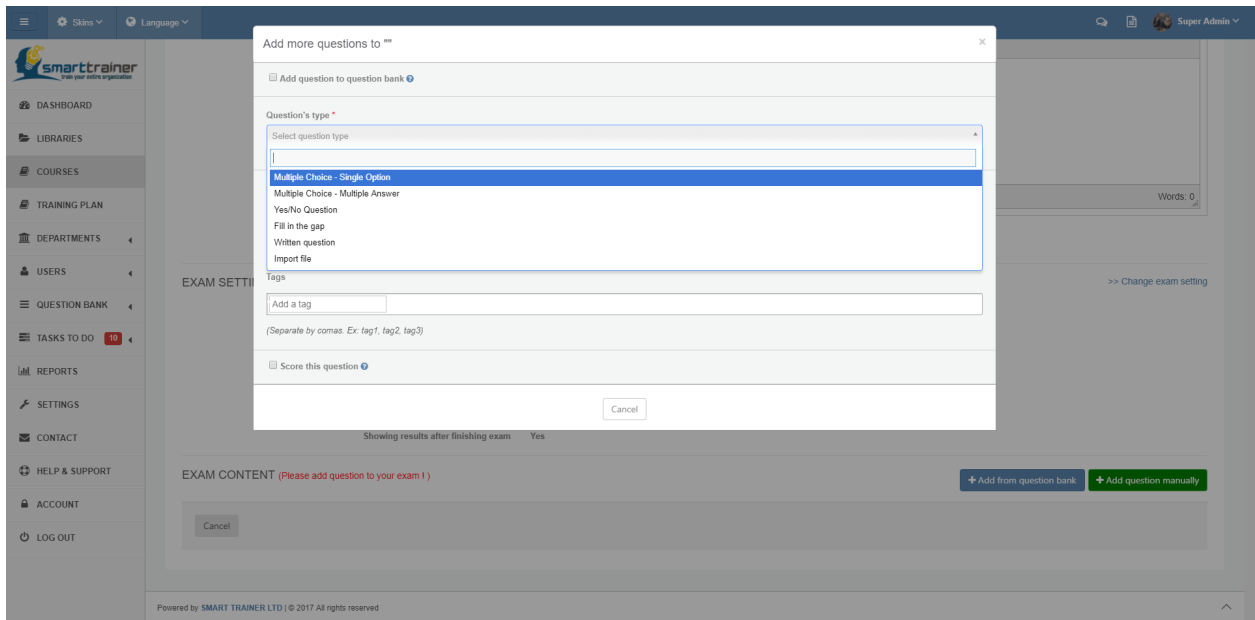


Or Add new question manually with 6 type of questions:

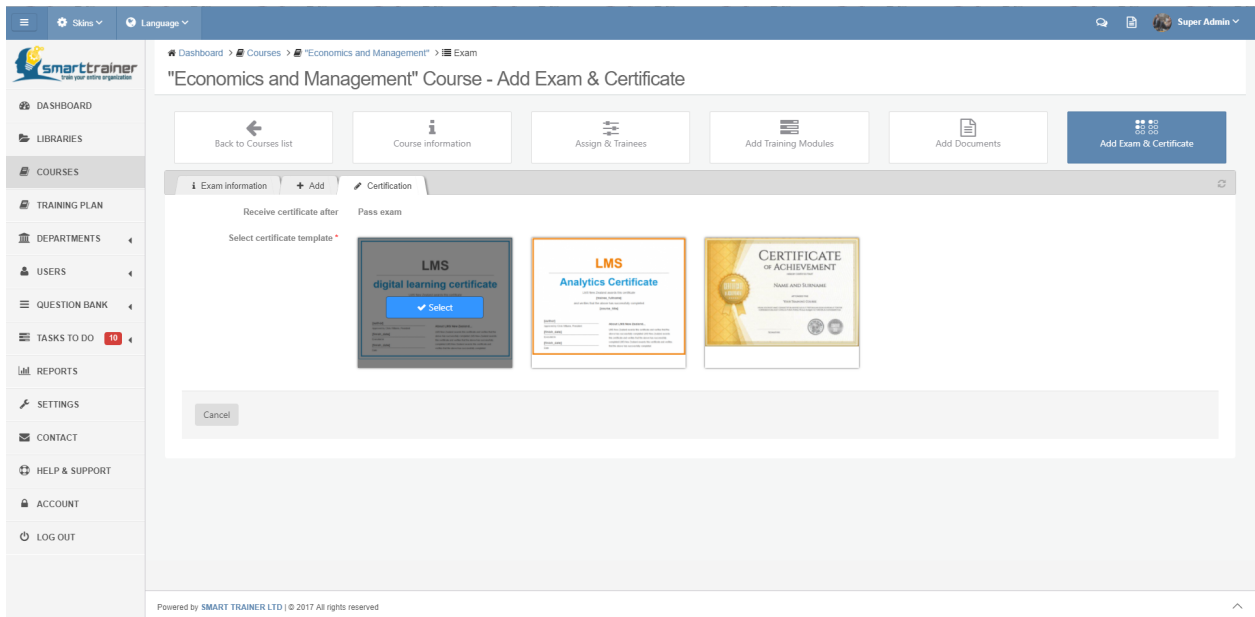
- Multiple Choice - Single Option
- Multiple Choice - Multiple Answer
- Yes/ No Question
- Fill in the Gap
- Written Question
- Import File

If you are going to use this question many times, or just want to use the format of this question, you can click on the checkbox “Add question to Question Bank” *

**By adding question to Question Bank, you can simply use it by select it from Question Bank next time.*



You can add certificate to course by click on the tab “Add certificate”. Now you can select the template which you want to use then click “Add certificate” to save your setting.



5. How to manage training plan?

5.1. How to manage training plans?

In the training plans list, you can manage all the training plans: **View detail training plan, Add exam & certificate to training plan or Delete it.**

In order to go to “Training Plan Management” module, let’s click on “Training Plan” on sidebar menu!

Id	Training plan title	Number of courses	Number of trainees	Created date	Progress	Status	Action
261	Training plan	1	1	2017-11-13 04:15:11	<div style="width: 100%;"></div>	Active	View Delete
260	Training plan	1	1	2017-11-03 07:44:01	<div style="width: 100%;"></div>	Active	View Delete
259	Training plan	3	6	2017-11-03 07:41:46	<div style="width: 100%;"></div>	Active	View Delete

5.2. How to view training plan detail?

You can view a training plan detail easily by click on the training plan title or “View” icon.

In the training plan detail page, you can see all the following information in 4 main tabs:

- [Training Plan Information](#)
- [Assignment](#)
- [Documents](#)
- [Exam & Certificate](#)

You can click on each tab to view more detail about training plan information, all trainees who were assigned to this training plan, all documents belong to this training plan, and exam & certificate of this training plan.

5.2.1. Training plan information

The screenshot displays the 'Training plan information' page in the SmartTrainer application. The page features a sidebar with navigation options like Dashboard, Libraries, Courses, Training Plan, Departments, Users, Question Bank, Tasks to Do, Reports, Settings, Contact, Help & Support, and Account. The main content area shows the title 'Training Plan 3' with start and end dates of 'Sep 13, 2017'. Below this, it lists three courses: 'Mathematics and Computer Science', 'Biochemistry (Molecular and Cellular)', and 'Economics and Management'. Each course entry includes a thumbnail image, a title, a detailed description, and a 'View all modules selected' link.

In this screen, you can see all information of selected training plan!

Session 1: Training plan title & duration (start date, end date).

Session 2: List all courses in this training plan: Course image, Course title, Course description & List all modules selected.

5.2.2. Assignment

At this tab, you will see all course attendance list first. They are trainees who are participating on this training plan.

The screenshot shows the 'Assignment' page in the SmartTrainer system. The page title is 'Assignment (Training plan)'. Below the title, there are navigation buttons: 'Back to training plans list', 'Training plan information', 'Assignment' (active), 'Document', and 'Exam & Certificate'. The main content area is titled 'Attendance list' and features a search bar, a 'Sort by' dropdown, and filter dropdowns for 'Location', 'Department', and 'Join type'. A 'Clear' button is also present. Below the filters, it indicates '6 result(s) found' and 'Viewing options 10'. The main data is presented in a table with the following columns: Trainee fullname, Course, Location, Department, Email, Join type, Added date, and Progress. The table contains six rows of data.

Trainee fullname	Course	Location	Department	Email	Join type	Added date	Progress
Sue Nguyen		Africa	Marketing Department	nganht@qsoftvietnam.com	Assigned	2017-11-16	<div style="width: 100%;"></div>
Sam Han		America	Neque porro quisquam	suenguyen202@gmail.com	Assigned	2017-11-16	<div style="width: 100%;"></div>
Helen Janet		Europe	HR Department	etest5830@gmail.com	Assigned	2017-11-16	<div style="width: 100%;"></div>
Tran Van tungtv		Europe	Sales Department	tungtv.soict@gmail.com	Assigned	2017-11-16	<div style="width: 100%;"></div>
Martin Dao		America	Neque porro quisquam	minhdt1@qsoftvietnam.com	Assigned	2017-11-16	<div style="width: 100%;"></div>
Super Admin		Europe	Sales Department	admin@smartertrainerfms.com	Assigned	2017-11-16	<div style="width: 100%;"></div>

You can use search, sort or filter functions to view accordingly trainees:

Search: search free text. You can search by trainee's fullname, location, department, email or their join type*.

**Join type here means trainee is assigned to join course by admin or department's manager (Assigned) or he/ she sent request to join this course (Requested).*

Sort: sort by trainee's fullname, location, department, email or added date from A/ Newest to Z/ Oldest and vice versa.

Filter: filter by location, department or join type (all type, assigned or requested)

5.2.3. Documents

Document (Training plan)

Back to training plans list | Training plan information | Assignment | Document | Exam & Certificate

Search

#	Document title	Description	Content	Video	Module	Created date
1	Lorem Ipsum	I modsætning til hvad mange tror, er Lorem Ipsum ikke bare tilfældig tekst. Det stammer fra et stykke litteratur på latin fra år 45 f.kr. hvilket gør teksten over 2000 år gammel. Richard McClintock, professor i latin fra Hampden-Sydney universitet i Virginia, undersøgte et af de mindst kendte ord "consectetur" fra en del af Lorem Ipsum, og fandt frem til dets oprindelse ved at studere brugen gennem klassisk litteratur. Lorem Ipsum stammer fra afsnittene 1.10.32 og 1.10.33 fra "de Finibus Bonorum et Malorum" (Det gode og ondes ekstremer), som er skrevet af Cicero i år 45 f.kr. Bogen, som var meget populær i renaissanceen, er en afhandling om etik. Den første linje af Lorem Ipsum "Lorem Ipsum dolor sit amet..." kommer fra en linje i afsnit 1.10.32. Standardfontstørrelsen af Lorem Ipsum, som er brugt siden 1500-tallet, er gengivet nedenfor for de, der er interesserede. Afsnittene 1.10.32 og 1.10.33 fra "de Finibus Bonorum et Malorum" af Cicero er også gengivet i deres nøjagtige udgave i selskab med den engelske udgave fra oversættelsen af H. Rackham fra 1914.	Download file	Video	Hvor kan jeg få fat i det	Aug 4, 2017
2	Hvorfor bruger vi det?	Lorem Ipsum er ganske enkelt fyldetekst fra print- og typografifindustrien. Lorem Ipsum har været standard fyldetekst siden 1500-	Download file		Hvor kommer det fra	Aug 4, 2017

List all referrer documents from all selected courses in this training plan.

5.2.4. Exam & Certificate

Exam

Back to training plans list | Training plan information | Assignment | Document | Exam & Certificate

Exam information | Add | Certificate

EXAM INFORMATION

exam title * exam title 0 / 225

exam description

Score this exam

EXAM SETTING (Please fill in all required field to start adding question to exam)

Set time to take exam * 1 min(s) ✓

Allow exam attempts * 5 Attempts ✓

In order to create exam for course, you will have to fill in following fields:

Exam title: Required field. Maximum 255 characters.

Exam description: Optional field.

Score this exam: Auto set inactive. You can switch on to enable scoring for questions!

In this screen, you also have to customize the exam setting:

Set time to take exam: Required field. Unit: minutes.

Allow exam attempts: Required field. Select from 1 attempt to 5 attempts.

Maximum number of questions: Required field. Only number available. Unit: question.

Passing percentage: Required field. Unit: percentage (%).

Show exam key after finishing the exam: Required field. Check on checkbox to display result after trainee finish exam.

