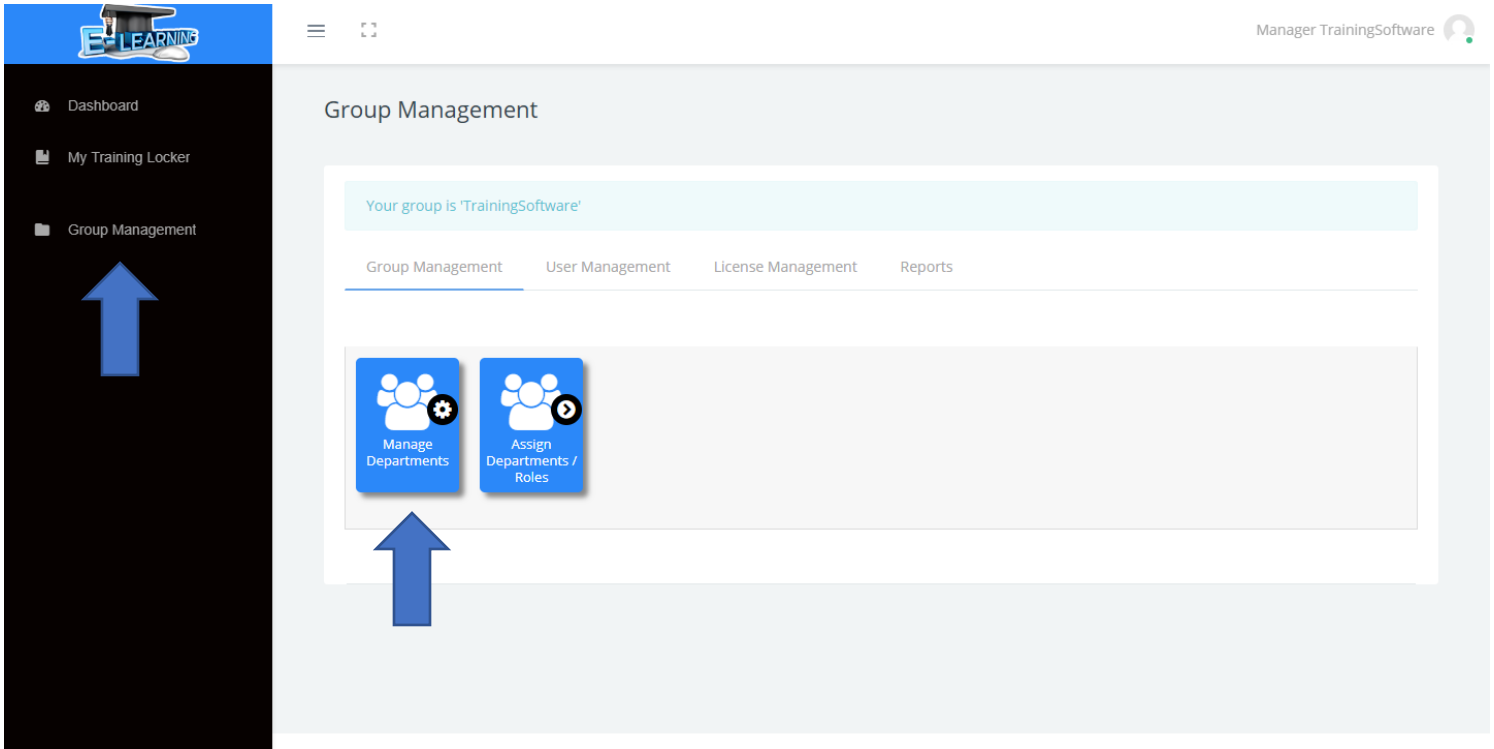
