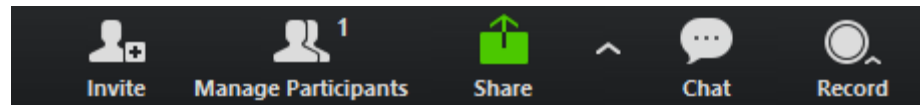


**Administrators
Users Group
Meeting
CollaborNation®**

Housekeeping

Using the Zoom navigation bar, click on Chat to send a question or comment:



CypherWorx Support Team



Debbie DiBacco, Client Services CypherWorx, Inc.



Heidi Luizzi, Client Services CypherWorx, Inc.

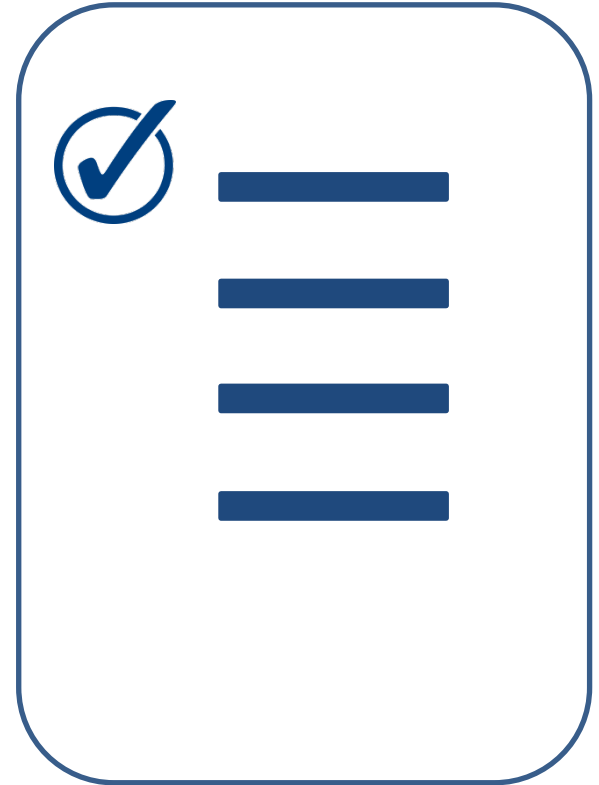


Chris Schramm, Client Services/Sales CypherWorx, Inc.

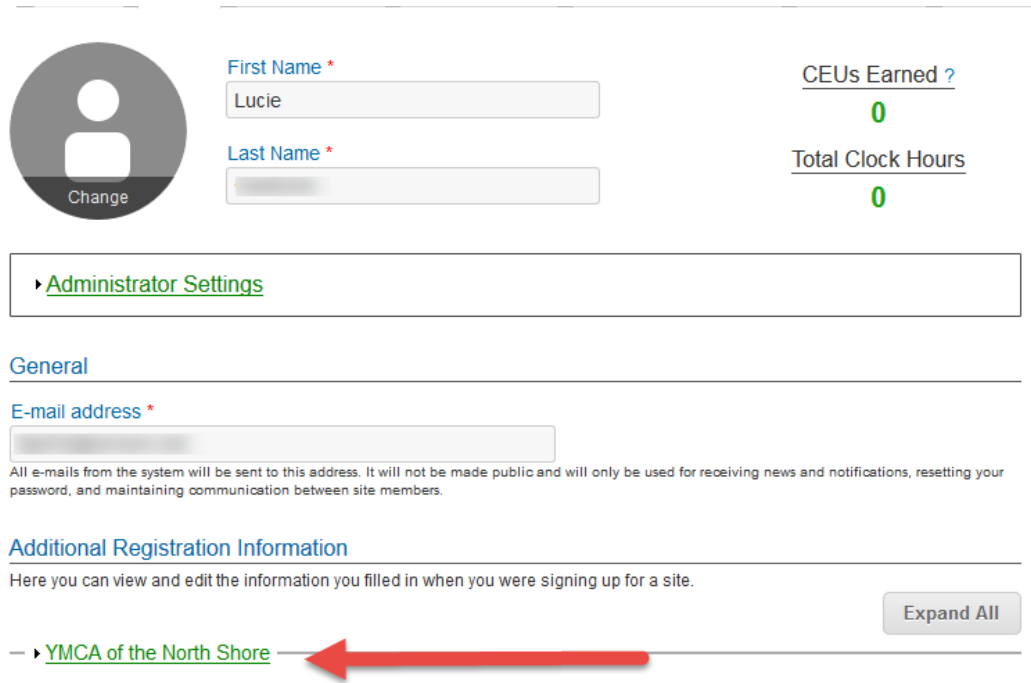


Agenda

- Registration Overview
- Support Hub/Admin Articles
- Admin Tools
 - Reporting Basics: Reporting Groups, etc.
 - Clean Up Training Tool
- Scheduled Registration Assignments
- Contact Information