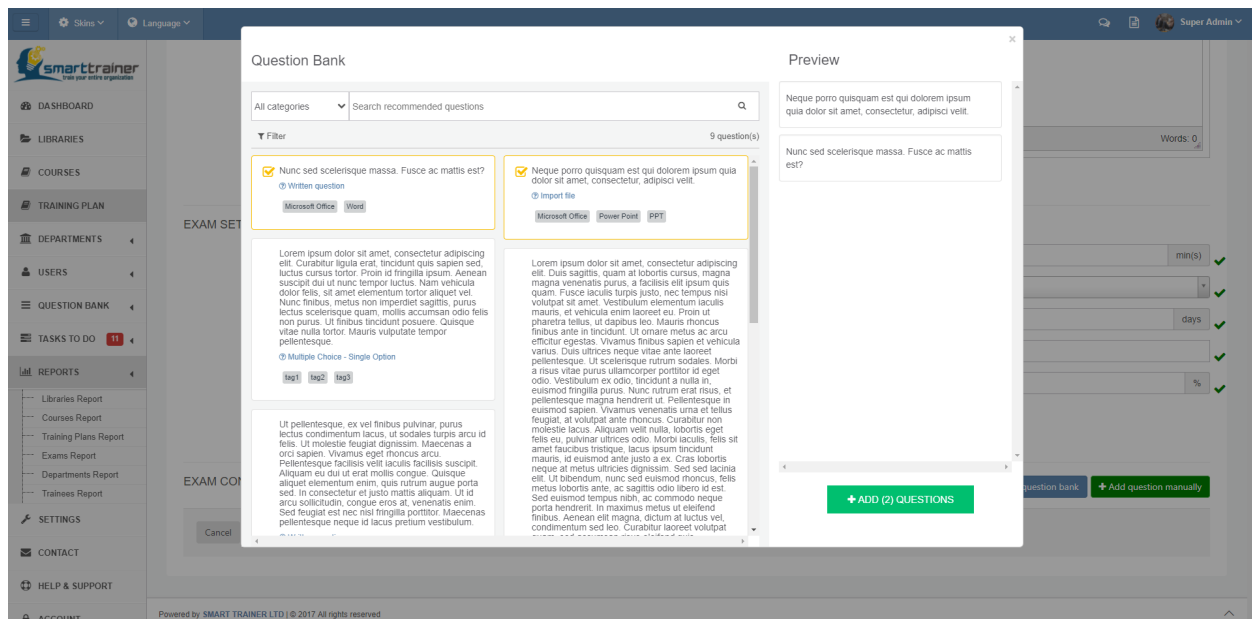
The screenshot shows the 'EXAM SETTING' configuration page in the Smart Trainer application. The interface includes a top navigation bar with 'Skills' and 'Language' dropdowns, and a user profile 'Super Admin'. A left sidebar contains navigation options: DASHBOARD, LIBRARIES, COURSES, TRAINING PLAN, DEPARTMENTS, USERS, QUESTION BANK, TASKS TO DO (1), REPORTS, SETTINGS, CONTACT, HELP & SUPPORT, and ACCOUNT. The main content area is titled 'EXAM SETTING (Please fill in all required field to start adding question to exam)'. It features a 'Score this exam' toggle switch which is currently turned on. Below this, several fields are configured: 'Set time to take exam*' is set to 1 min(s); 'Allow exam attempts*' is set to 5 Attempts; 'Allow retake exam after*' is set to 1 days; 'Maximum number of questions*' is set to 1; and 'Passing percentage*' is set to 50%. There are two checkboxes under 'Show exam key after finishing the exam': 'Check to display result after learner finished exam' (unchecked) and 'Check if you want to give certificate on completion and achievement' (unchecked). At the bottom, there is an 'EXAM CONTENT (Please add question to your exam 1)' section with two buttons: '+ Add from question bank' and '+ Add question manually'. A 'Cancel' button is also present. The footer indicates 'Powered by SMART TRAINER LTD | © 2017 All rights reserved'.

Smart Trainer provides 2 options for you to create exam for course:

Add from Question Bank

If you already added questions to the Question Bank, you can use this function. Should you wish to search for a specific question? You may search by filtering by Question library functions.

Just by drag drop to select question, then click on “+ Add question” button.

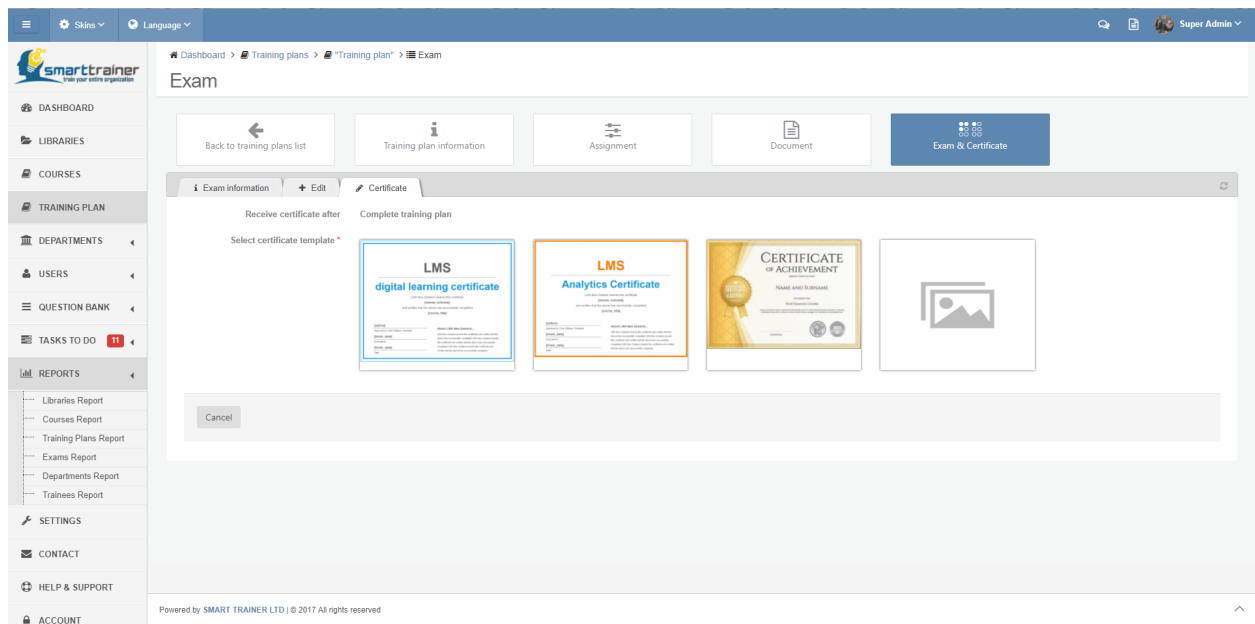


Or Add new question manually with 6 type of questions:

- Multiple Choice - Single Option
- Multiple Choice - Multiple Answer
- Yes/ No Question
- Fill in the Gap
- Written Question
- Import File

If you are going to use this question many times, or just want to use the format of this question, you can click on the checkbox “Add question to Question Bank” *

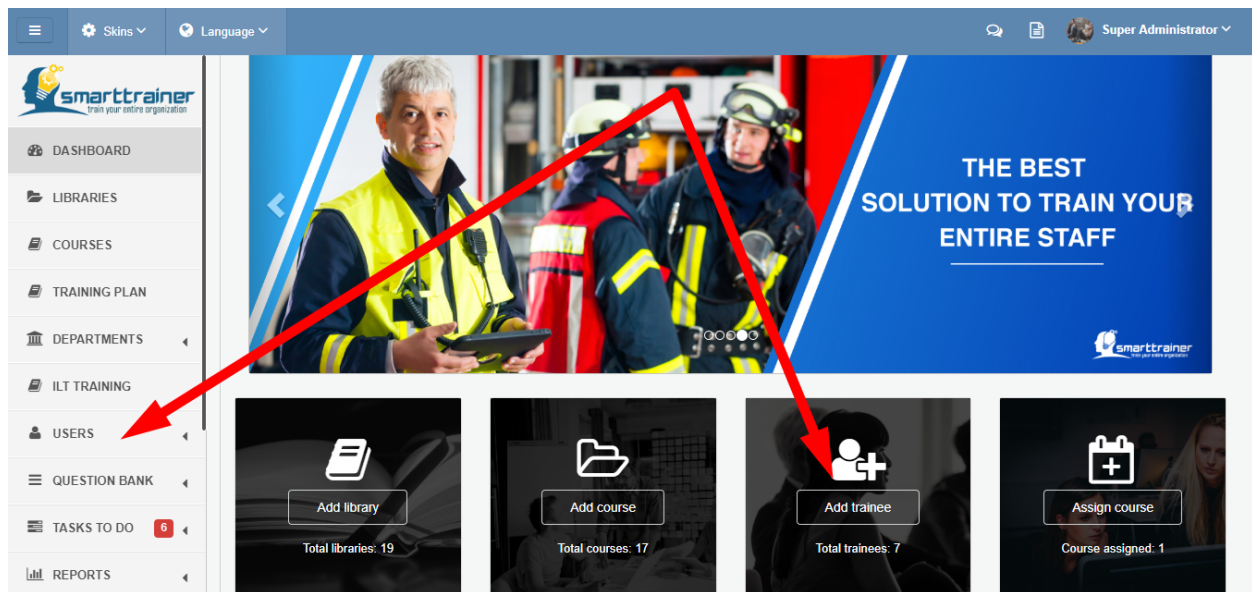
**By adding question to Question Bank, you can simply use it to select it from the Question Bank next time.*



You can add certificate to course by click on the tab “Add certificate”. Now you can select the template which you want to use then click “Add certificate” to save your setting.

6. How to create new users?

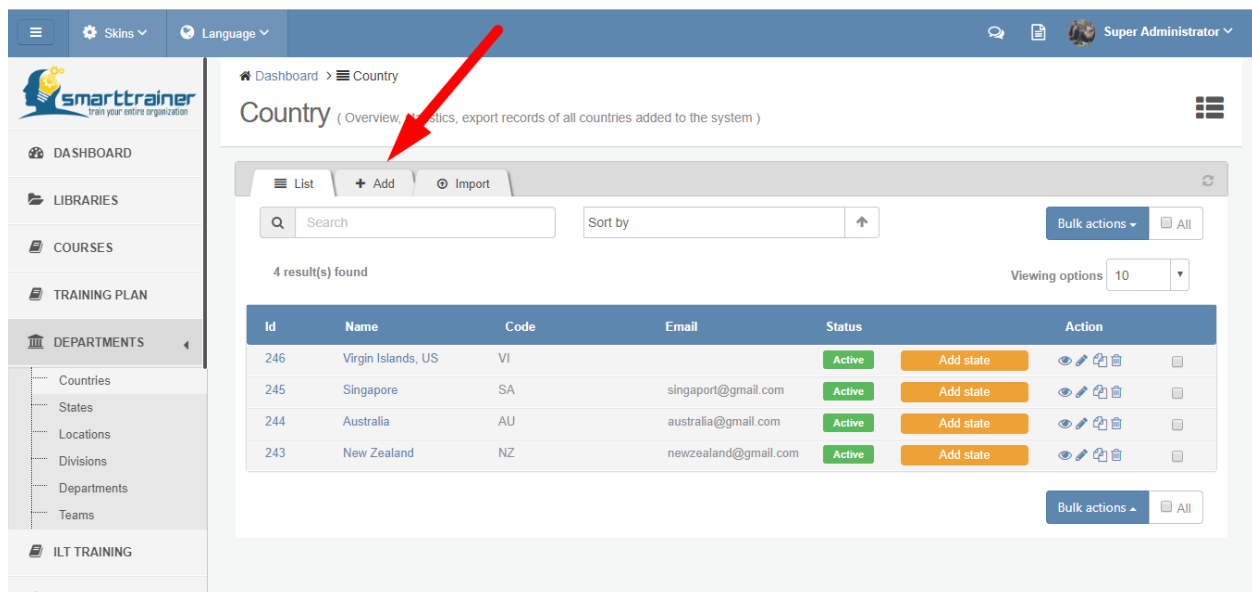
At the navigation bar in the left side, clicks on the “Users” module to go the Users management. Otherwise, you can click in button “Add trainee” in Dashboard.



6.1. How to create new users

6.1.1. How to create new country?

At the navigation bar in the left side, clicks on the “Departments” module, then click submodule “Countries” to go Countries management.



In order to create new country, you will have to fill in following fields:

Country code: Required. Auto suggested based on Country code list. Maximum 2 characters.