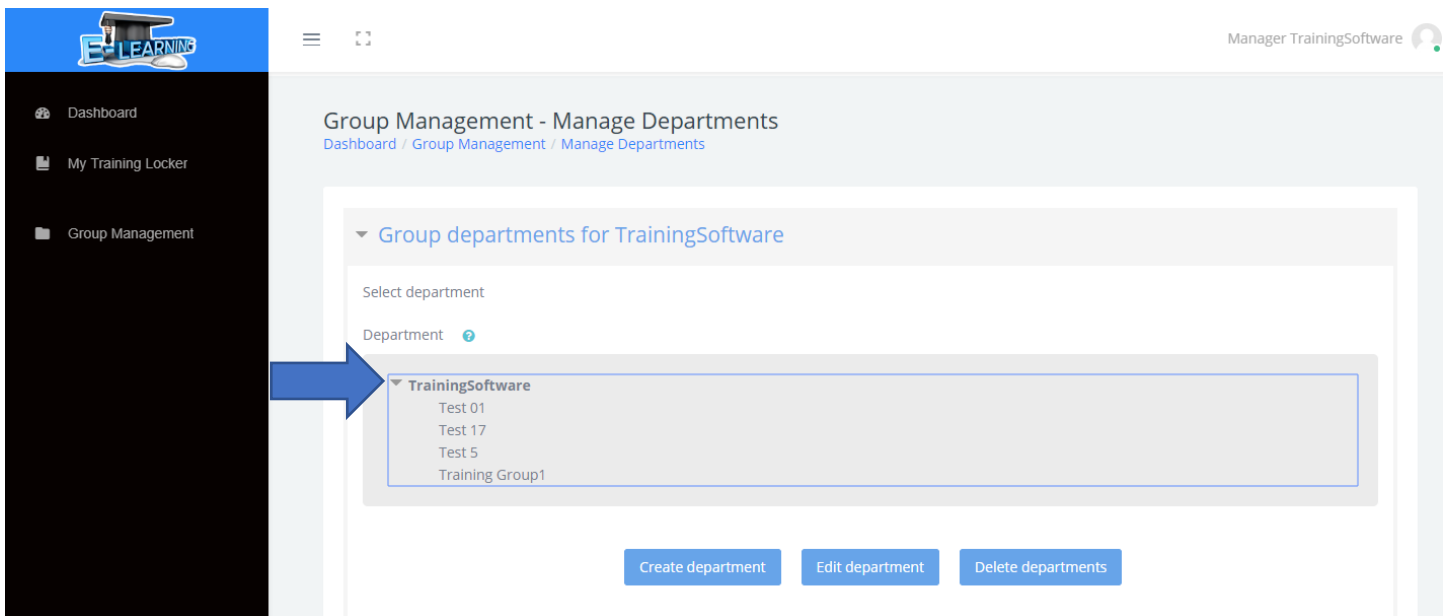


