

Smart Trainer LMS

Dealer User Manual Guide

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 and certify online courses and training.

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1. How to access to the Console?

Step 1: Go to Smart Trainer LMS Console site.

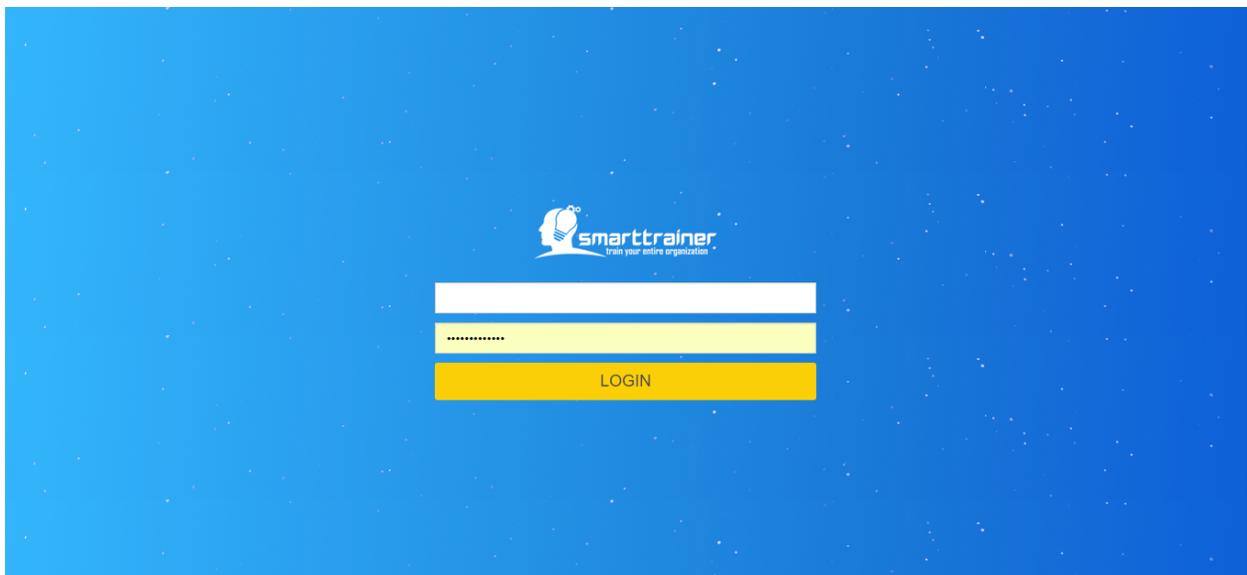
Step 2: Enter your login in the Email field.

**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?

After login successfully, the Console will open to the Dealer Management module.

View Website → Administrator

Home / Dealers / List dealers

Dealers Active dealer: 4 Inactive dealer: 2

Search... Sort by -- Sort by -- + Add New Bulk action ▾

Country Dealer rank Commission Dealer status Clear

4 dealers Viewing options 10 ▾

Full name	Email	Country	Dealer rank	Commission	Joined date	Status	Action
Nguyen Duc Thuan	thuannd@qsoftvietnam.com		Bronze	25%	2018-09-19	Active	View Edit Delete
Sharon Nguyen	nganth@qsoftvietnam.com		Bronze	25%	2018-09-18	Active	View Edit Delete
Harry Truong	nganguyen.dav@gmail.com		Bronze	25%	2018-09-17	Active	View Edit Delete
Hana Trinh	suenguyen202@gmail.com		Bronze	25%	2018-09-17	Active	View Edit Delete

3. How do I add a dealer to system?

In menu bar, you can simply click on “Dealer” module, then click on “Add dealer”!

After click on this button, you will be redirected to “Add dealer” screen:

Administrator Welcome, Administrator

View Website → Administrator

Home

Dealers

Dealer information

Avatar:

First name*:

Last Name*:

Email*:

Password*: Auto generate password for user Custom password for user

Country*:

Mobile number*:

Phone number*:

Physical address*:

Referral dealer*:

Dealer agreement

Dealer status:

Dealer code: DL_YQTWBS1093

Dealer level:

Paypal email address*:

In order to add new dealer, you have to fill in 3 following sessions:

- **Dealer information:**

Dealer avatar: Optional field. Click on “Select image” to upload image from your computer.

First name: Required field.

Last name: Required field.

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

Password: Required field. You can select one of two options: Auto generate password for user, or Customize password for user.

Country: Required field. Select from dropdown list.

Phone number: Optional field. Validate based on country selected above.

Physical address: Optional field. Text input.

Referral dealer: Optional field. Select from dealer dropdown list.

- **Dealer Agreement:** Legal documents & unique code of dealer:

Dealer status: Auto set Inactive.

Dealer_code: Auto generated by system.

Dealer level: Level 1 or Level 2

In Smart Trainer LMS Dealer System, we have 2 levels of dealer: Dealer Level 1 & Dealer Level 2

- **Dealer Level 1:** They are the same as the leader of a Dealer team. Dealer Level 1 can manage their subordinated dealers (change their commission rate for Courses, Plans, etc) or Add new dealer under their management*.
- **Dealer Level 2:** They are managed by Dealer Level 1. They also can add new dealer, but this new one will be automatically under the management of their Dealer Level 1.

**They can earn extra money from difference in commission they set for Dealer Level 2 with the original one set for them.*



Paypal email address: Required field. Email must be include @, does not have space or special characters (^, &, *, \$, #).

Dealer agreement: Required field. Legal documents which signed by Dealer.

- **Dealer rank & commission:**

Dealer rank: Required field. New created dealer will be auto set as lowest rank*

**Ranking is based on dealer sales.*

Dealer commission: Auto set maximum commission for this dealer rank. Dealer can not change this commission higher than the original setting.

Dealer discount amount: Set discount amount for customers when they buy courses from Smart Trainer LMS.