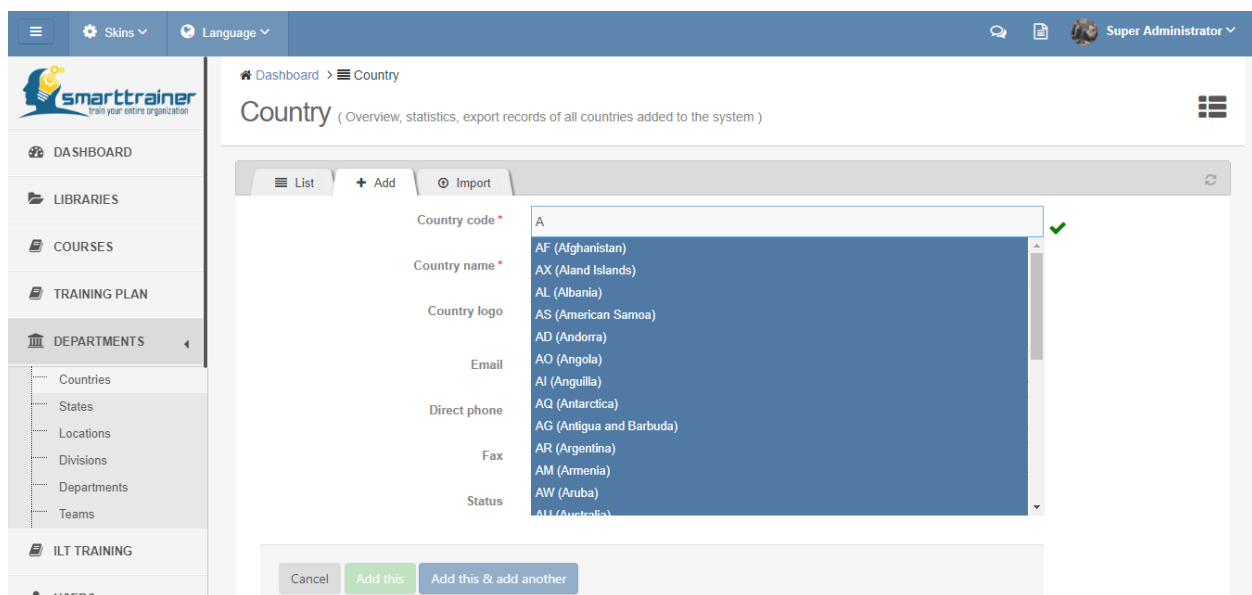
Country name: Required. Auto filled after selecting country code.

Country logo: Optional.

Email: Optional. No space or special symbols (^, &, *, \$, #,...), include @.

Direct phone: Optional. Number only. No space, text or special symbols (^, &, *, \$, #,...)

Status: Active/ inactive. Default set as Active.



Another quick way to create multiple countries: You can use import countries function.

Country (Overview, statistics, export records of all countries added to the system)

4 result(s) found

Id	Name	Code	Email	Status	Action
246	Virgin Islands, US	VI		Active	Add state
245	Singapore	SA	singapore@gmail.com	Active	Add state
244	Australia	AU	australia@gmail.com	Active	Add state
243	New Zealand	NZ	newzealand@gmail.com	Active	Add state

Click into tab “Import” or button “Import Countries with csv”



Import guide

- Download sample import file
- Open downloaded file.
 - 1.View detail example in tab "ImportGuide"
 - 2.Copy data in each individual column in tab "Import"
 - 3.Save your file and Import !

Import

Choose file from Computer

Import guide

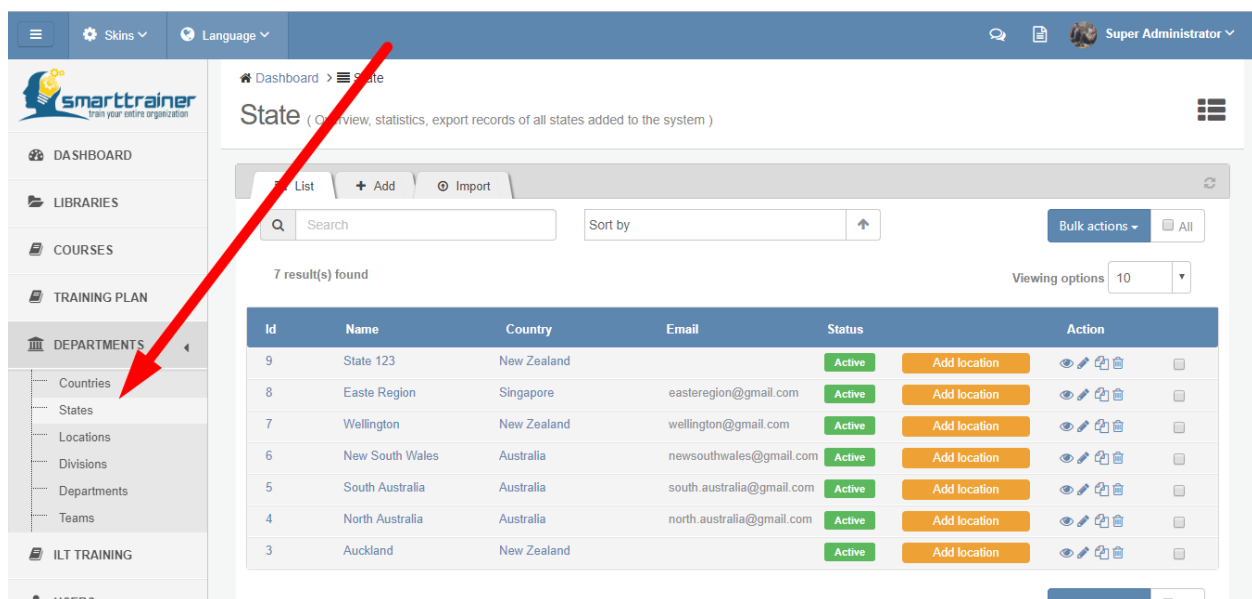
[Download sample import file](#)

Open downloaded file.

- 1.View detail example in tab "ImportGuide "
- 2.Copy data in each individual column in tab "Import"
- 3.Save your file and Import !

6.1.2. How to create new state?

At the navigation bar in the left side, clicks on the “Departments” module, then click submodule “States” to go States management.



The screenshot shows the SmartTrainer web application interface. The left sidebar contains a navigation menu with the following items: DASHBOARD, LIBRARIES, COURSES, TRAINING PLAN, DEPARTMENTS, and ILT TRAINING. Under the DEPARTMENTS section, there are sub-items: Countries, States, Locations, Divisions, Departments, and Teams. A red arrow points to the 'States' sub-item. The main content area displays the 'State' management page, which includes a search bar, a 'Sort by' dropdown, and a 'Bulk actions' dropdown. Below these elements, there is a table with 7 results found. The table has columns for Id, Name, Country, Email, Status, and Action. The data rows are as follows:

Id	Name	Country	Email	Status	Action
9	State 123	New Zealand		Active	Add location
8	Easte Region	Singapore	easteregion@gmail.com	Active	Add location
7	Wellington	New Zealand	wellington@gmail.com	Active	Add location
6	New South Wales	Australia	newsouthwales@gmail.com	Active	Add location
5	South Australia	Australia	south.australia@gmail.com	Active	Add location
4	North Australia	Australia	north.australia@gmail.com	Active	Add location
3	Auckland	New Zealand		Active	Add location

In order to create new state, you will have to fill in following fields:

Country: Required. Select from dropdown list.

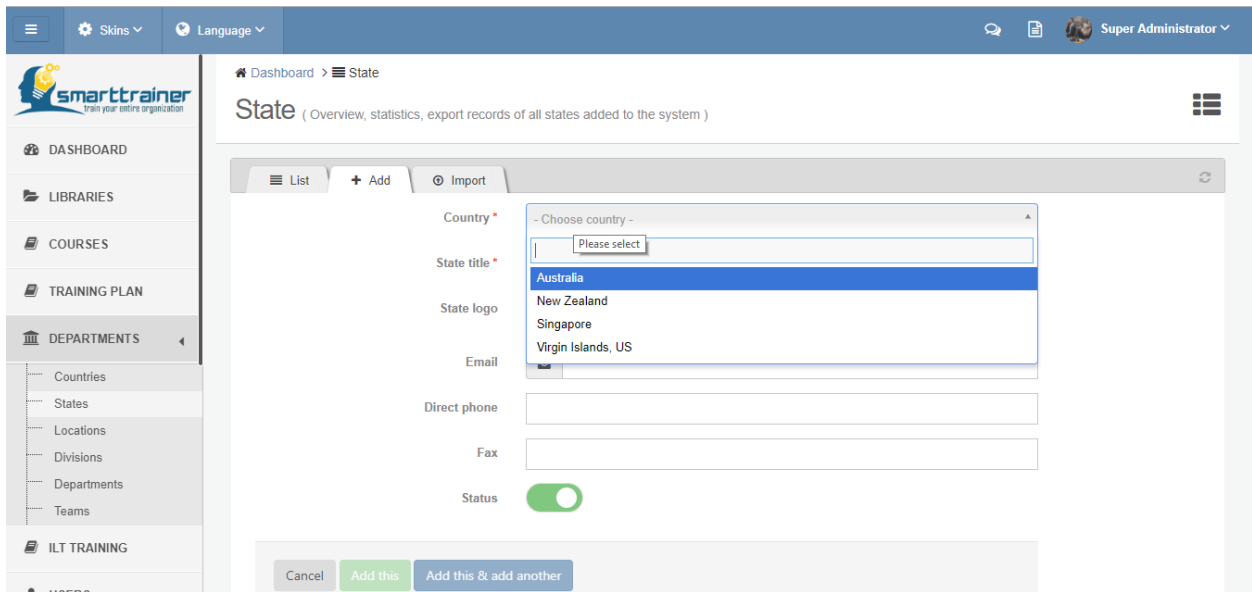
State title: Required. Maximum 255 characters.

State logo: Optional.

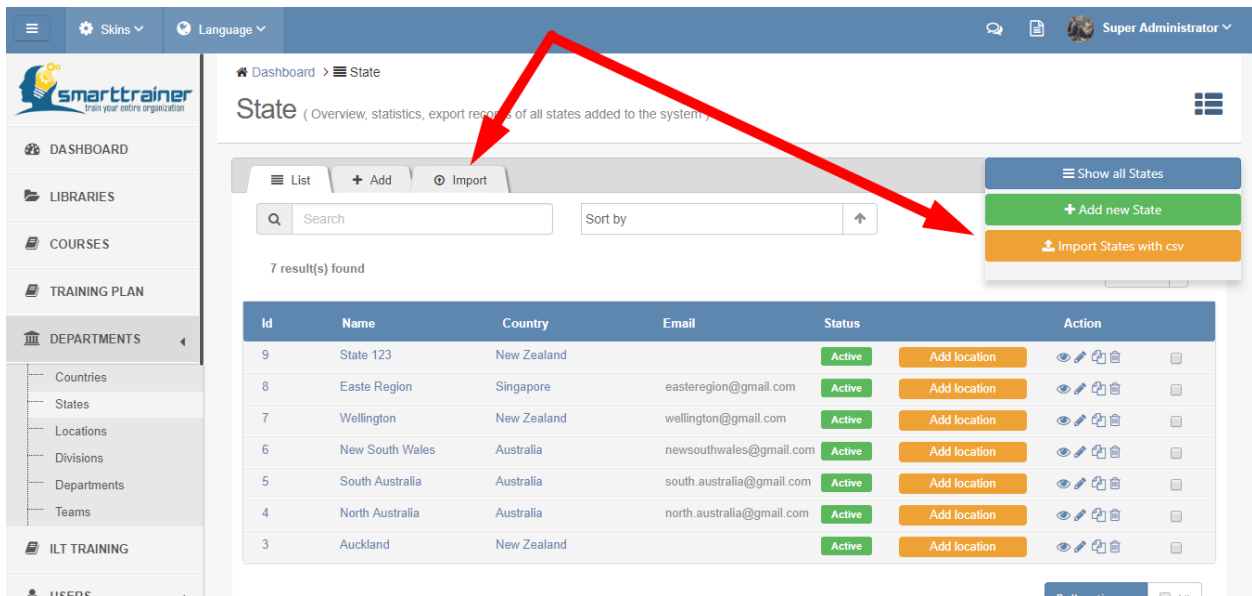
Email: Optional. No space or special symbols (^, &, *, \$, #,...), include @.

Direct phone: Optional. Number only. No space, text or special symbols (^, &, *, \$, #,...)

Status: Active/ inactive. Default set as Active.



Another quick way to create multiple countries: You can use import states function.