Group Management

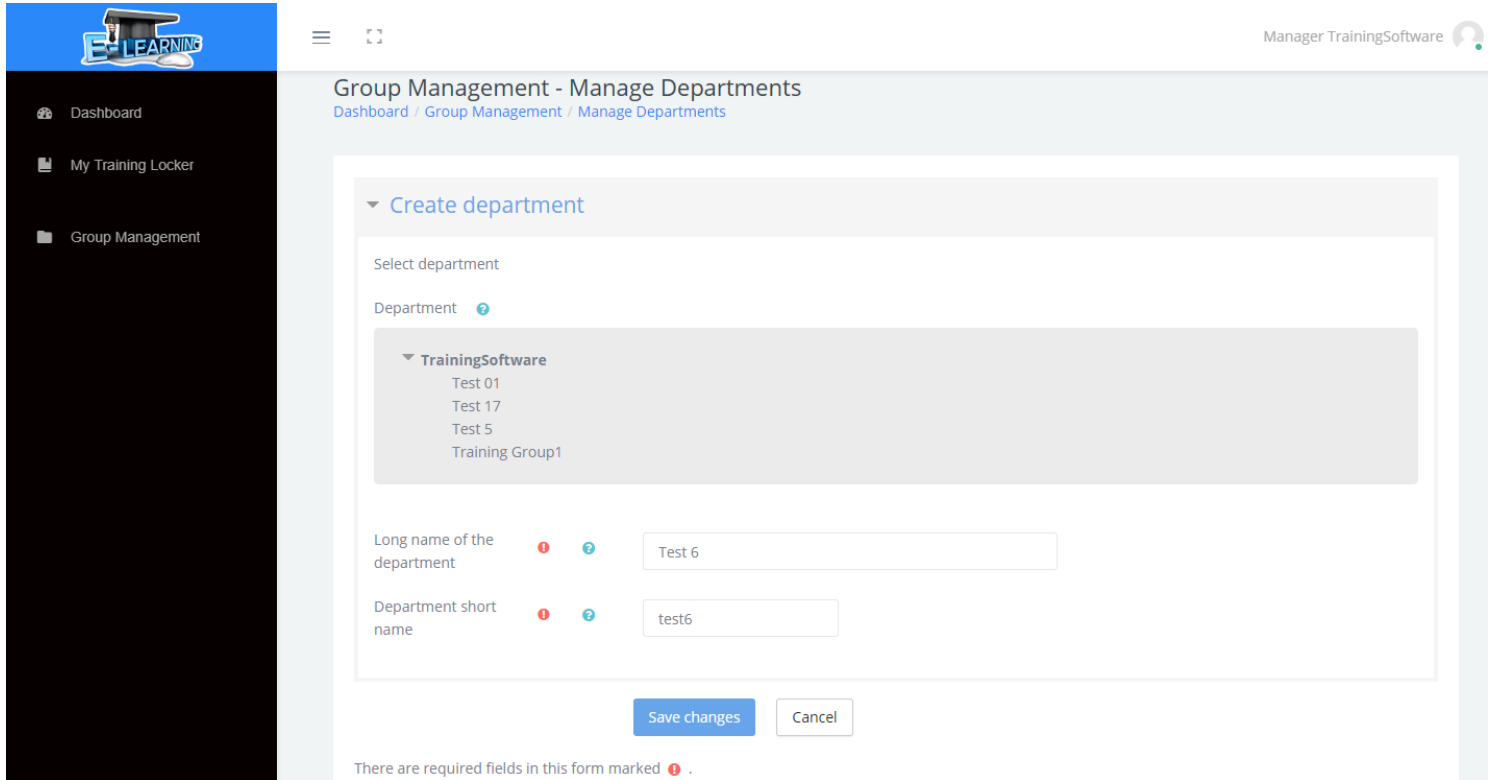
The group management tab has a couple different functions. It allows you to set up sub departments under your main account, and you can assign students/ admins to those sub department.



