

## Reference Guide – System Manager Features

Log on to the LMS at: [www.hvacls.com](http://www.hvacls.com)

If you forget your login information, email [info@hvacls.com](mailto:info@hvacls.com).

### On the Home Page:

- **Instructor-Led Classes:** Live training offered by HVACLS.
- **Learning Paths:** Series of courses selected to address a set of skills, etc.
- **Assigned Courses:** Courses you have been assigned. (Only shows up if you have been assigned courses.)
- **Available eLearning Courses:** All online (eLearning) courses are located here, organized into categories.
- **Incomplete Courses:** Courses you have started but not completed.
- **My Course Catalog:** Courses you have added to your catalog. Only populates when you actually choose to add a course to it.
  - **To add a course to your Catalog:** On a course description page, on the right of the page you will see an option to “Add to My Course Catalog.”
- **HVAC Professional Assessments:** 360 Professional Assessments plus the HVACLS Technical Needs Assessment. When these are completed, a list of Recommended Courses is generated.
- **Completed Training:** Courses/Learning Paths/Tests you have completed are listed in this section. **Note:** Go here to print completion [certificates](#).

### System Manager Features

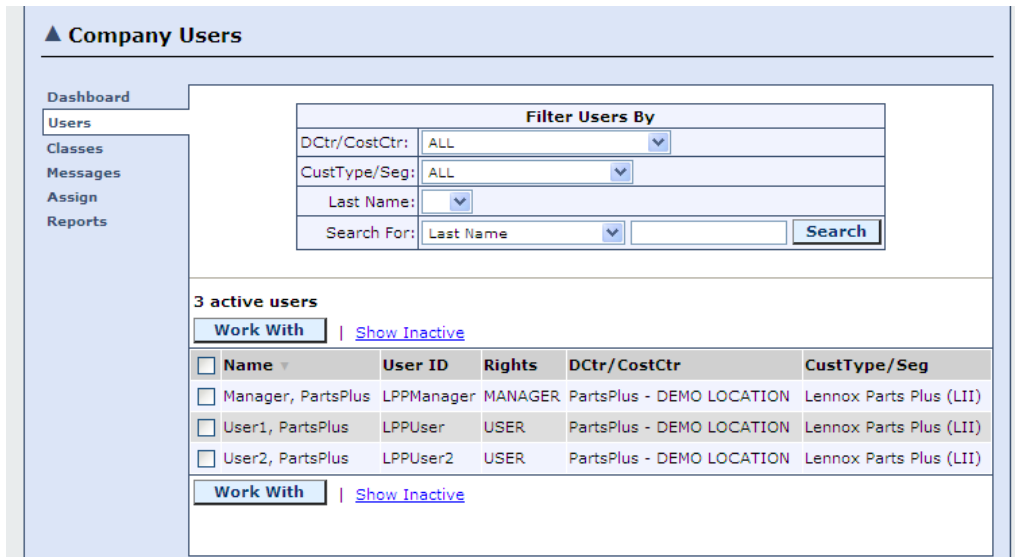
The following features are available only to managers within the system.

To access system administrative tools, click on Site Administration in the upper right of the home page.



## Administrative Sections:

- **LMS Dashboard:** Statistics on usage.
  - **Main Stats**
  - **Current Users** – Who's online right now (anyone in the LMS)
  - **Popular Courses** – Most popular recent courses; can adjust the timeframe.
- **Users:** Where you access information on the users in your location.



**Company Users**

Dashboard

Users

Classes

Messages

Assign

Reports

**Filter Users By**

DCtr/CostCtr: ALL

CustType/Seg: ALL

Last Name: [Dropdown]

Search For: Last Name [Dropdown] [Text Box] **Search**

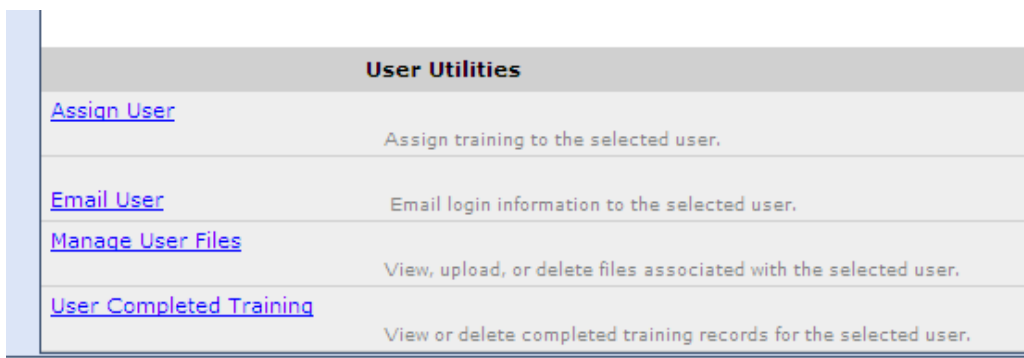
**3 active users**

[Work With](#) | [Show Inactive](#)