Click into tab "Import" or button "Import States with csv"



The screenshot shows the 'smarttrainer' web application interface. The top navigation bar includes 'Skins' and 'Language' dropdowns, and a user profile for 'Super Administrator'. The left sidebar lists various modules: DASHBOARD, LIBRARIES, COURSES, TRAINING PLAN, DEPARTMENTS (with sub-items: Countries, States, Locations, Divisions, Departments, Teams), ILT TRAINING, and USERS. The main content area is titled 'State' and includes a sub-header '(Overview, statistics, export records of all states added to the system)'. Below this, there are tabs for 'List', '+ Add', and 'Import'. A floating menu on the right contains 'Show all States', '+ Add new State', and 'Import States with csv'. The 'Import guide' section provides instructions: 'Download sample import file', 'Open downloaded file.', and a numbered list: '1.View detail example in tab "ImportGuide"', '2.Copy data in each individual column in tab "Import"', and '3.Save your file and Import !'. Below the guide is an 'Import' section with a 'Choose file from Computer' button and a 'Start importing' button.

Import guide

[Download sample import file](#)

Open downloaded file.

- 1.View detail example in tab "ImportGuide "
- 2.Copy data in each individual column in tab "Import"
- 3.Save your file and Import !

6.1.3. How to create new location?

At the navigation bar in the left side, clicks on the “Departments” module, then click submodule “Locations” to go Locations management.

The screenshot shows the 'Locations' management page in the SmartTrainer system. The sidebar on the left contains a menu with 'Locations' highlighted. The main area displays a table with 4 results found. The table columns are: Id, Location, State, No of department, Status, and Action. The data rows are as follows:

Id	Location	State	No of department	Status	Action
9	Location 123	State 123 New Zealand	1	Active	Add division, View, Edit, Delete
8	Location 3	Auckland New Zealand	0	Active	Add division, View, Edit, Delete
7	Wellington	Wellington New Zealand	0	Active	Add division, View, Edit, Delete
6	Changi	Easte Region Singapore	0	Active	Add division, View, Edit, Delete

In order to create new location, you will have to fill in following fields:

Country: Optional. Select from dropdown list.

State: Required. Select from dropdown list.

Location title: Required. Maximum 255 characters.

Location logo: Optional.

Location manager: Optional. Select from the list of all the manager who do not belong to any location yet or users in this state.

Detail address: Optional. This is physical address to contact this location. After enter address, you can

view it on Google map by click on “View map” button 

Country - Choose country -

State - Choose state -

Location title * Title

Location logo Select image

Location manager - Choose location manager -

Detail address 1 Piper Way, Viaduct 2, Auckland Central, Auckland 1010. New Zealand
Physical address to contact this location.
View map

Email address [Email icon]

Direct phone Mobile number

Fax Fax

Email: Optional. No space or special symbols (^, &, *, \$, #,...), include @.

Direct phone: Optional. Number only. No space, text or special symbols (^, &, *, \$, #,...)

Status: Active/ inactive. Default set as Active.

Locations (Location sub title)

Country - Choose country -

State * - Choose state -

Location title * [Empty field]

Location logo [Empty field]

Contact person [Empty field]

Detail address [Empty field]
Physical address to contact this location.
View map

Email address [Email icon]

Direct phone Mobile number

Dropdown menu items: Auckland, East Region, New South Wales, North Australia, South Australia, State 123, Wellington

Another quick way to create multiple locations: You can use import locations function.

The screenshot shows the SmartTrainer interface for the 'Locations' section. The 'Import' tab is selected, and the 'Import Locations with csv' button is highlighted with a red arrow. The table below shows 4 results found.

Id	Location	State	No of department	Status	Action
9	Location 123	State 123 New Zealand	1	Active	Add division
8	Location 3	Auckland New Zealand	0	Active	Add division
7	Wellington	Wellington New Zealand	0	Active	Add division
6	Changi	Easte Region Singapore	0	Active	Add division

Click into tab “Import” or button “Import Locations with csv”



The screenshot shows the SmartTrainer interface for the 'Locations' section. The 'Import' tab is selected, and the 'Import guide' and 'Import' sections are visible. The 'Import guide' section includes instructions for downloading a sample import file and opening it. The 'Import' section includes a file selection area and a 'Start importing' button.

Import guide

- Download sample import file
- Open downloaded file.
 - 1.View detail example in tab "ImportGuide"
 - 2.Copy data in each individual column in tab "Import"
 - 3.Save your file and Import !

Import

Choose file from Computer

Start importing

Import guide

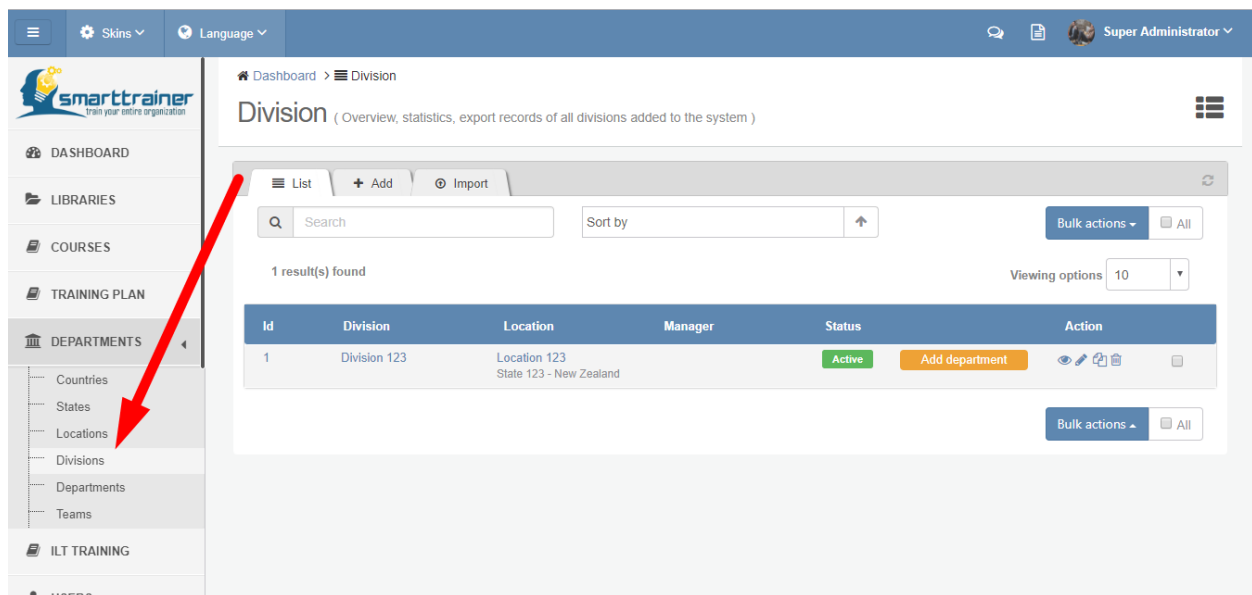
Download sample import file

Open downloaded file.

- 1.View detail example in tab "ImportGuide "
- 2.Copy data in each individual column in tab "Import"
- 3.Save your file and Import !

6.1.4. How to create new division?

At the navigation bar in the left side, clicks on the “Departments” module, then click submodule “Division” to go Divisions management.



In order to create new division, you will have to fill in following fields:

Country: Optional. Select from dropdown list.

State: Optional. Select from dropdown list.

Location: **Required**. Select from dropdown list.

Division title: **Required**. Maximum 255 characters.

Division logo: Optional.

Email: Optional. No space or special symbols (^, &, *, \$, #,...), include @.

Direct phone: Optional. Number only. No space, text or special symbols (^, &, *, \$, #,...)

Status: Active/ inactive. Default set as Active.

The screenshot shows the 'Add' form for a Division in the SmartTrainer system. The form includes the following fields:

- Country: - Choose country -
- State: - Choose state -
- Location*: - Choose location - (Dropdown menu open showing: Changi, Location 123, Location 3, Wellington)
- Division title*: [Empty text field]
- Division logo: [Empty text field]
- Email address: [Empty text field]
- Phone number: [Empty text field]
- Fax: [Empty text field]
- Status: Active (Toggle switch)

Buttons at the bottom: Cancel, Add this, Add this & add another.

Another quick way to create multiple divisions: You can use import divisions function.

The screenshot shows the 'Division' overview page in the SmartTrainer system. A red arrow points from the 'Import' tab to the 'Import Divisions with csv' button. The page displays the following information:

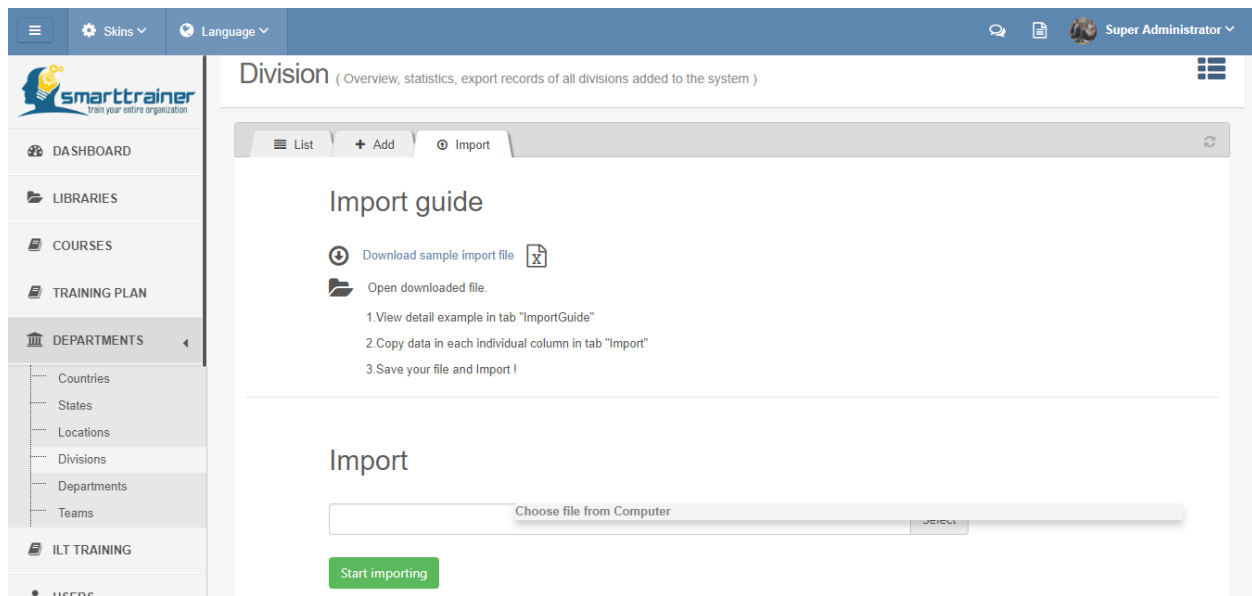
- Dashboard > Division
- Division (Overview, statistics, export records of all divisions added to the system)
- Buttons: Show all Divisions, + Add new Division, Import Divisions with csv
- Search and Sort by fields
- 1 result(s) found
- Table with 1 row:

Id	Division	Location	Manager	Status	Action
1	Division 123	Location 123 State 123 - New Zealand		Active	Add department, Edit, Delete

Bulk actions: All

Click into tab “Import” or button “Import Divisions with csv”





Import guide

[Download sample import file](#)

















Open downloaded file.

- 1.View detail example in tab "ImportGuide "
- 2.Copy data in each individual column in tab "Import"
- 3.Save your file and Import !

6.1.5. How to create new department?

At the navigation bar on the left side, click on the “Departments” module, then click submodule “Departments” to go Departments management.

The screenshot shows the 'Locations' management page in the SmartTrainer application. The sidebar on the left contains a menu with the following items: DASHBOARD, LIBRARIES, COURSES, TRAINING PLAN, DEPARTMENTS (highlighted with a red arrow), and ILT TRAINING. The DEPARTMENTS menu is expanded, showing sub-items: Countries, States, Locations (highlighted with a red arrow), Divisions, Departments, and Teams. The main content area is titled 'Locations (Location sub title)' and features a search bar, a 'Sort by' dropdown, and a 'Bulk actions' menu. Below these are 4 search results displayed in a table:

Id	Location	State	No of department	Status	Action
9	Location 123	State 123 New Zealand	1	Active	Add division    
8	Location 3	Auckland New Zealand	0	Active	Add division    
7	Wellington	Wellington New Zealand	0	Active	Add division    
6	Changi	Easte Region Singapore	0	Active	Add division    

In order to create new department, you will have to fill in following fields:

Country: Optional. Select from dropdown list.

State: Optional. Select from dropdown list.

Location: Optional. Select from dropdown list.

Division: Optional. Select from dropdown list.

Department: Required. Select from dropdown list.

Department title: Required. Maximum 255 characters.

Department logo: Optional.

Department manager: Optional. Select from the list of all users who do not belong to any department yet or users in this division.