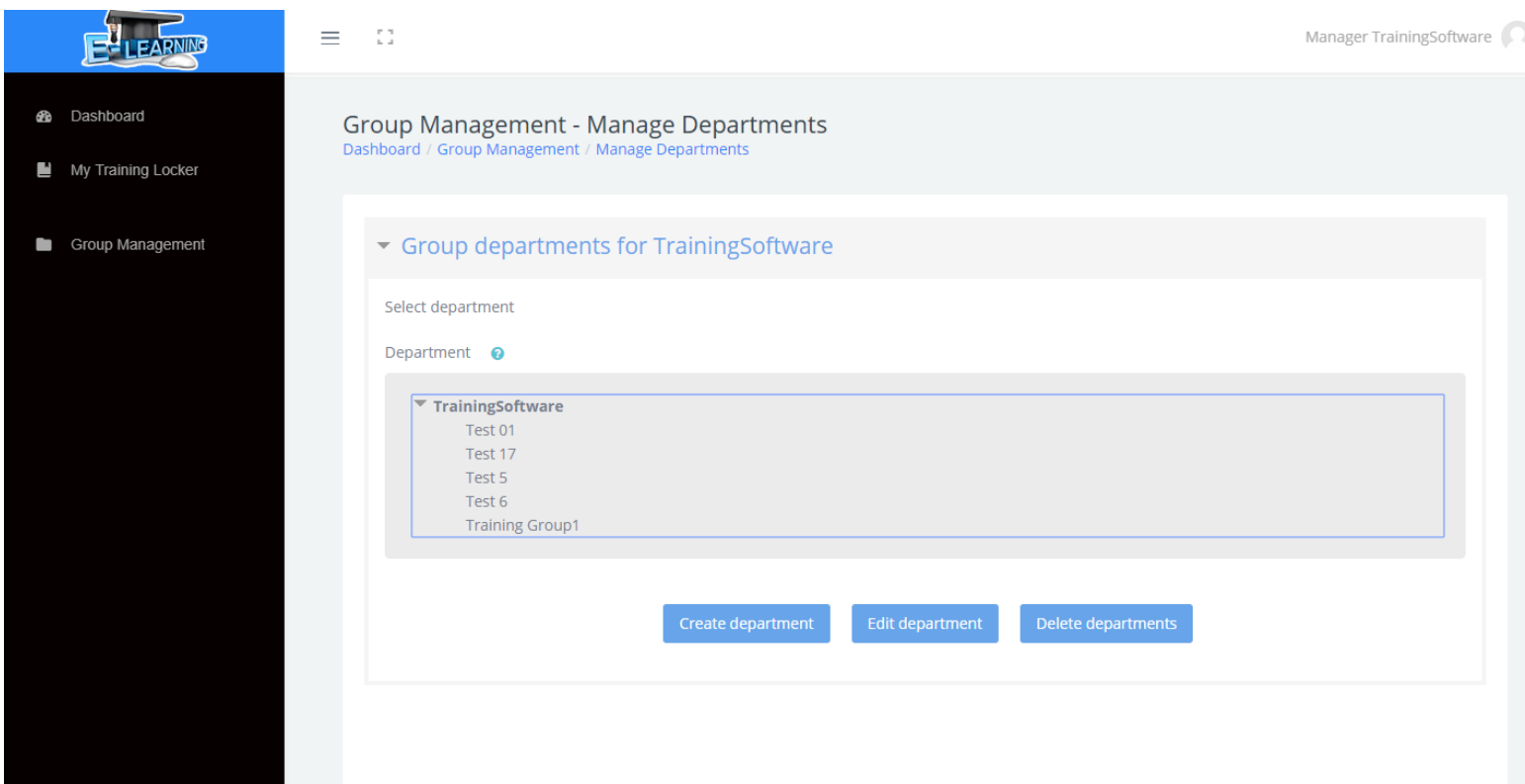
Let's start by creating a sub department. Click on the "Mange department" icon. Click on the arrow key next to the group name. You can see there are already a few sub departments under this group.



To create a new group click on the “Create department” button. Enter a long name and a short name. The long name is the name that will be displayed on the drop down. Short names are not displayed and are typically all lowercase with not spaces. You can see our test example below. Once you are done. Click “Save changes”.



Click on the arrow key and you can now see the new group “Test 6” displayed.