4. How do I manage my dealers?

The screenshot shows the 'Dealers' management page. At the top, there are counts for 'Active dealer' (6) and 'Inactive dealer' (7). Below these are search and filter options, including a search bar, a 'Sort by' dropdown (set to '- Sort email -'), and several filter dropdowns for 'Country', 'Dealer rank', 'Commission', and 'Dealer status'. A '+ Add New' button and a 'Bulk action' dropdown are also present. The main table displays the following data:

Full name	Email	Country	Dealer rank	Commission	Joined date	Status	Action
Hung Joka	tranhung.vn09@gmail.com		Platinum	25%	2017-08-07	Active	[Icons]
Tran Hung	tranhung.vn10121212@gmail.com			20%	2017-07-21	Active	[Icons]
Hung Joker	tranhung.vn101212@gmail.com			20%	2017-07-21	Active	[Icons]

In dealer list, you can easy search, sort or filter to find the dealer who you want to view:

Search free text

Sort by: Full name; Email; Country; Dealer rank; Commission; Join date

Filter by: Dealer join date; Country; Dealer rank; Commission; Dealer status; Clear filter

In Dealer management list, you can view detail dealer information, edit their info, delete dealers or send email to them.

Send email to dealer ×

(You are going to send email to 1 dealer)

Select template *

Expired Dealer

Hi [dealer_fullname], I'm Louise Belcher, CEO of Prioritizer. I'd like to personally ...

Customer care

Hi Linda! Thanks so much for signing up for the Prioritizer newsletter! [set up expectations/make...

Reset account - Customer

Hi Bob! Welcome to Prioritizer! Thanks so much for joining us. You're on your way

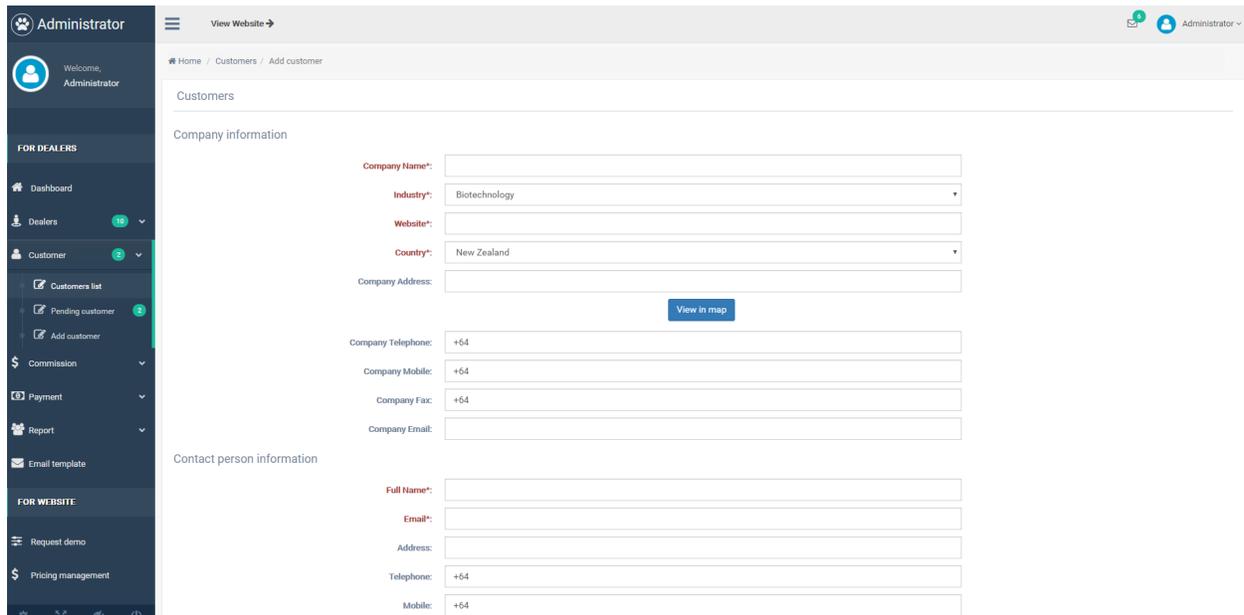
Select time to send *

Cancel

Send email

5. How do I add my new customers?

Just like add new dealer to system, you can add new customer from menu bar, select “Customer” module, then select “Add customer” sub-module:



The screenshot shows the 'Add customer' form in the Administrator interface. The form is divided into two main sections: 'Company information' and 'Contact person information'. The 'Company information' section includes fields for 'Company Name', 'Industry' (with a dropdown menu showing 'Biotechnology'), 'Website', 'Country' (with a dropdown menu showing 'New Zealand'), 'Company Address', 'Company Telephone', 'Company Mobile', 'Company Fax', and 'Company Email'. The 'Contact person information' section includes fields for 'Full Name', 'Email', 'Address', 'Telephone', and 'Mobile'. A 'View in map' button is located below the 'Company Address' field.

In order to add new dealer, you have to fill in 3 following sessions:

- **Company information:**

Company name: Required field. Text input.

Industry: Required field. Select from dropdown list.

Website: Required field. Text input.

Country: Required field. Select from dropdown list.

Company address: Optional field. You can view in Google map this address.

Company telephone: Optional field. Verified based on country field selected above.

Company mobile: Optional field. Verified based on country field selected above.

Company fax: Optional field. Verified based on country field selected above.

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

Company Name*:	<input type="text"/>
Industry*:	Biotechnology <input type="button" value="v"/>
Website*:	<input type="text"/>
Country*:	New Zealand <input type="button" value="v"/>
Company Address:	<input type="text"/>
	<input type="button" value="View in map"/>
Company Telephone:	+64 <input type="text"/>
Company Mobile:	+64 <input type="text"/>
Company Fax:	+64 <input type="text"/>
Company Email:	<input type="text"/>

- **Contact person information:**

Full name: Required field. Input text.

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

Address: Optional field. Text input.

Telephone: Optional field. Verified by country field selected above.

Mobile: Optional field. Verified by country field selected above.

Full Name*:	<input type="text"/>
Email*:	<input type="text"/>
Address:	<input type="text"/>
Telephone:	+64 <input type="text"/>
Mobile:	+64 <input type="text"/>

- **Sub domain details**

Admin link: Optional field. Input text.



Trainee link: Optional field. Input text.

Type of customer: Select from dropdown list: Trial/ demo version; Official plan (Monthly); Official plan (Yearly)

Domain cost: View domain cost. This will be auto link with customer's selected plan.