Members in department: Optional. Select from trainees list or import new mass trainees

SmartTrainer
train your entire organization

Dashboard | Libraries | Courses | Training Plan | **Departments** | ILT Training | Users

Country: - Choose state -

Location: - Choose location -

Division: - Choose division -

Department*: Marketing Department ✓

Team title*: Title

Team logo: Select image

Team manager: - Choose team manager -

Member in team: Select from trainees list
-Select trainee-

Import new mass trainees

Download sample import file

Open downloaded file

1. View detail example in tab "ImportGuide"
2. Copy data in each individual column in tab "Import"
3. Save your file and Import!

Email: Optional. No space or special symbols (^, &, *, \$, #,...), include @.

Direct phone: Optional. Number only. No space, text or special symbols (^, &, *, \$, #,...)

Fax: Optional. Number only. No space, text or special symbols (^, &, *, \$, #,...)

Department organization image: Optional.

Status: Active/ inactive. Default set as Active.

SmartTrainer
train your entire organization

Dashboard > Department

Department (Overview, statistics, export records of all departments added to the system)

List | + Add | Import

Country: - Choose country -

State: - Choose state -

Location: - Choose location -

Division*: Division 123 ✓

Department title*: Title

Department logo: Select image

Department manager: - Choose department manager -

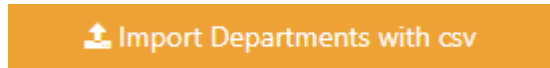
Member in department: Select from trainees list
-Select trainee-

Another quick way to create multiple departments: You can use import departments function.

The screenshot shows the 'Department' management page in the SmartTrainer system. The interface includes a sidebar with navigation options like Dashboard, Libraries, Courses, Training Plan, and Departments. The main content area has tabs for 'List', '+ Add', and 'Import'. A table displays existing departments with columns for Id, Department, Division, Manager, Trainees, Status, and Action. A right-hand menu contains buttons for 'Show all Departments', '+ Add new Department', 'Import Departments with csv', and 'Run Departments report'. A red arrow highlights the 'Import' tab and the 'Import Departments with csv' button.

Id	Department	Division	Manager	Trainees	Status	Action
15	Department 123	Division 123 Location 123 - State 123 - New Zealand	Super Administrator Manager	1	Active	Add team
6	Marketing Department		Chang Nguyen	3	Active	Add team
1	Marketing Department		Hung Tran	3	Active	Add team

Click into tab “Import” or button “Import Departments with csv”



The screenshot shows the 'Import guide' page in the SmartTrainer system. The page provides instructions for importing departments: 'Download sample import file', 'Open downloaded file', and a three-step process: '1. View detail example in tab "ImportGuide"', '2. Copy data in each individual column in tab "Import"', and '3. Save your file and Import!'. Below the instructions is an 'Import' section with a file selection field and a 'Start importing' button.

Import guide

[Download sample import file](#)

Open downloaded file.

- 1.View detail example in tab "ImportGuide "
- 2.Copy data in each individual column in tab "Import"
- 3.Save your file and Import !

6.1.6. How to create new team?

At the navigation bar in the left side, clicks on the “Departments” module, then click submodule “Teams” to go Teams management.

The screenshot displays the SmartTrainer web application interface. On the left, a navigation sidebar is visible with a red arrow pointing to the 'Teams' option under the 'DEPARTMENTS' section. The main content area shows the 'Team' management page, which includes a search bar, a table of existing teams, and bulk action buttons. The table contains one entry:

Id	Team	Department	Manager	Members	Status	Action
1	Team 123	Department 123 Division 123 - Location 123 - State 123 - New Zealand	Super Administrator Manager	1	Active	[Action icons]

In order to create new team, you will have to fill in following fields:

Country: Optional. Select from dropdown list.

State: Optional. Select from dropdown list.

Location: Optional. Select from dropdown list.

Division: Optional. Select from dropdown list.

Department: Required. Select from dropdown list.

Team title: Required. Maximum 255 characters.

Team logo: Optional.

Team manager: Optional. Select from list of all users who do not belong to any team yet or users in this department.

Members in team: Optional. Select from trainees list or import new mass trainees

Email: Optional. No space or special symbols (^, &, *, \$, #,...), include @.

Direct phone: Optional. Number only. No space, text or special symbols (^, &, *, \$, #,...)

Status: Active/ inactive. Default set as Active.

The screenshot shows the 'Add' form in the SmartTrainer application. The form includes the following fields and options:

- Country: - Choose country -
- State: - Choose state -
- Location *: - Choose location - (dropdown menu)
- Division title *: (text input)
- Division logo: (dropdown menu with options: Location 123, Location 3, Wellington)
- Email address: (text input)
- Phone number: (text input)
- Fax: (text input)
- Status: Active

Buttons at the bottom: Cancel, Add this, Add this & add another.

Another quick way to create multiple teams: You can use import teams function.

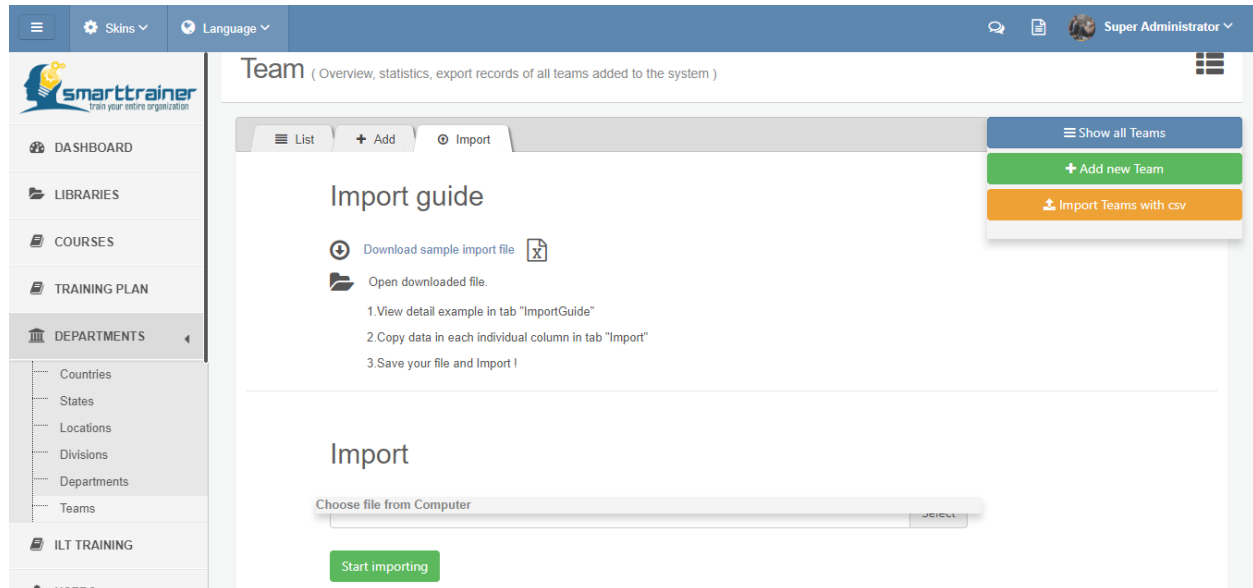
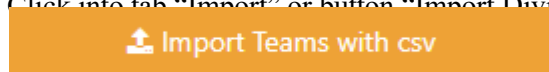
The screenshot shows the 'Team' overview page in the SmartTrainer application. A red arrow points to the 'Import' button in the top navigation bar. Another red arrow points to the 'Import Teams with csv' button in the right-hand sidebar. The main content area shows a table with 1 result(s) found:

Id	Team	Department	Manager	Members	Status	Action
1	Team 123	Department 123 Division 123 - Location 123 - State 123 - New Zealand	Super Administrator Manager	1	Active	

Buttons in the sidebar: Show all Teams, Add new Team, Import Teams with csv.

Bulk actions: All

Click into tab “Import” or button “Import Divisions with csv”



Import guide

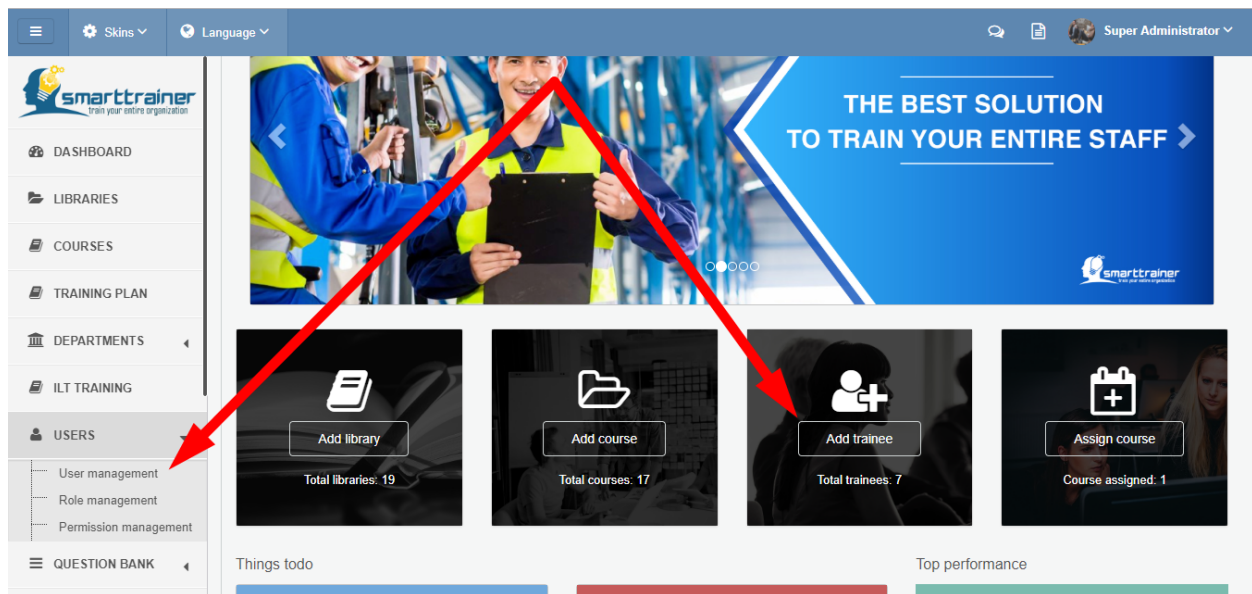
[Download sample import file](#)

Open downloaded file.

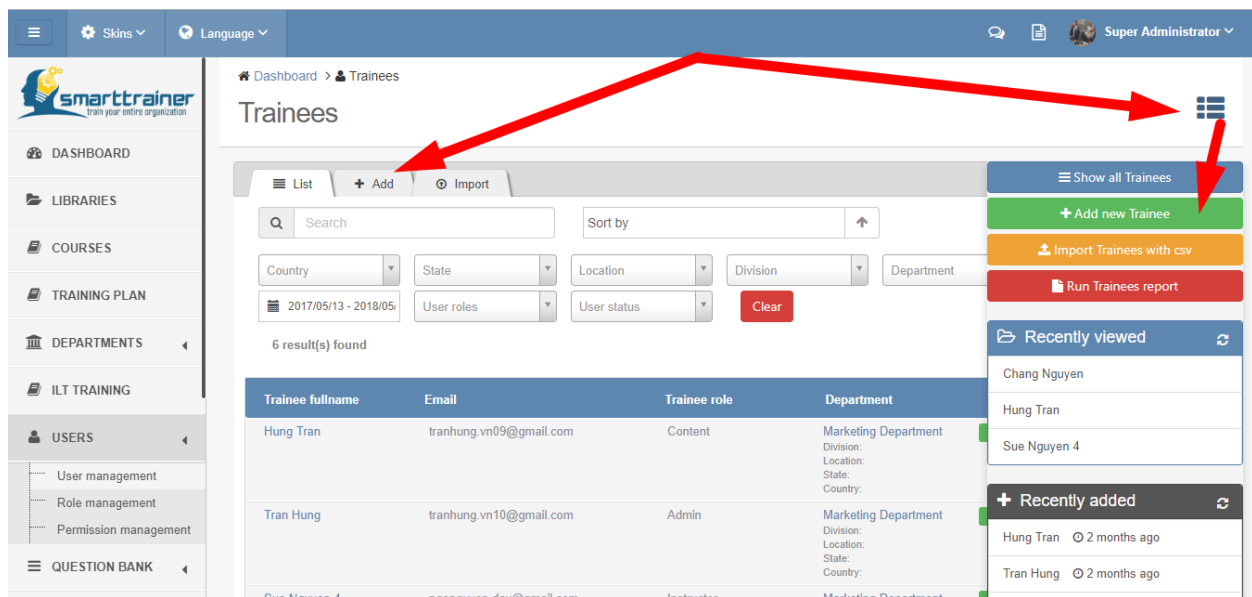
1. View detail example in tab "ImportGuide "
2. Copy data in each individual column in tab "Import"
3. Save your file and Import !

6.1.7. How to create new user?

At the navigation bar on the left side, click on the “Users” module, then click on “Users management” submodule to go the Users management. Or, you can click on button “Add trainee” in Dashboard.