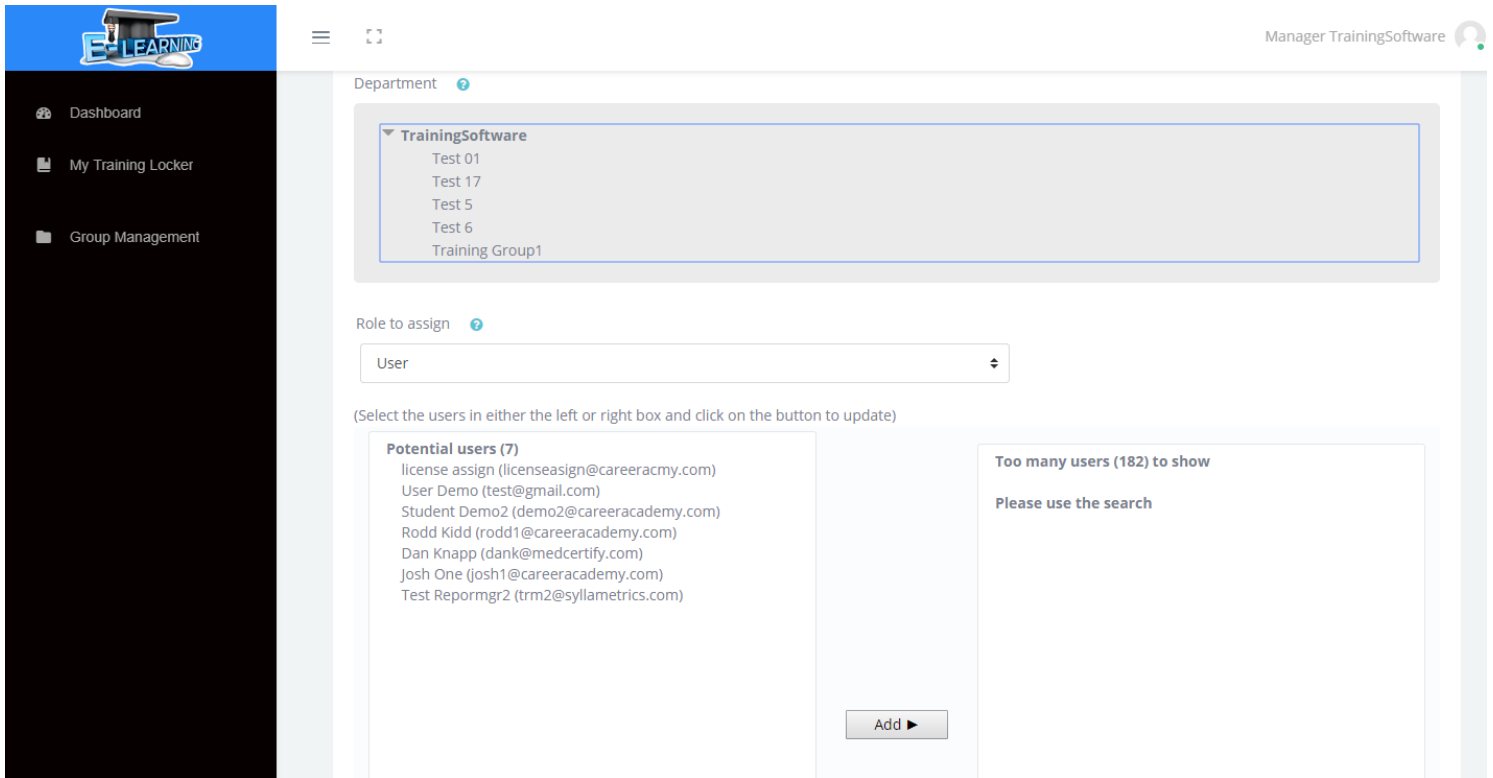
To edit a department, click on the group then click “Edit department”. Here you can change the long or short name.

The screenshot shows the 'Create department' form in the Manager TrainingSoftware interface. The left sidebar contains 'Dashboard', 'My Training Locker', and 'Group Management'. The main content area is titled 'Create department' and includes a 'Select department' dropdown menu. The dropdown is expanded to show a tree view under 'TrainingSoftware' with items: 'Test 01', 'Test 17', 'Test 5', 'Test 6' (highlighted), and 'Training Group1'. Below the dropdown are two input fields: 'Long name of the department' with the value 'Test 6' and 'Department short name' with the value 'test6'. Both fields have a red error icon and a help icon. At the bottom are 'Save changes' and 'Cancel' buttons. A message at the bottom states: 'There are required fields in this form marked [red icon]'.