Payment status: Paid or Not paid.

Available from: select start date and end date.

Status: Required field. Auto set Inactive.

Admin Link:

Trainee Link:

Type Of Customer:

Domain Cost: **\$20,000**

Payment Status:

Available Time: From To

Status:*

6. How do I manage all my customers?

All customers will be showed in “Customers list” module. In Customers list, you can easy search, sort or filter to find the customer who you want to view:

Search free text

Sort by: Company name; Customer type; Industry; Expired date; Dealer.

Filter by: Customer type; Country; Industry; Dealer; Status; Clear filter.

Customer management

Customer active: 0 | Customer inactive: 0 | Domain expired soon: 0 | Domain expired: 1

Search: Sort by: --Sort-- Created Date:

+ Add New Bulk action

--Customer type-- --Country-- --Industry-- --Dealer-- --Status-- Clear

In Customers management list, you can view detail customer information, edit their info, delete customers or send email to them.

The screenshot shows the 'Customer management' section of an administrator dashboard. The interface includes a sidebar with navigation options for 'FOR DEALERS' (Dashboard, Dealers, Customer) and 'FOR WEBSITE' (Request demo, Pricing management). The main content area displays a summary of customer statistics: Customer active (0), Customer inactive (0), Domain expired soon (0), and Domain expired (1). Below this is a search and filter section with a search bar for 'Company Name', a 'Sort by' dropdown, a 'Created Date' calendar icon, and several dropdown filters for 'Customer type', 'Country', 'Industry', 'Dealer', and 'Status'. A '+ Add New' button and a 'Bulk action' dropdown are also present. A table below shows one customer entry: 'Lorem Ipsum Ltd' from 'New Zealand', with 'office version (by month)' as the 'Type', 'Content Vendors' as the 'Industry', and '0000-00-00' as the 'Expired date'. The 'Status' is 'Expired', and the 'Domain' is 'Setting'. The 'Action' column contains icons for edit, email, and delete. The table is titled '1 Customer(s)' and has a 'Viewing options' dropdown set to '10'.

**Note: For customers who signed up from website & have no dealer taken care off, admin can assign this customer to any dealer to take care. After assigning, dealer will receive an email to notify about it.*

7. How can I view commissions?

You can recheck all your commissions which you earned in “**Commissions management**” module. Search by Dealer full name; Sort by Dealer full name, Sale amount, Commission, Dealer earning, Created date; Filter by Commission created time, Product type or Status.

Administrator

Welcome, Administrator

FOR DEALERS

- Dashboard
- Dealers 10
- Customer 3
- Commission
 - Commissions setting
 - Commission list
- Payment
- Report
- Email template

FOR WEBSITE

- Request demo
- Pricing management
- Course categories

View Website →

Home / Commission / List Commissions

Commission management

Dealer Name ... Sort by -- Sort -- Clear

Filter by product -- Status --

4 Commission(s) Viewing options 10

Transaction Id	Dealer Full Name	Product Type	Sale Amount	Commission	Dealer Commission	Status	Created At	Action
16		Course	\$100	%	\$	Paid	2017-11-21 08:26:18	
15		Course	\$120	%	\$	Paid	2017-11-21 08:26:18	
14		Course	\$50	%	\$	Paid	2017-11-21 08:09:27	
13		Course	\$120	%	\$	Paid	2017-11-21 08:09:27	

8. How can I view my payment history?

You can follow your payment history which paid by Smart Trainer admin in **“Payment history”** module. Search free text; Sort by Amount, Fee or Payout date; Filter by payment time.

Administrator

Welcome, Administrator

FOR DEALERS

- Dashboard
- Dealers 10
- Customer 3
- Commission
 - Commissions setting
 - Commission list
- Payment
 - Pending list
 - Payment history
- Report
- Email template

FOR WEBSITE

- Request demo
- Pricing management
- Course categories

View Website →

Home / Payment / Payment history

Payment history

Search... Sort by None Bulk action

Clear

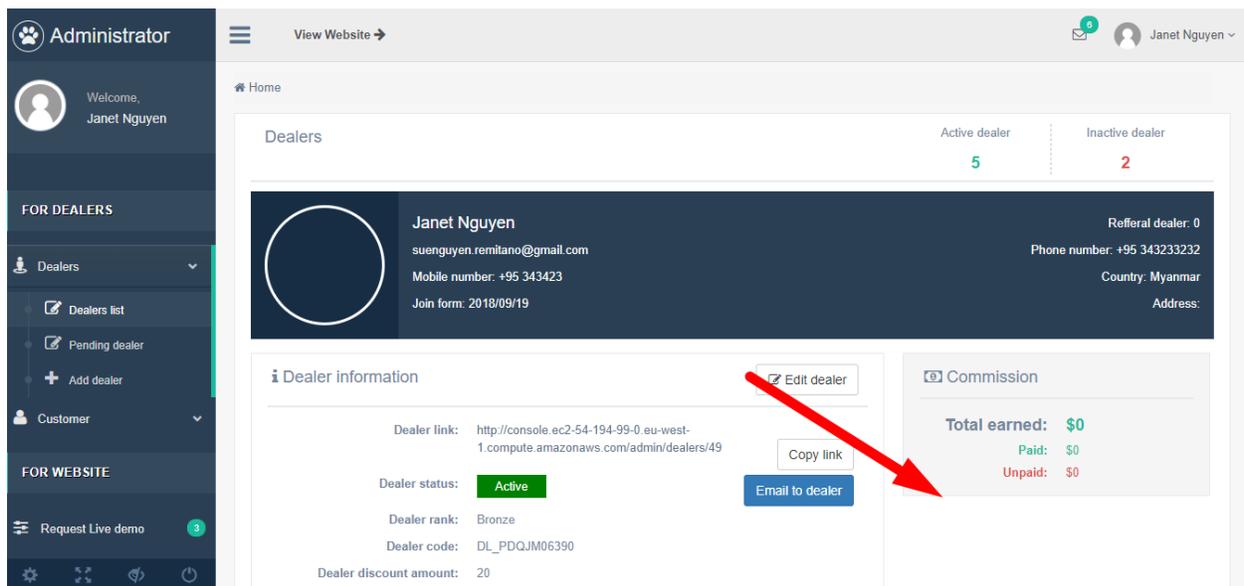
0 payments Viewing options 10

#	Dealer fullname	Sender	Status	Amount	Fee	Payout Date
---	-----------------	--------	--------	--------	-----	-------------

9. How can I request to withdraw money from Smart Trainer?

You only can request to withdraw money after you reach more than \$100 commission. After you send request to withdraw money, admin will go to Console then make payment via PayPal to you.