You can create new trainee by click on tab “+ Add” or button “+Add new Trainee” at the right corner of this page



When creating a new trainee, the system administrator must configure it using a form provided Smart Trainer LSM where values are set for 3 following sessions:

- **LOGIN INFORMATION**

Email: Required. Unique email. No space or special symbols (^, &, *, \$, #,...), include @.

Password: Required. Include 1 uppercase, 1 number, at least 6 characters, & has no space.

Confirm password: Required. Reenter above password.

Trainee role: Required. Select from roles list.

- **PERSONAL INFORMATION**

First name: Required. Text input field.

Last name: Required. Text input field.

Profile image: Optional.

Hired date: Optional. Date picker form.

Mobile phone: Optional. Number only, no space or special characters.

Telephone: Optional. Number only, no space or special characters.

Fax: Optional. Number only, no space or special characters.

Skype: Optional. Text input field.

Address: Optional. Text input field.

Country: Optional. Select from dropdown list.

State: Optional. Select from dropdown list.

Location: Optional. Select from dropdown list.

Division: Optional. Select from dropdown list.

Department: Optional. Select from dropdown list.

Job title: Optional. Text input field.

- **NOTIFICATION SETTING**

Receive notification through email: Yes/ No

Course notification

Account notification



- ACCOUNT STATUS

Active or inactive. Default set as Active.

The screenshot shows the 'Add' form in the SmartTrainer system. The form is titled 'LOGIN INFORMATION' and 'PERSONAL INFORMATION'. The 'LOGIN INFORMATION' section includes fields for Email (admin@smatrtainerlms.vn), Password (masked with dots), Confirm password, and Trainee role. The Password field has four green checkmarks indicating it meets requirements: 'Include 1 uppercase', 'Include 1 number', 'At least 6 characters', and 'No space'. The 'PERSONAL INFORMATION' section includes fields for First name and Last name. The interface has a blue header with 'Skins' and 'Language' dropdowns, and a user profile for 'Super Administrator'.

7. How to create Question Bank?

7.1. How to create Question Bank categories?

You can add new category for question bank by click on “Question Bank” module > sub module “Question Bank Category” in menu bar.

Dashboard > Question bank category

Question bank categories (Question bank categories sub title)

List + Add

Search

Question bank st... Clear

Bulk actions All

4 result(s) found

Title	Created date	Status	Action
IT Service Management Training	2018-03-26	Active	Add question
Project Management Training	2018-03-26	Active	Add question
Business Skills	2018-03-26	Active	Add question
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam eleifend, elit ac tristique imperdiet, mi nisl malesuada odio, at placerat lacus tortor at velit. Duis nec sodales elit. Sed id efficitur nisl. In consectetur tellus arcu, vel tristique urna	2018-05-02	Active	Add question

In question bank list, you can click into tab “Add” to add new category:

Category title: Required. Maximum 255 characters.

Status: Active/ Inactive. Default set as Active.

Position: Order of this category in the list.

Dashboard > Question bank category

Question bank categories (Question bank categories sub title)

List + Add

Category title * Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed a urna sem. Donec dui nisl. ✓

Status

Position 4

Cancel Add this Add this & add another

7.2. How to create Question Bank?

There are 2 ways to create new question in Question Bank.

Option 1: In Question bank category, simply click on button “Add question”

The screenshot shows the 'Question bank categories' page in the SmartTrainer application. The page has a sidebar with navigation options like Dashboard, Libraries, Courses, Training Plan, Departments, ILT Training, Users, and Question Bank. The main content area displays a table of question bank categories. A red arrow points to the 'Add question' button in the 'Action' column of the table.

Title	Created date	Status	Action
IT Service Management Training	2018-03-26	Active	Add question
Project Management Training	2018-03-26	Active	Add question
Business Skills	2018-03-26	Active	Add question
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam eleifend, elit ac tristique imperdiet, mi nisl malesuada odio, at placerat lacus tortor at velit. Duis nec sodales elit. Sed id efficitur nisl. In consectetur tellus arcu, vel tristique urna	2018-05-02	Active	Add question

Option 2: In Question Bank list, you click into button “Add more questions”

The screenshot shows the 'Question bank' list page in the SmartTrainer application. The page displays a table of questions. A red arrow points to the '+ Add more question' button in the top right corner of the table area.

#	Question type	Category	Question & answer	Action
Question 1	Multiple Choice - Single Option	IT Service Management Training	What is Lorem Ipsum? IT-Service-Management <input checked="" type="checkbox"/> Lorem Ipsum is simply dummy text of the <input checked="" type="checkbox"/> Lorem Ipsum has been the industry's sta <input checked="" type="checkbox"/> It has survived not only five centuries, but	

You can **add new question manually** with 6 type of questions:

- Multiple Choice - Single Option
- Multiple Choice - Multiple Answer
- Yes/ No Question
- Fill in the Gap

- Written Question

- Import File

8. How to mark exam?

All exams which need to be marked will be showed in session “Things to do” in Dashboard. Moreover, you can see total number of exams which are waiting to be marked by notification:

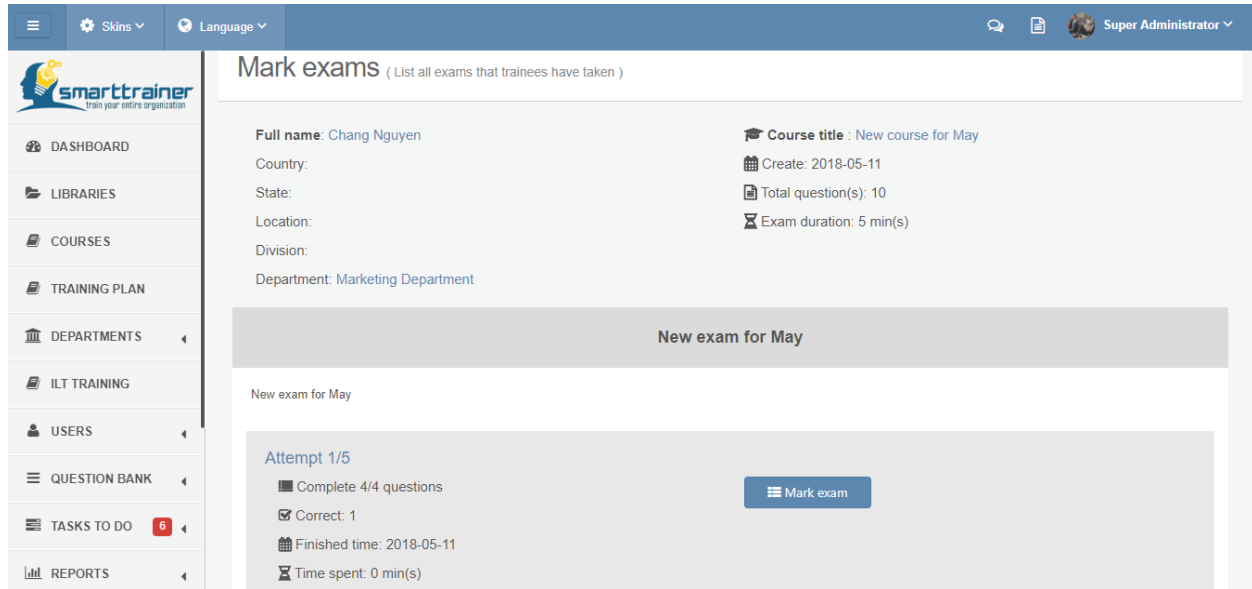
The screenshot shows the dashboard interface. On the left sidebar, under 'TASKS TO DO', there are 6 notifications. A red arrow points from this notification to the 'Mark exam' section in the main content area. The 'Mark exam' section displays a list of 17 exams with details such as trainee name, course, department, and time since the exam was taken.

In the mark exams list, you can search, sort or filter to view accordingly exam:

The screenshot shows the 'Mark exams' list page. It features a search bar and several filter dropdowns: Country, State, Location, Division, Department, Attempt type, and Exam status. A 'Clear' button is also present. Below the filters, there is a table listing 5 exams with columns for Trainee, Course, Department, Exam attempts, Finished time, Result, and Action.

Trainee	Course	Department	Exam attempts	Finished time	Result	Action
Chang Nguyen	New course for May	Marketing Department	1/5	2018-05-11	Waiting	View Edit
Chang Nguyen	ITIL® Practitioner Series	Marketing Department	1/5	2018-03-28	Fail	View Edit
Chang Nguyen	ITIL's Lifecycle Approach to IT Service Management	Marketing Department	1/5	2018-03-28	Fail	View Edit
Super Administrator	ITIL® Practitioner Series	Department 123 Division: Division 123	4/5	2018-05-10	Waiting	View Edit

You can click on icon “View”  to view exam detail

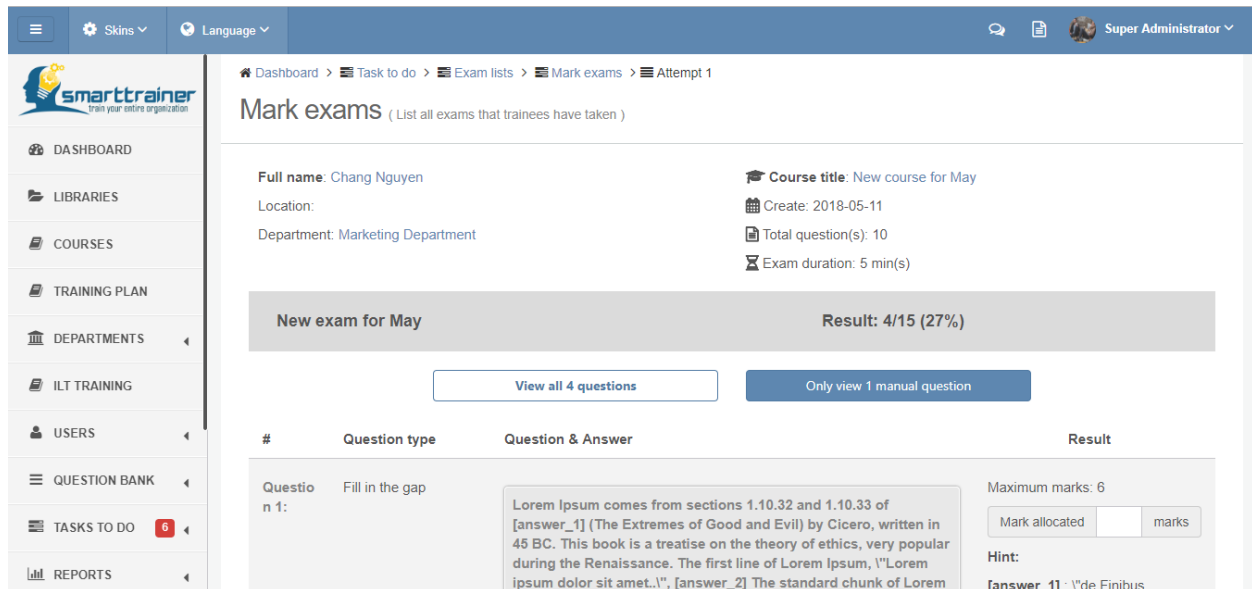


The screenshot shows the 'Mark exams' page in the SmartTrainer system. The left sidebar contains navigation options: DASHBOARD, LIBRARIES, COURSES, TRAINING PLAN, DEPARTMENTS, ILT TRAINING, USERS, QUESTION BANK, TASKS TO DO (with a red notification badge showing '6'), and REPORTS. The main content area displays the following information:

- Full name:** Chang Nguyen
- Country:**
- State:**
- Location:**
- Division:**
- Department:** Marketing Department
- Course title:** New course for May
- Create:** 2018-05-11
- Total question(s):** 10
- Exam duration:** 5 min(s)

Below this information, there is a section titled 'New exam for May' with a sub-section 'New exam for May'. It shows 'Attempt 1/5' and a progress bar for 'Complete 4/4 questions'. Other details include 'Correct: 1', 'Finished time: 2018-05-11', and 'Time spent: 0 min(s)'. A 'Mark exam' button is visible.

Otherwise, you can click on icon “Edit”  to mark or remark this exam.