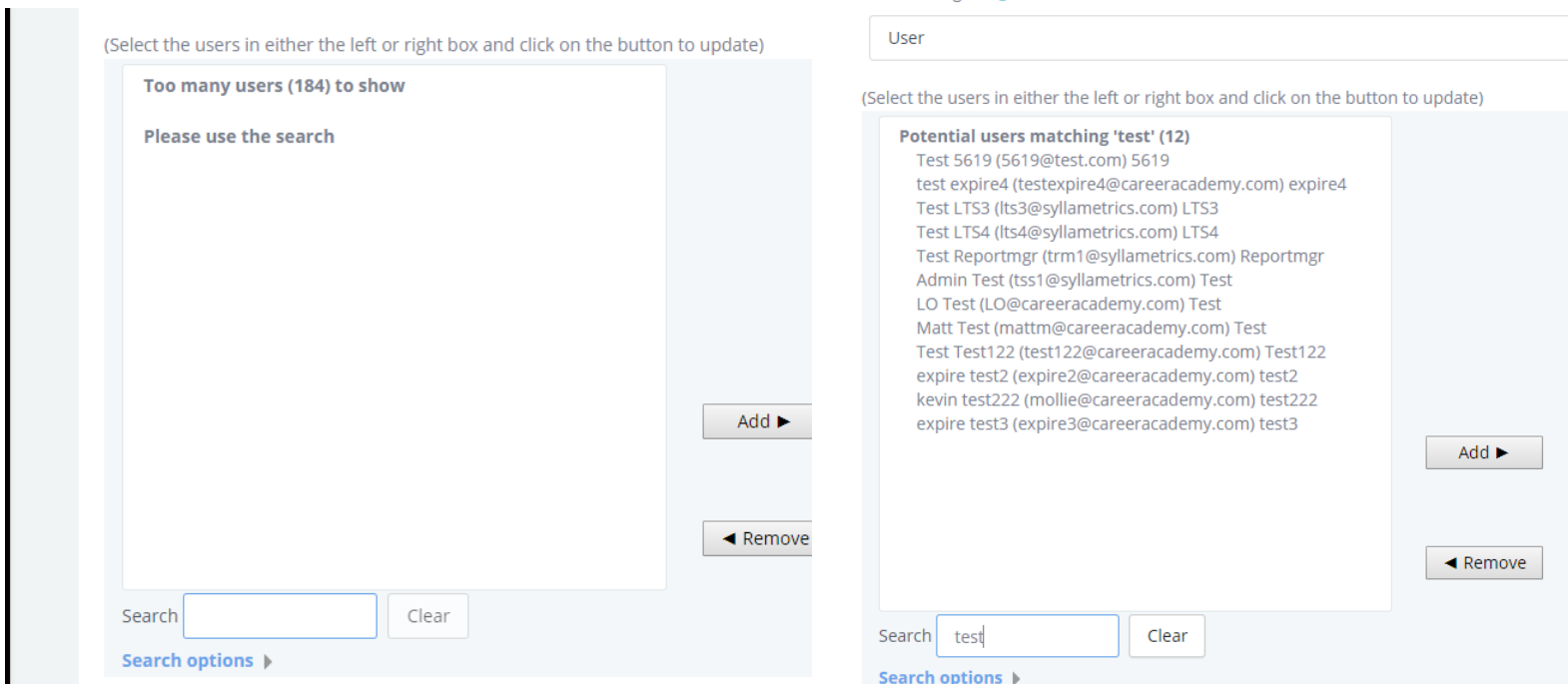
If you would like to delete a department click on the group, then click “Delete department”.

The screenshot shows the 'Group Management - Manage Departments' page in the Manager TrainingSoftware interface. The left sidebar contains 'Dashboard', 'My Training Locker', and 'Group Management'. The main content area is titled 'Group Management - Manage Departments' and includes a breadcrumb trail: 'Dashboard / Group Management / Manage Departments'. Below the breadcrumb is a section titled 'Group departments for TrainingSoftware' with a 'Select department' dropdown menu. The dropdown is expanded to show a tree view under 'TrainingSoftware' with items: 'Test 01', 'Test 17', 'Test 5', 'Test 6' (highlighted), and 'Training Group1'. At the bottom are three buttons: 'Create department', 'Edit department', and 'Delete departments'. A blue arrow points to the 'Delete departments' button.

Now lets assign department and roles to users. Go back to the “Group Management” tab and click on “Assign Department/ Roles”. Here you can see all the users. Here you can see all of the existing users under these departments.