<input type="checkbox"/>	Name	User ID	Rights	DCtr/CostCtr	CustType/Seg
<input type="checkbox"/>	Manager, PartsPlus	LPPManager	MANAGER	PartsPlus - DEMO LOCATION	Lennox Parts Plus (LII)
<input type="checkbox"/>	User1, PartsPlus	LPPUser	USER	PartsPlus - DEMO LOCATION	Lennox Parts Plus (LII)
<input type="checkbox"/>	User2, PartsPlus	LPPUser2	USER	PartsPlus - DEMO LOCATION	Lennox Parts Plus (LII)

[Work With](#) | [Show Inactive](#)

- To enter a single user's profile, select the checkbox by the name and then "Work With" OR double-click the name.
- You can also select multiple users to Work With (for example, to assign courses to multiple people at once).
- From within a user profile, there are several user utilities you can use.



**User Utilities**

[Assign User](#)      Assign training to the selected user.

[Email User](#)      Email login information to the selected user.

[Manage User Files](#)      View, upload, or delete files associated with the selected user.

[User Completed Training](#)      View or delete completed training records for the selected user.

- **Classes:** In this area, you can register yourself or other users for instructor-led training.
- **Assign:** Assign training to employees in your location(s).

**▲ Assign Content**

Dashboard  
Users  
Classes  
Messages  
**Assign**  
Reports

**select what you want to assign:**

Courses

**Select the courses you want to assign:**

10 Skills For Better Telephone Communication

1001 Ways To Energize Organizations

1001 Ways To Reward Employees

2007 Sam Award Technician Exam

2008 Sam Award Installer Exam

2008 Sam Award Technician Exam

21st Century Leadership - Inside Secrets of Top Leaders

21st Century Sales (Live Presentation) - Part 1

21st Century Sales (Live Presentation) - Part 2

4 Steps To Managing Anyone

Hold SHIFT to select a group of items.  
Hold CTRL to select multiple items not in a group.

**▲ Assign Courses**

Dashboard  
Users  
Classes  
Messages  
**Assign**  
Reports

## Complex Selling

[Start Over](#) | [Choose a different course](#)

**Select who you want to assign:**

Users    DCtr/CostCtrs    CustType/Segs

[Filter Users](#)

**Quick Assign:**

**Available Users (2):**      **Assigned Users (1):**

Manager, PartsPlus

User2, PartsPlus

>>

<<

[Options](#)

User1, PartsPlus

**System Message:**

**Assigning completed successfully!**

[Available Users \(2\)](#) | [Assigned Users \(1\)](#) | [Completed Users \(0\)](#)

Name	Date Assigned	Date Completed
There are currently no completed users for the selected courses.		

- **Reports:** 2 sets of reports available –

- **A la carte Reports**

[À la carte Reports](#) | [Saved Reports](#) | [Custom Reports](#)

**Select what you would like to see on the report**

<input type="checkbox"/> Assigned Courses	<input type="checkbox"/> Completed Classes
<input type="checkbox"/> Completed Courses	<input type="checkbox"/> Completed Files
<input type="checkbox"/> Assigned Curricula	<input type="checkbox"/> Completed Learning Paths
<input type="checkbox"/> Completed Curricula	<input type="checkbox"/> Course Evaluations
<input type="checkbox"/> Incomplete Courses	<input type="checkbox"/> Completed Recommended Courses
<input type="checkbox"/> Test Results	

- **Custom Reports**

- General**  
The general report will allow you to view completed courses for users.
- Detailed**  
The detailed report will allow you to view completed courses, incomplete courses, as well as section question answers.
- Statistics**  
The statistical report will allow you to view statistical data for the selected users.
- Course**  
The course report will allow you to select a specific course and view the users that have completed or started it.
- Course Status Report**  
The course status report will allow you to select multiple courses and view each users status for those courses in an Excel spreadsheet.
- Course Detailed Status Report**  
The course detailed status report will allow you to select multiple courses and view each users status and detailed information for those courses in an Excel spreadsheet.
- Course Evaluation**  
The course evaluation report will allow you to select a specific course and view the results of the evaluation.
- Curriculum**  
The curriculum report will allow you to select a specific curriculum and view the users that have completed or started it.
- Class**  
The class report will allow you to select a class and view the users that have completed it, or select a user and view the classes they have completed.
- Files**  
The files report will allow you to select a file and view the users that have completed it, or select a user and view the files they have completed.
- Test Results By Course**  
The test results by course report will allow you to select a course and view the users that have taken that test.
- Test Results By User**  
The test results by user report will allow you to select a user and view the tests they have taken.
- Assessment Usage**  
The assessment usage report allows you to view the status of the number of assessments distributed and completed, and the reports produced for each participant.
- Assessment Group Report**  
The assessment group report allows you to view the average item and category scores of everyone in the selected group.
- Export Detailed Reports**  
Exporting the detailed reports will allow you to select a database table and export it in Excel or TXT format.

**Generate Report**

These reports can be exported to Excel.