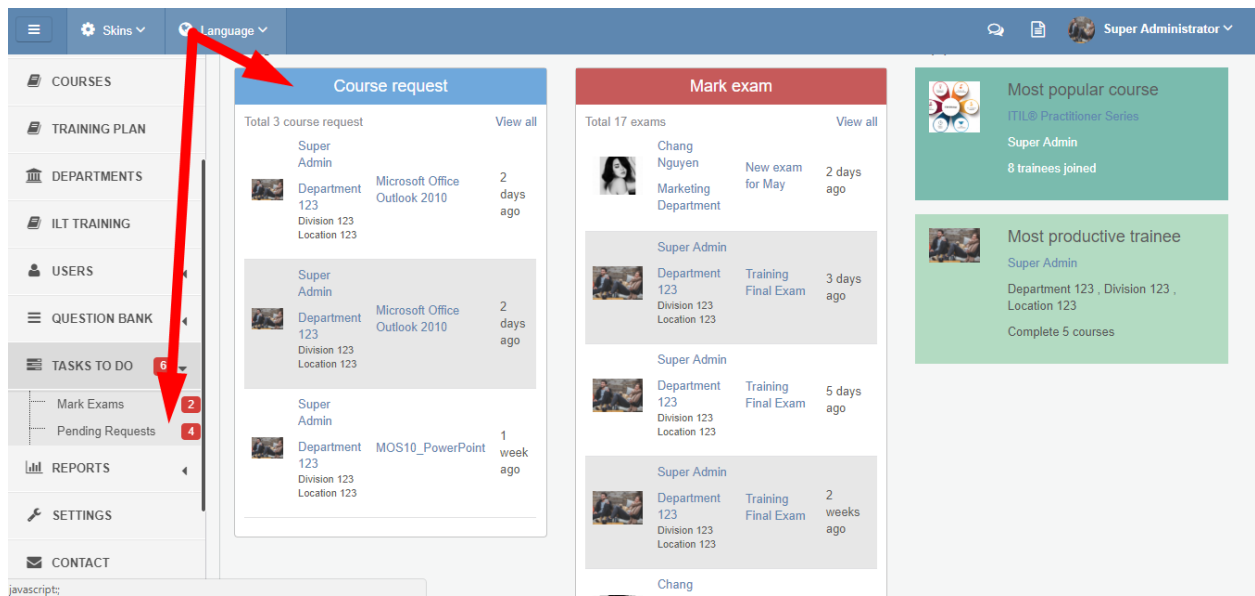


This screenshot shows a detailed view of a question within the 'Mark exams' page. The breadcrumb trail is: Dashboard > Task to do > Exam lists > Mark exams > Attempt 1. The page displays the same exam details as the previous screenshot. Below the exam title, there are two buttons: 'View all 4 questions' and 'Only view 1 manual question'. A table lists the question details:

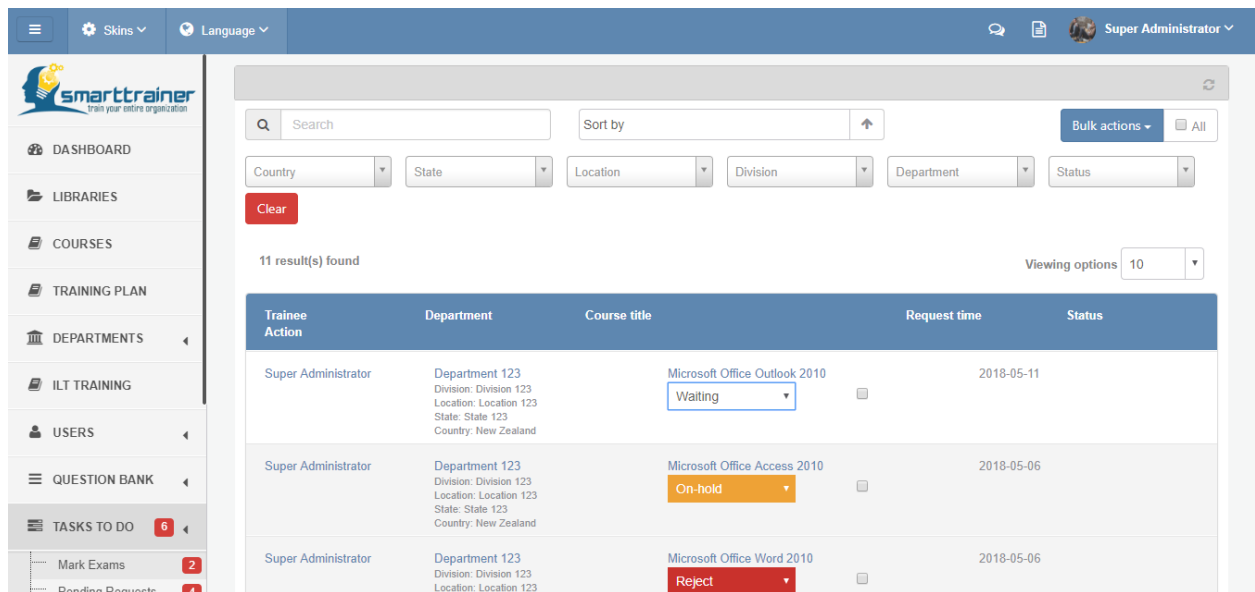
#	Question type	Question & Answer	Result
Question 1:	Fill in the gap	Lorem Ipsum comes from sections 1.10.32 and 1.10.33 of [answer_1] (The Extremes of Good and Evil) by Cicero, written in 45 BC. This book is a treatise on the theory of ethics, very popular during the Renaissance. The first line of Lorem Ipsum, "Lorem ipsum dolor sit amet..", [answer_2] The standard chunk of Lorem	Maximum marks: 6 Mark allocated: <input type="text"/> marks Hint: [answer_1]: 'de Finibus

9. How to handle trainee’s / department’s course request?

All pending requests which need to be handled will be showed in session “Things to do” in Dashboard. Moreover, you can see total number of pending requests which are waiting to be handled by notification:



In pending requests list, you can select each action for individual or multiple requests to action.



10. How to create help & support articles for trainees?

You can add new Smart Trainer help & support articles; to the “Help & Support” module.

Order	Article	Category	Created by	Publication date	Status	Action
1	How can a Department Contact person manage courses and learning?	Department	Super Admin	2017-07-17	Published	[Edit] [Delete]
1	de Finibus Bonorum et Malorum 123	User	Super Admin	2017-07-17	Published	[Edit] [Delete]
4	support 3	Course	Super Admin		Draft	[Edit] [Delete]
3	Support 2	Course	Super Admin		Draft	[Edit] [Delete]
2	support 1	Course	Super Admin		Draft	[Edit] [Delete]
1	Article 2	Course	Super Admin	2017-07-07	Published	[Edit] [Delete]

In this list, you can select articles to publish, unpublish (save as draft) or create a new one:

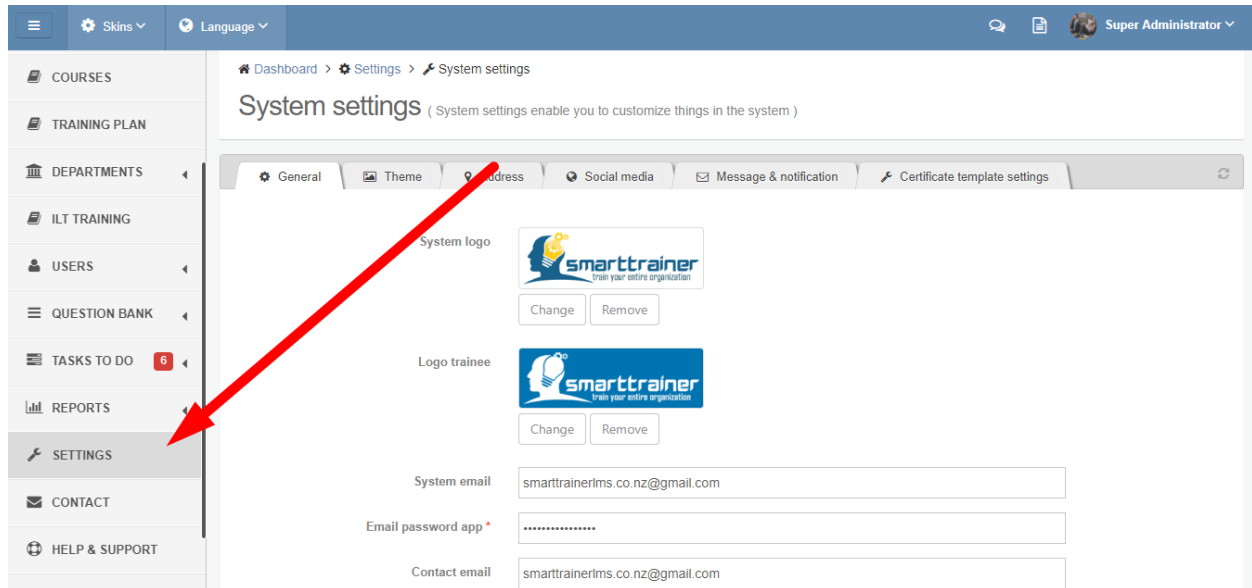
Title: Required. Maximum 255 characters.

Description: Required. Text input.

Choose category for article: Required. Select from category list or create a new category.

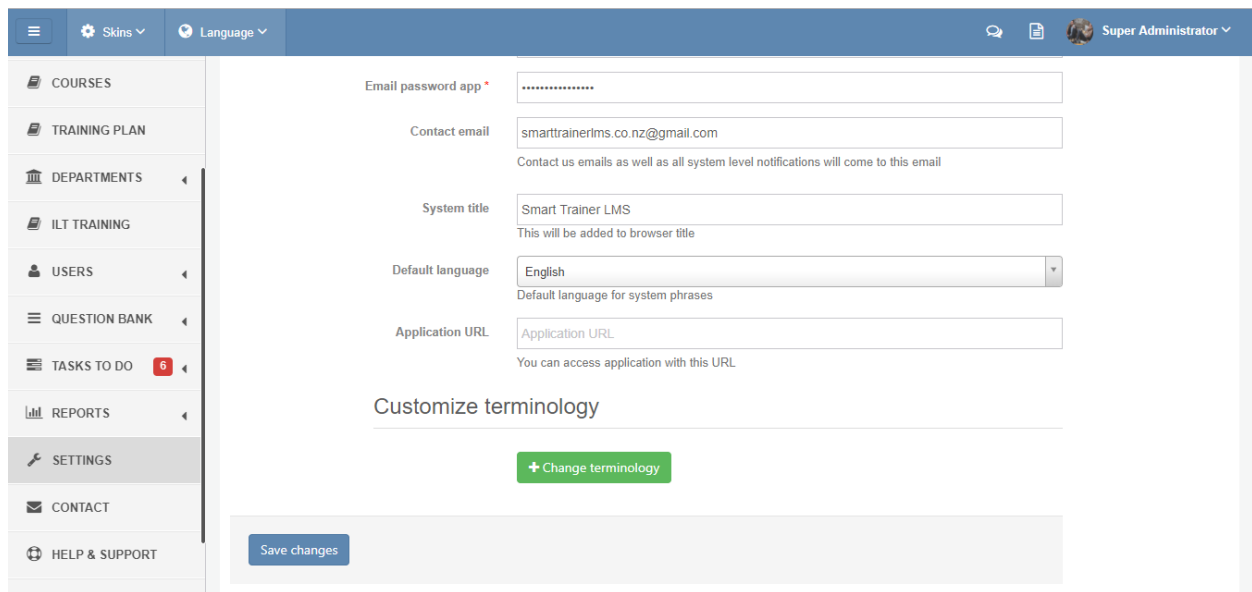
11. How to change system's settings?