You will receive money with your PayPal email. So please remember to check this PayPal email carefully when you signed up!



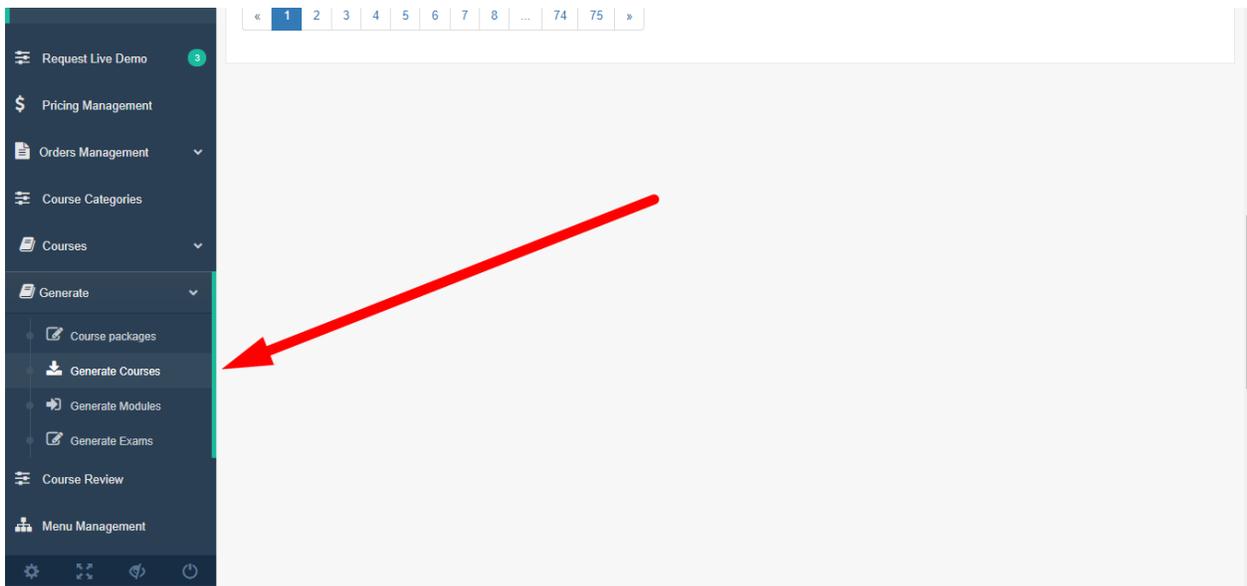
The screenshot shows the 'Dealers' management interface. At the top, it indicates 5 active dealers and 2 inactive dealers. The selected dealer is Janet Nguyen, with contact details: suenguyen.remitano@gmail.com, mobile number +95 343423, and join form date 2018/09/19. The dealer status is 'Active'. The commission summary shows: Total earned: \$0, Paid: \$0, and Unpaid: \$0. A red arrow points to the 'Withdraw money' button in the commission section.

You can send request to withdraw in your detail page. After you get at least \$100, button “Withdraw money” will be enable.

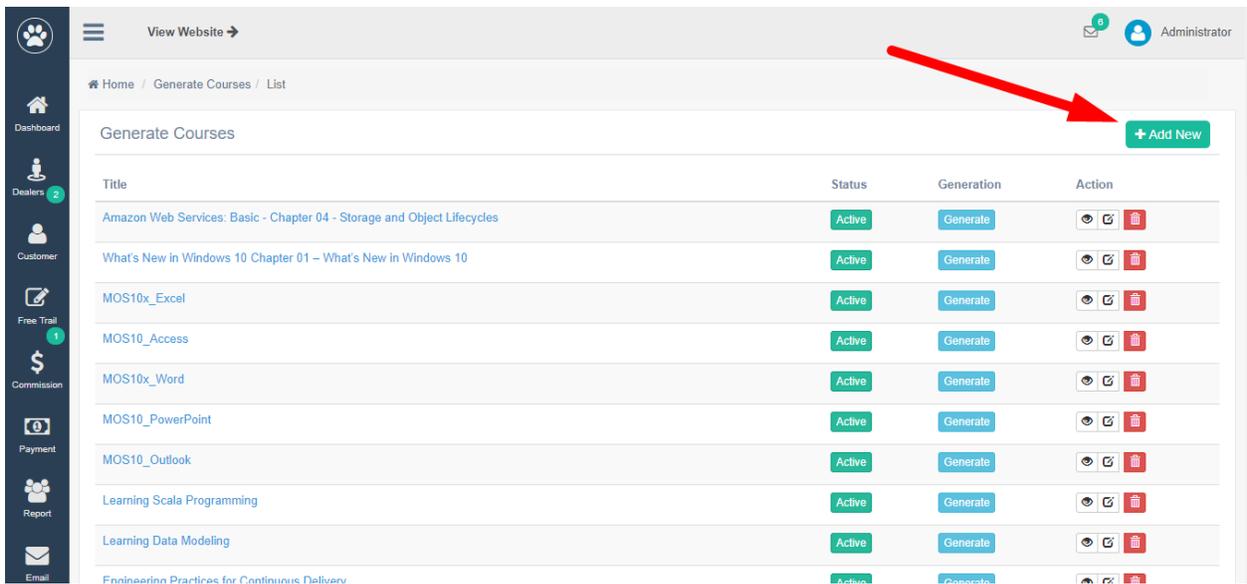
10. How can I upload course to system?