If you click on the group “Test 5” you can see there are 184 users. The list is too long to show all of them, but you can use the search bar to search for induvial users. Typing “test” into the search bar brings up all the users with “test” in their name.



If you select a user, Admin Test, for example and click “Add”. This will add the user Admin Test to the sub group “Test 5”. If you want to remove a user, you select the user and click the “Remove” button.

This screenshot shows the user management interface. At the top, a grey header displays 'Test 5', 'Test 6', and 'Training Group1'. Below this, a 'Role to assign' dropdown is set to 'User'. A search bar contains the text 'test'. The interface is divided into two main columns:

- Potential users matching 'test' (12):** A list of users including 'Admin Test (tss1@syllametrics.com) Test', which is highlighted in blue. Other users include 'test expire4', 'Test LTS3', 'Test LTS4', 'Test Reportmgr', 'LO Test', 'Matt Test', 'Test Test122', 'expire test2', 'kevin test222', and 'expire test3'.
- Users in this department (7):** A list of users currently in the department, including 'User Demo', 'Student Demo1', 'Student Demo2', 'Demo DemoUser', 'Test JR', 'Dan Knapp', and 'josh One'.

Between the two columns is a large blue arrow pointing downwards. Below the arrow are two buttons: 'Add ►' and '◀ Remove'. At the bottom, there are search and clear buttons for both columns.

This screenshot shows the user management interface after a user has been added. The 'Role to assign' dropdown is still set to 'User'. The search bar now contains 'test'.

- Potential users matching 'test' (11):** The list of potential users is updated, with 'Admin Test (tss1@syllametrics.com)' removed. The remaining users are 'Test 5619', 'test expire4', 'Test LTS3', 'Test Reportmgr', 'LO Test', 'Matt Test', 'Test Test122', 'expire test2', 'kevin test222', and 'expire test3'.
- Users in this department (8):** The list of users in the department is updated, with 'Admin Test (tss1@syllametrics.com)' added to the list. The other users remain the same as in the previous screenshot.

The 'Add ►' and '◀ Remove' buttons are still present at the bottom of the interface.

If you would like to change the role of a user you can do that by clicking on the “Roles to assign” drop down.

This screenshot shows the user management interface with the 'Role to assign' dropdown menu open. The menu options are:

- User (selected)
- Choose...
- Department Training Manager
- Group Report Manager

The search bar still contains 'test'. The 'Potential users matching 'test' (11)' list is visible on the left, and the 'Users in this department (8)' list is visible on the right. The 'Add ►' and '◀ Remove' buttons are at the bottom.

Our system has three different roles you can assign to a user. They are as follows:

User: The student role. Everyone gets this role in the LMS. It is the “base role”.

Department Training Manager: This role will allow you to assign students to group, assign licenses to students, and pull reports on students. However, they are isolated to the department they are assigned to. For example, if the Training manager is assigned to Test 5, they can only see and affect users in the sub group Test 5.

Group Report Manager: Similar to Department Training Manager. However, they are only able to pull reports on the sub group they are assigned to.

To assign a role to a user click on the role. For this example, we will select the “Group Report Manager” role. Find the user you want and click “Add”. To remove a users role, select the user and then click remove.

The screenshot displays a user management interface for 'Manager TrainingSoftware'. It shows a department tree with 'TrainingSoftware' expanded to show sub-groups: Test 01, Test 17, Test 5, Test 6 (selected), and Training Group1. Below this, a 'Role to assign' dropdown is set to 'Group Report Manager'. A message indicates 'Too many users (200) to show' and prompts the user to search. An 'Add' button is visible. The second part of the screenshot shows the search results for 'Potential managers matching 'test' (13)'. The list includes users like 'Test 5619', 'test expire4', 'Test JR', 'Test LTS3', 'Test LTS4', 'Test Repormgr2', 'Test Reportmgr', 'LO Test', 'Matt Test', 'Test Test122', 'expire test2', 'kevin test222', and 'expire test3'. On the right, one user is selected: 'Admin Test (tss1@syllametrics.com)'. 'Add' and 'Remove' buttons are present at the bottom.