You can change system's settings in module "Settings" from the menu bar:

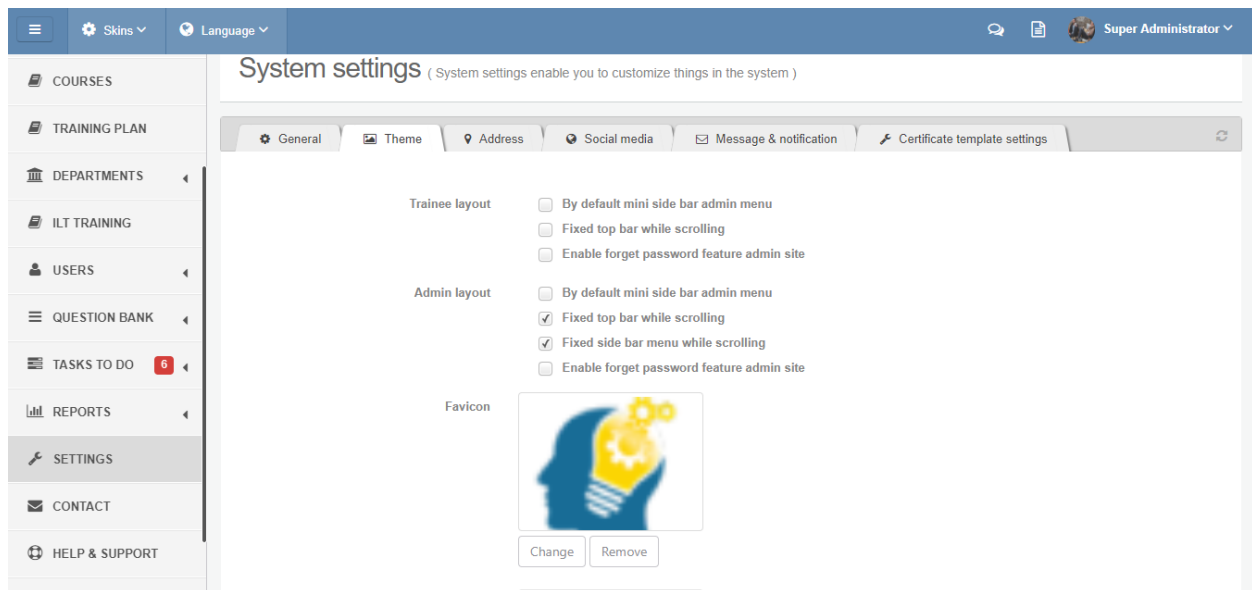


In this module, you can change:

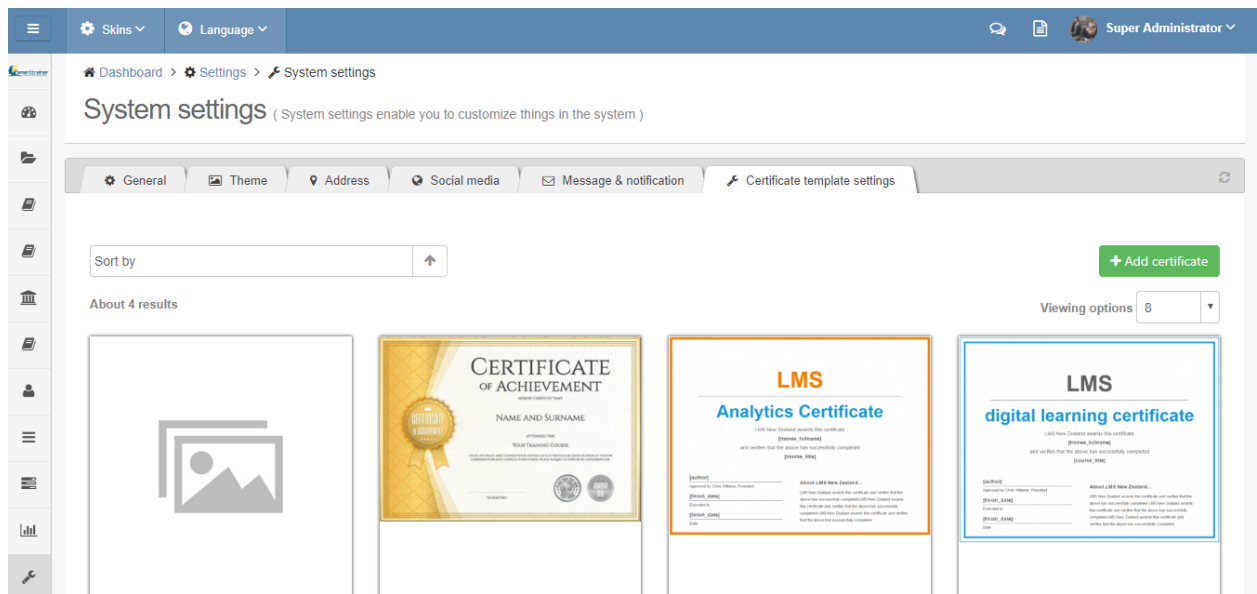
- General settings:
 - System logo
 - Logo in trainee site
 - System email: This is email address which is used to send system email to all users
 - Email password app: Application password to access system email
 - Contact email
 - System title: This will be added to browser title
 - Default language: Default language for system phrases
 - Application URL: You can access application with this URL
 - Customize terminology: Change system terminologies



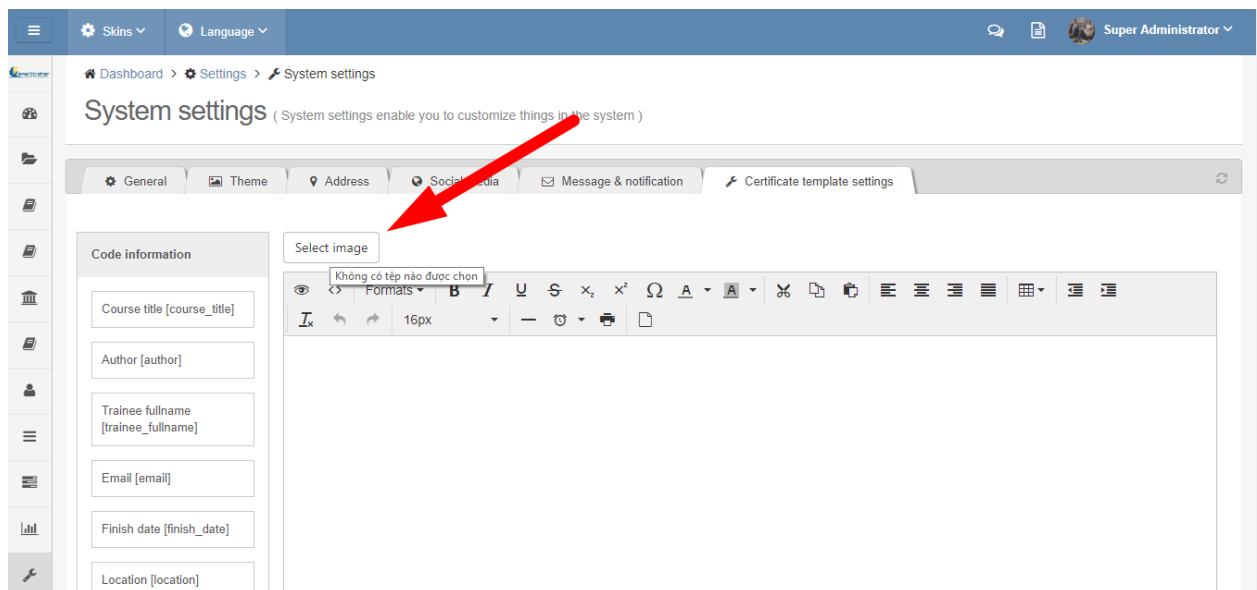
- Theme settings: Change layout settings; Upload favicon or slider images



- Address settings: Setting up company address; Time & date settings
- Social media settings: Social media links
- Message & notification settings
- Certificate template settings: Create and manage certificate template for system

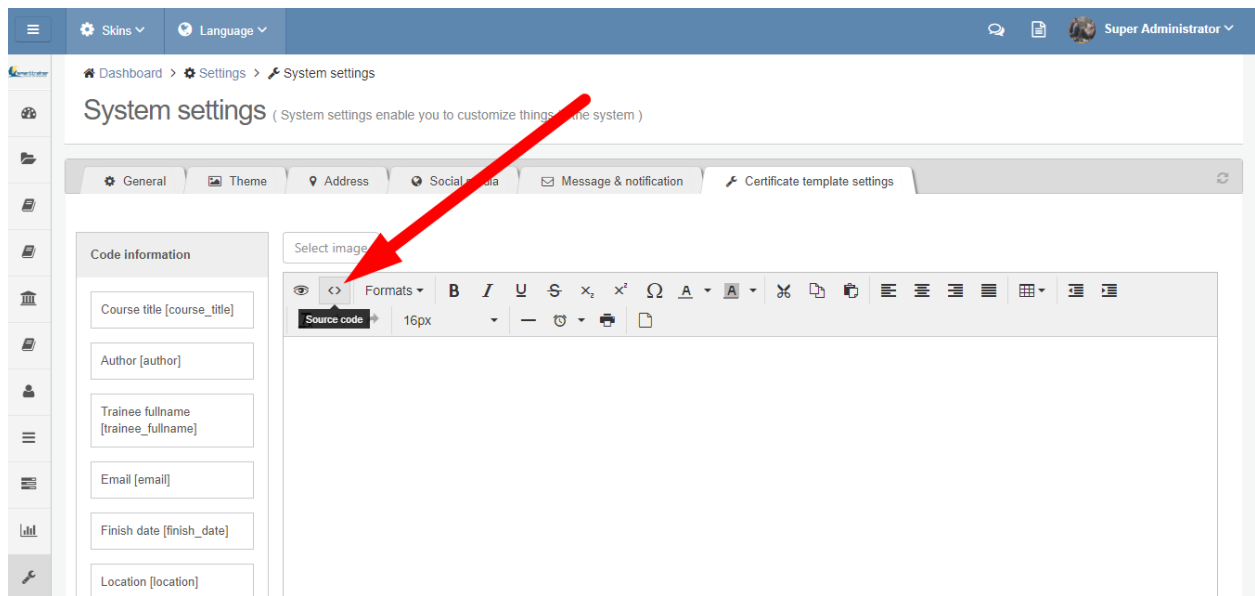


You can select from existing template to customize it (change content, change layout). Or, you can click on button “Add certificate” to create a new one based on your company brand identity.



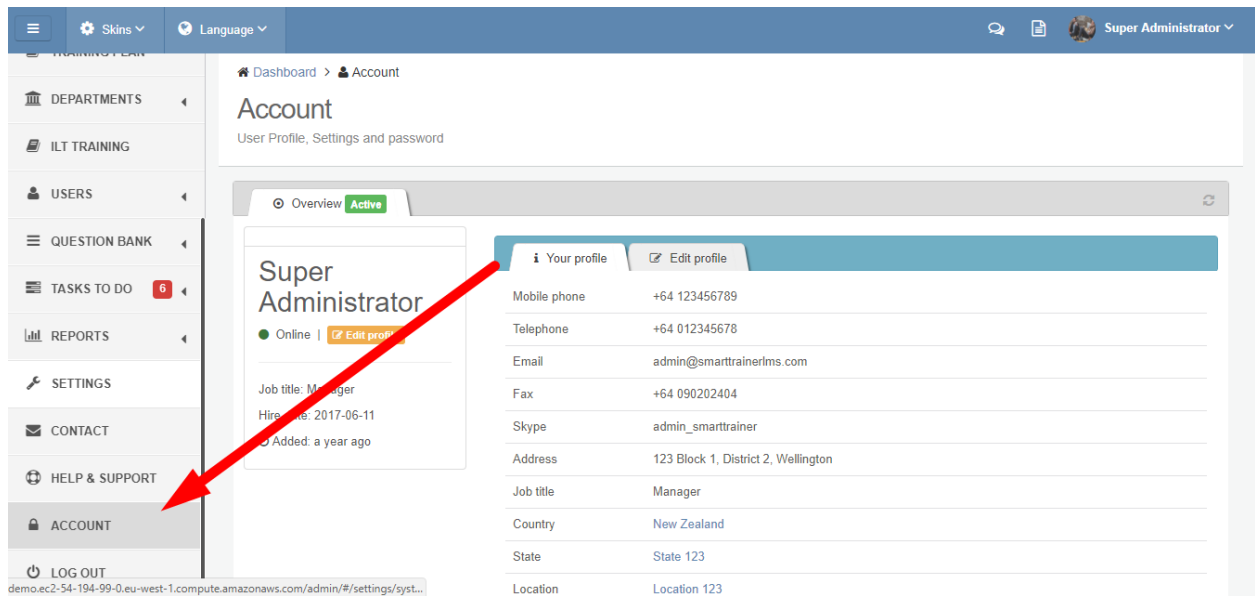
Click on “Select image” to upload thumbnail image for certificate.

In editor area, you can use HTML/ CSS to create your own company certificate:



12. How to view or edit my account?

You can view or edit your account information (except your email address) by click on module “Account” in menu bar:



In this module, you can edit your information:

- Login information: Change password

- Personal information
- Notification settings

The screenshot shows the user profile page for 'Super Administrator' in the Smart Trainer LMS. The page is divided into several sections:

- Header:** Includes 'Skins', 'Language', and the user's name 'Super Administrator'.
- Left Sidebar:** A navigation menu with items: DEPARTMENTS, ILT TRAINING, USERS, QUESTION BANK, TASKS TO DO (6), REPORTS, SETTINGS, CONTACT, HELP & SUPPORT, ACCOUNT, and LOG OUT.
- Profile Card:** Displays the user's name 'Super Administrator', status 'Online', and a link to 'Edit profile'. Below this, it shows 'Job title: Manager', 'Hire date: 2017-06-11', and 'Added: a year ago'.
- LOGIN INFORMATION:** Contains an 'Email' field with 'admin@smartrainerlms.com' and a 'Password' field with a 'Change password' button.
- PERSONAL INFORMATION:** Includes 'First name' (Super) and 'Last name' (Administrator), both with green checkmarks. Below is a 'Thumb image' field with a photo of two people sitting on a couch, and 'Change' and 'Remove' buttons.

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