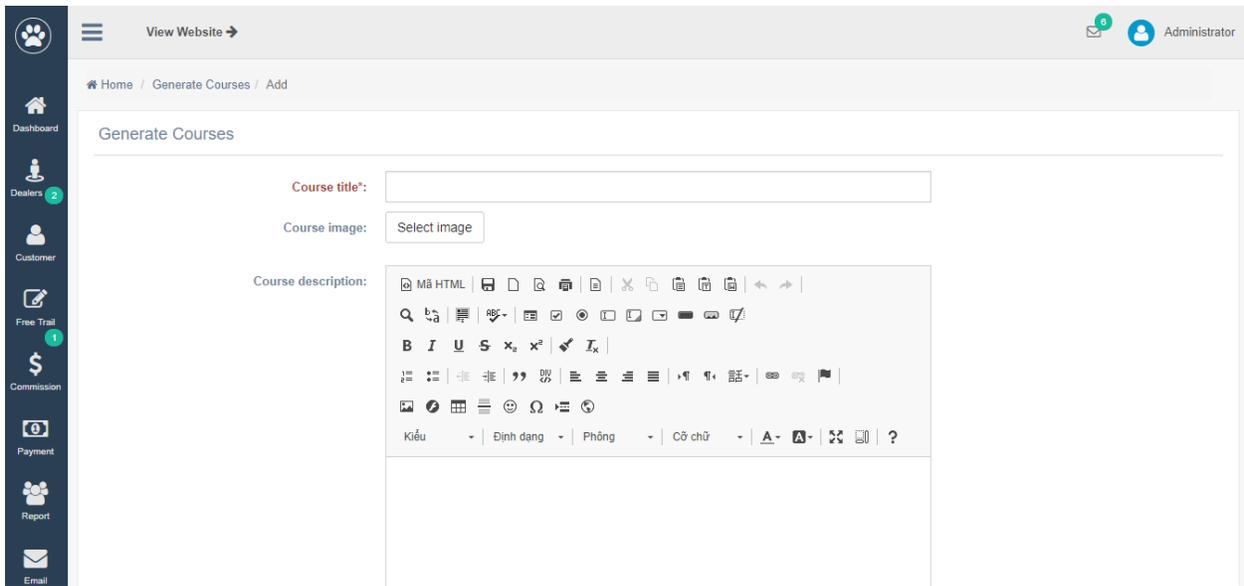
Smart Trainer LMS Console is followed SCORM version 2004. So when you want to create new course, it have to obey SCORM 2004.

Step 1: Go to “Generate Courses” sub-module in “Generate” Module

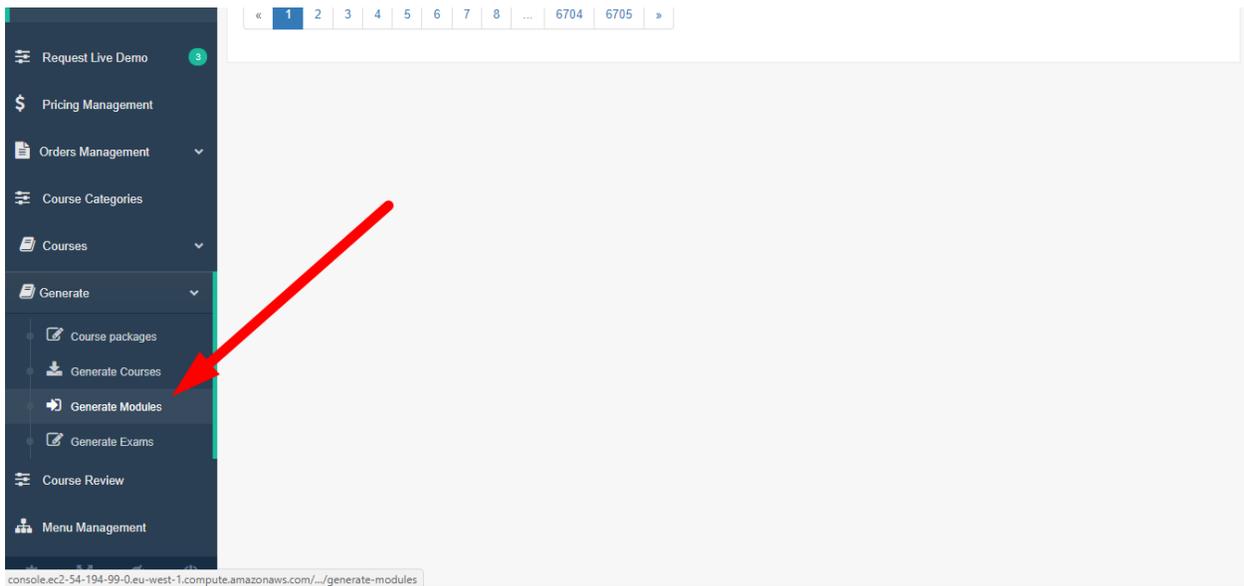


Step 2: Click button “Add new” to add new course information:

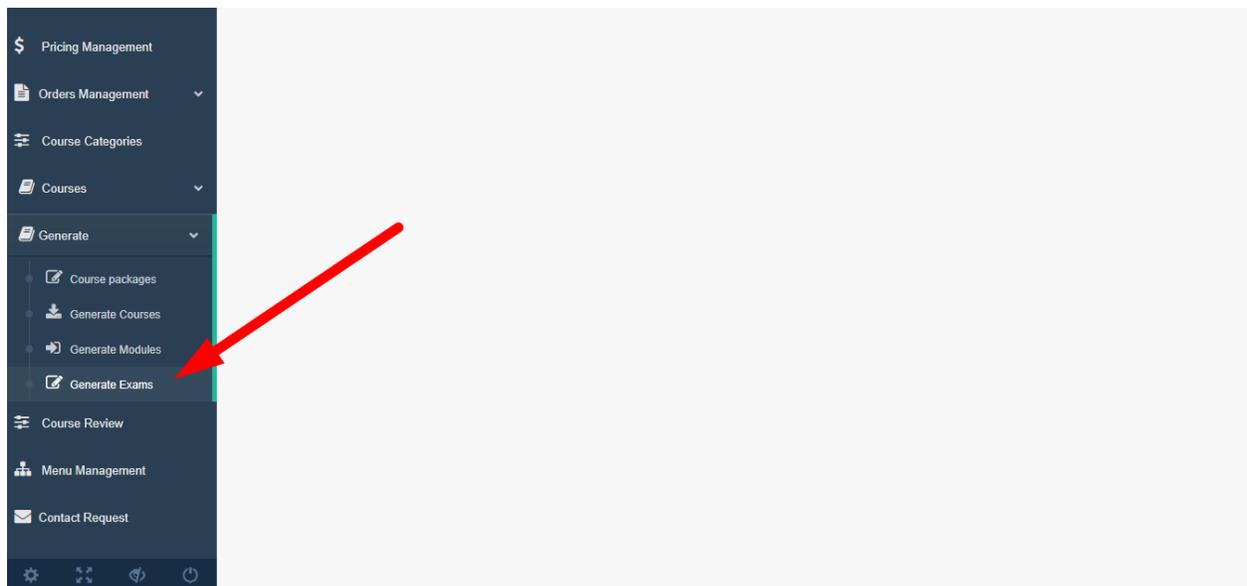




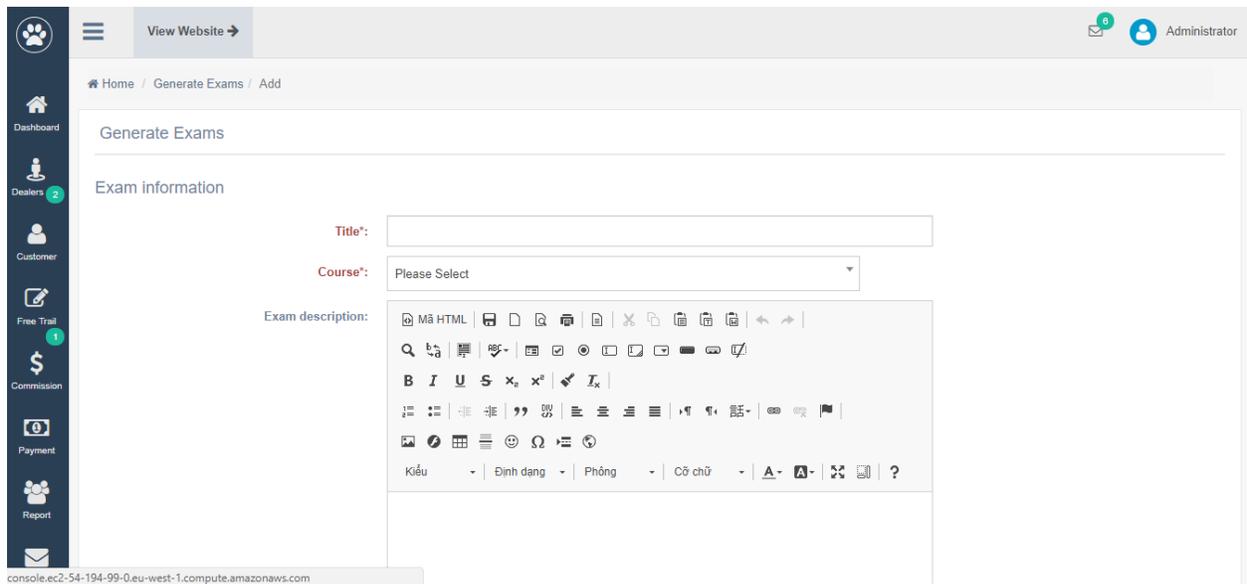
Step 3: After you create course successfully, let's go to sub-module **“Generate Modules”** to continue create modules in course:



Click button **“Add new”** to add new module:



Click button “Add new” to create new exam to course:



Step 5: After you already create course information, add modules to course, add exam to course, now, you can Generate course to SCORM package:

Turn back to sub module “**Generate Courses**”, click button “Generate”:

The screenshot shows the 'Generate Courses' page. A red arrow points to the 'Generate' button for the first course entry.

Title	Status	Generation	Action
Amazon Web Services: Basic - Chapter 04 - Storage and Object Lifecycles	Active	Generate	
What's New in Windows 10 Chapter 01 – What's New in Windows 10	Active	Generate	
MOS10x_Excel	Active	Generate	
MOS10_Access	Active	Generate	
MOS10x_Word	Active	Generate	
MOS10_PowerPoint	Active	Generate	
MOS10_Outlook	Active	Generate	
Learning Scala Programming	Active	Generate	
Learning Data Modeling	Active	Generate	
Financing Practices for Continuous Delivery	Active	Generate	

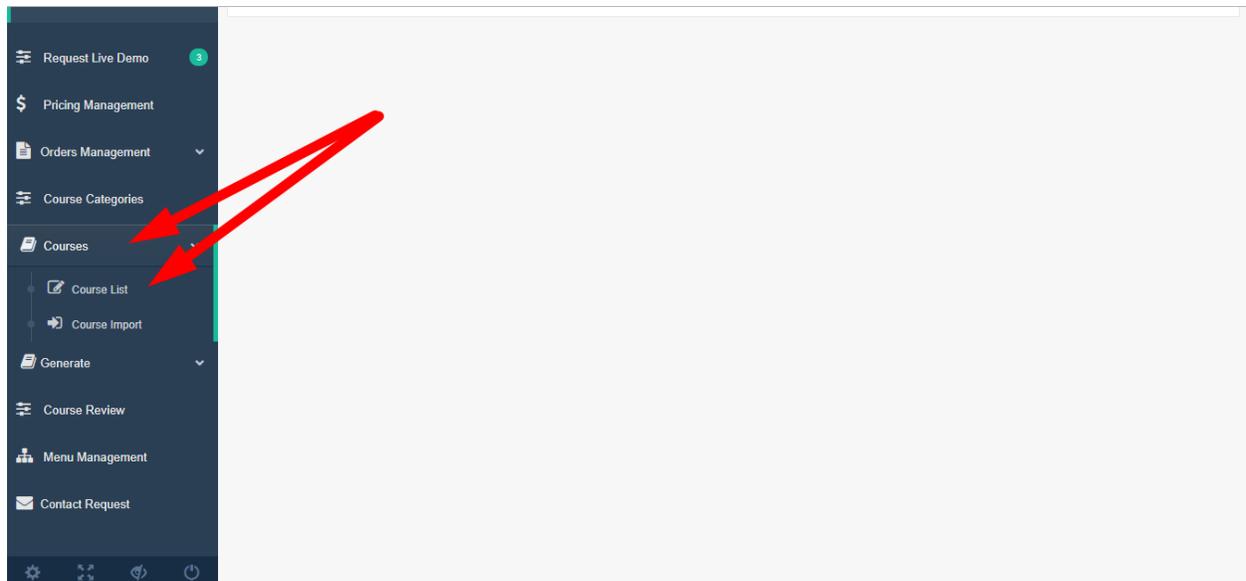
After you generate course successfully, all course generated will be showed in sub-module “**Course packages**”

The screenshot shows the 'Course Packages' page. The table below lists the generated courses.

Title	Package	Created At	Action
Amazon Web Services: Basic - Chapter 04 - Storage and Object Lifecycles	Download	2018-04-24 10:49:01	
What's New in Windows 10 Chapter 01 – What's New in Windows 10	Download	2018-04-24 07:42:44	
Adobe Audition CC Training	Download	2018-04-23 10:31:24	
Carrara 8 Training Bundle	Download	2018-04-18 07:49:59	
Resource-Oriented Architectures: Hypermedia	Download	2018-04-18 07:49:33	
MOS10x_Excel	Download	2017-11-29 08:47:42	
MOS10_Access	Download	2017-11-29 08:47:39	
MOS10x_Word	Download	2017-11-29 08:47:35	
MOS10_PowerPoint	Download	2017-11-29 08:47:18	
MOS10_Outlook	Download	2017-11-29 08:47:02	

These course packages are .zip file, which will be sent to your customer via email after they make payment successfully or import directly to admin system (only Free Package courses can be imported by this way).

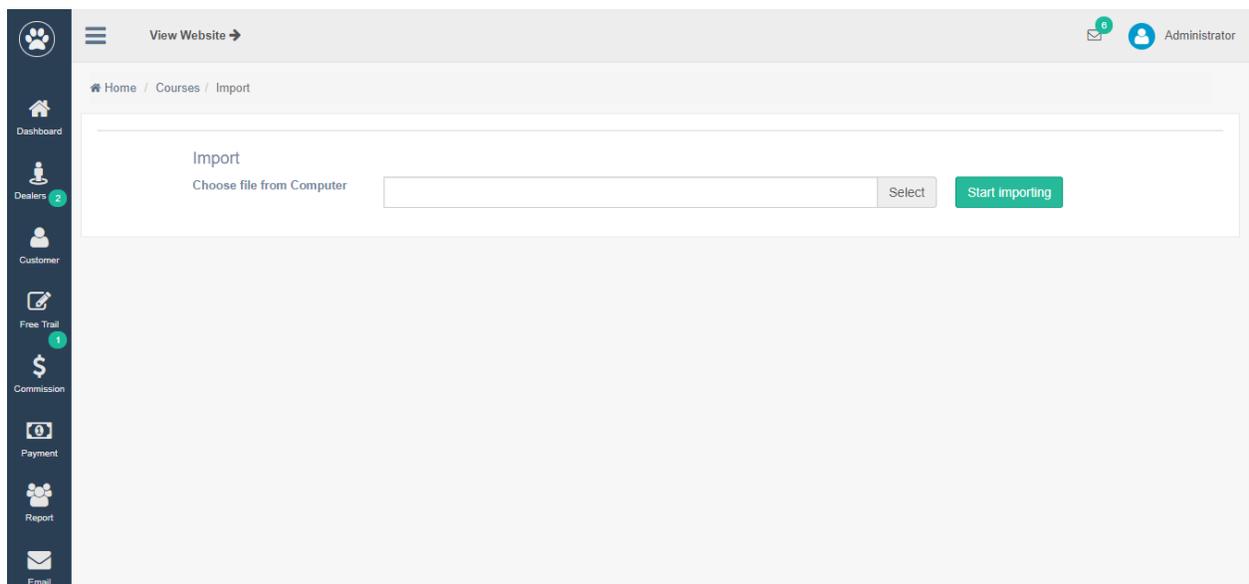
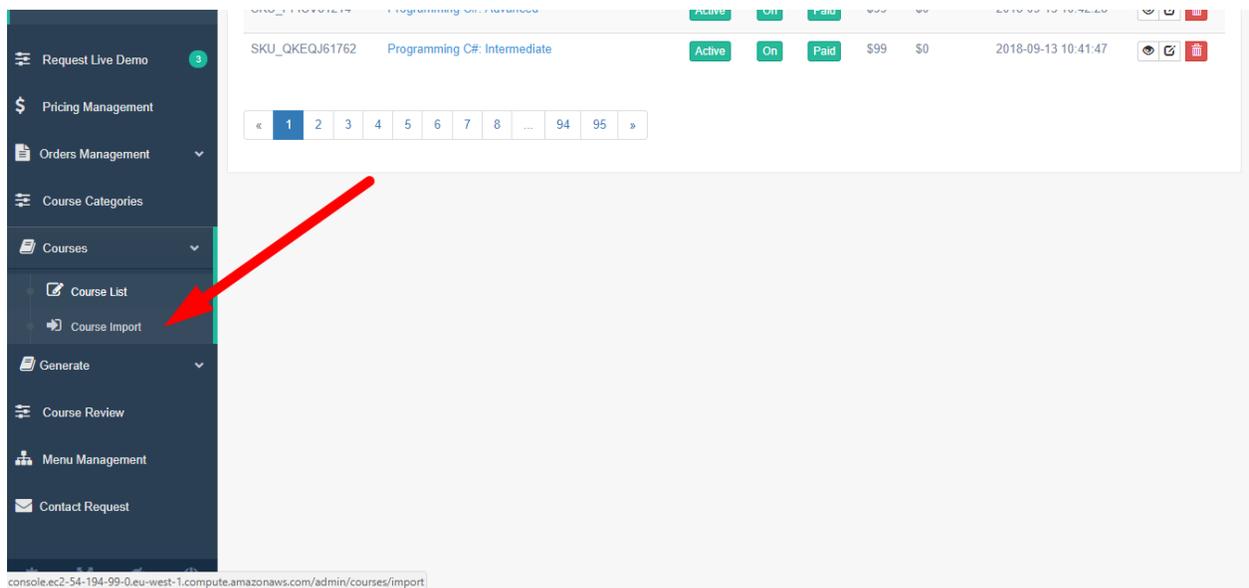
Step 6: In order to create a course then public it on the website, go to “Courses” module > “Courses list” sub-module:



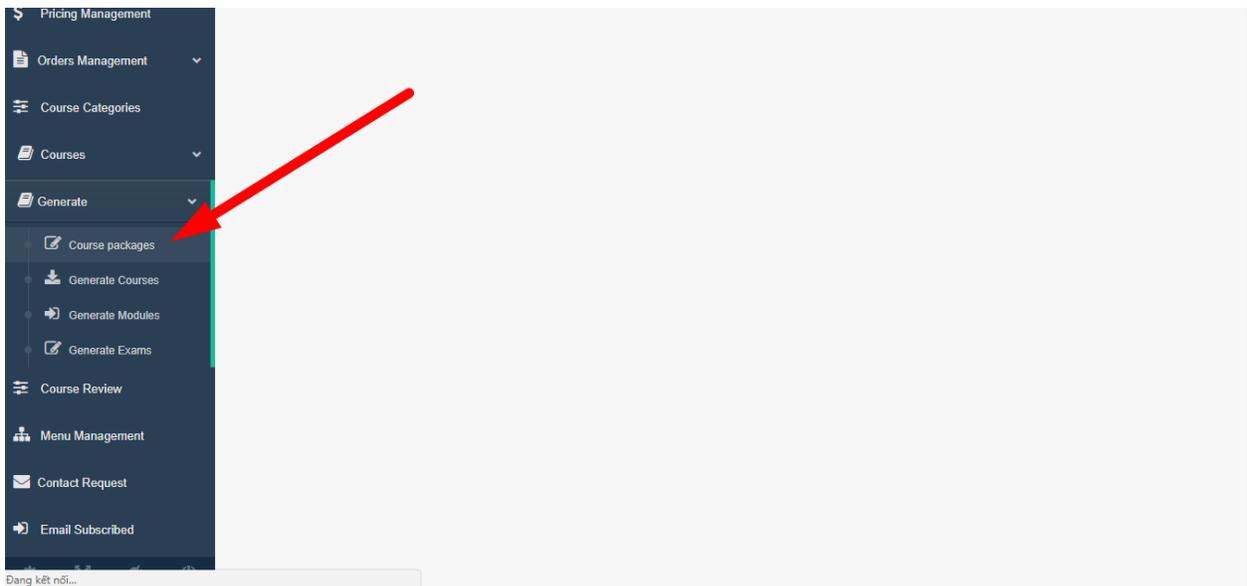
The image shows the 'Course list' sub-module interface. At the top, there is a breadcrumb trail: Home / Courses / Course list. Below this is a search bar with the text 'Search...' and a 'Sort by' dropdown menu set to '-- Sort course --'. There are also filters for 'Course status' and 'Course type', and a 'Clear' button. A green '+ Add New' button is located in the top right corner. The main content is a table with the following columns: Sku, Title, Status, Hot, Type, Price, Sale Price, Created At, and Action. The table contains seven rows of course data.

Sku	Title	Status	Hot	Type	Price	Sale Price	Created At	Action
SKU_ZVSVF94936	CompTIA Network+ N10-007 Certification Series	Active	On	Paid	\$99	\$0	2018-09-17 03:08:56	  
SKU_GWJF113950	ITIL® Service Design Series	Active	On	Paid	\$99	\$0	2018-09-17 01:33:14	  
SKU_XJOTM62812	Ruby - Intermediate	Active	On	Paid	\$99	\$0	2018-09-13 10:50:20	  
SKU_UNUZ198721	Ruby - Fundamentals	Active	On	Paid	\$99	\$0	2018-09-13 10:49:16	  
SKU_TDANH56313	Python Part 2: Tools, Modules, and JSON	Active	On	Paid	\$99	\$0	2018-09-13 10:48:03	  
SKU_CZBZB76901	Python Part 1: Fundamentals	Active	On	Paid	\$99	\$0	2018-09-13 10:47:21	  
SKU_FFZMJ72098	C++ - Intermediate	Active	On	Paid	\$99	\$0	2018-09-13 10:45:25	  

**Note: Especially for courses from Career Academy, you can import file .zip via sub-module “Course Import”:*



By this way, course also can be imported to system then generate into a package. And it will be managed in module “**Course packages**”:



11. How can embed signed up form into my own website?

You can embed 4 signed up form into your own website:

- Buy membership form

The image shows two side-by-side form templates. The left template is titled 'SIGN UP' and has a blue background. It contains the following fields: First name*, Last name*, Company name*, Select industry* (dropdown), Website*, Select country* (dropdown), Silver (dropdown), 1 (dropdown) and month (dropdown), Dealer code, Work email*, and Phone. The right template is titled 'PRICING SELECTED' and has a white background. It contains the following text: 50 staffs, 18 key features, \$230 /month, x12 month, \$2484 /year, and save 10%/year.

- Request for Free Trial form

GET FREE 14 DAY TRIAL

Company name*

Website*

Industry*

Countries*

Full name*

Email*

Phone Number*

Job Title*

Tôi không phải là người máy

reCAPTCHA
Bảo mật - Giữ khóa

- Become a Dealer form

BECOME A DEALER TODAY

smarttrainer
Train your entire organization

datec

NICKY JARDINE

Forrest Training
Experts in Computer Training & Professional Development

BECOME A DEALER

First name* Last name*

Work email*

Company Name* Phone Number*

Select Country

Message

Tôi không phải là người máy

reCAPTCHA
Bảo mật - Giữ khóa

By click "Send request", you are agreeing to our [Privacy Policy](#) and [Dealer's Agreement](#)

SEND REQUEST

- Request for Live Demo form

PLATFORM TO PRESENT



LIVE ON SCREENS DEMONSTRATION



Tôi không phải là người máy



reCAPTCHA
Bảo mật - Điều khoản

SEND REQUEST

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