Registration



The image shows a user profile form for a person named Lucie. On the left is a circular profile picture placeholder with a 'Change' link below it. To the right of the picture are two input fields: 'First Name *' containing 'Lucie' and 'Last Name *' which is empty. Further right are two statistics: 'CEUs Earned ?' with a value of '0' and 'Total Clock Hours' with a value of '0'. Below these fields is a box containing a link 'Administrator Settings'. Underneath is a section titled 'General' with an 'E-mail address *' field. A note below the email field states: 'All e-mails from the system will be sent to this address. It will not be made public and will only be used for receiving news and notifications, resetting your password, and maintaining communication between site members.' Below this is a section titled 'Additional Registration Information' with a sub-header 'Here you can view and edit the information you filled in when you were signing up for a site.' At the bottom of this section is a link 'YMCA of the North Shore' which is highlighted with a red arrow. An 'Expand All' button is located to the right of the 'YMCA of the North Shore' link.

First Name *
Lucie

Last Name *

CEUs Earned ?
0

Total Clock Hours
0

Administrator Settings

General

E-mail address *

All e-mails from the system will be sent to this address. It will not be made public and will only be used for receiving news and notifications, resetting your password, and maintaining communication between site members.

Additional Registration Information

Here you can view and edit the information you filled in when you were signing up for a site.

Expand All

YMCA of the North Shore

Importance of the URL:

- Specific URLs for each site
- Naming convention is:
<https://collabornation.net/login/yoursiteinfohere>
- Without that URL, a customer registers incorrectly (usually into collabornation.net) and without the courses they need.

EXAMPLE: <https://collabornation.net/login/ymcanorthshore>

What type of user are you?

I'm a Learner



I'm an Administrator








Admin Articles

[Solution home](#)

Administrators

Administering Your Site (12)

-  [Site Building](#)
-  [What is SCORM \(Sharable Content Object Reference ...](#)
-  [Catalog Management](#)
-  [How to create courses and upload them to your site](#)
-  [Discussions](#)
- [» See all 12 articles](#)

Courses (5)

-  [Course Assignments](#)
-  [Learning Paths](#)
-  [Assessments](#)
-  [Custom Certificates](#)
-  [Importing employee training taken outside of Collabo...](#)






Reporting (7)

-  [Reporting](#)
-  [Custom Reports](#)
-  [What is the difference between passed and complete...](#)
-  [Running reports on learners](#)
-  [Exporting training records in Reporting](#)
- [» See all 7 articles](#)

Learners (5)

-  [Self-Registration](#)
-  [Add Learner](#)
-  [Bulk Add Learners](#)
-  [Invite Learners](#)
-  [Automatically manage your learners with Integrations](#)






Create-A-Course (12)

-  [Create-A-Course Tutorial](#)
-  [Upload a PowerPoint or PDF to Create-A-Course](#)
-  [Adding audio narration to Create-A-Course](#)
-  [Upload a video to Create-A-Course](#)
-  [Adding new slides in Create-A-Course](#)
- [» See all 12 articles](#)


Reporting Groups (10)

-  [What are Reporting Groups?](#)
-  [Creating and editing Reporting Groups](#)
-  [Adding learners to Reporting Groups](#)
-  [Setting Administrators and Managers in Reporting Gr...](#)
-  [Removing or moving learners from one Reporting Gr...](#)
- [» See all 10 articles](#)

Events (10)

-  [Creating an Event](#)
-  [Editing an Event](#)
-  [How to approve a pending individual to your event](#)
-  [Add attendees to an Event](#)
-  [Cloning an Event](#)
- [» See all 10 articles](#)






About CollaborNation (2)

-  [Operations and Security](#)
-  [Admin Site Overview 2019](#)

Continuing Education Units (CEUs) (3)

-  [Continuing Education Units \(CEUs\)](#)
-  [View CEUs You Have Earned](#)
-  [Add IACET Accreditation Providers](#)

Integrations (5)

-  [CollaborNation API](#)
-  [File Transfer](#)
-  [CypherWorx Accelerate - Add CypherWorx courses to...](#)
-  [Revenue Share](#)
-  [Single Sign-On](#)

Onboarding (1)

-  [Onboarding](#)

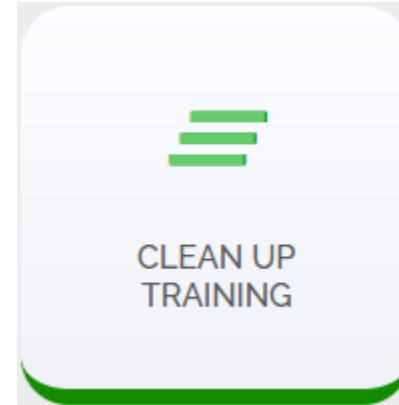
Reporting Groups and Clean Up Training

Link on the support hub to “Creating and Editing Reporting Groups” article:

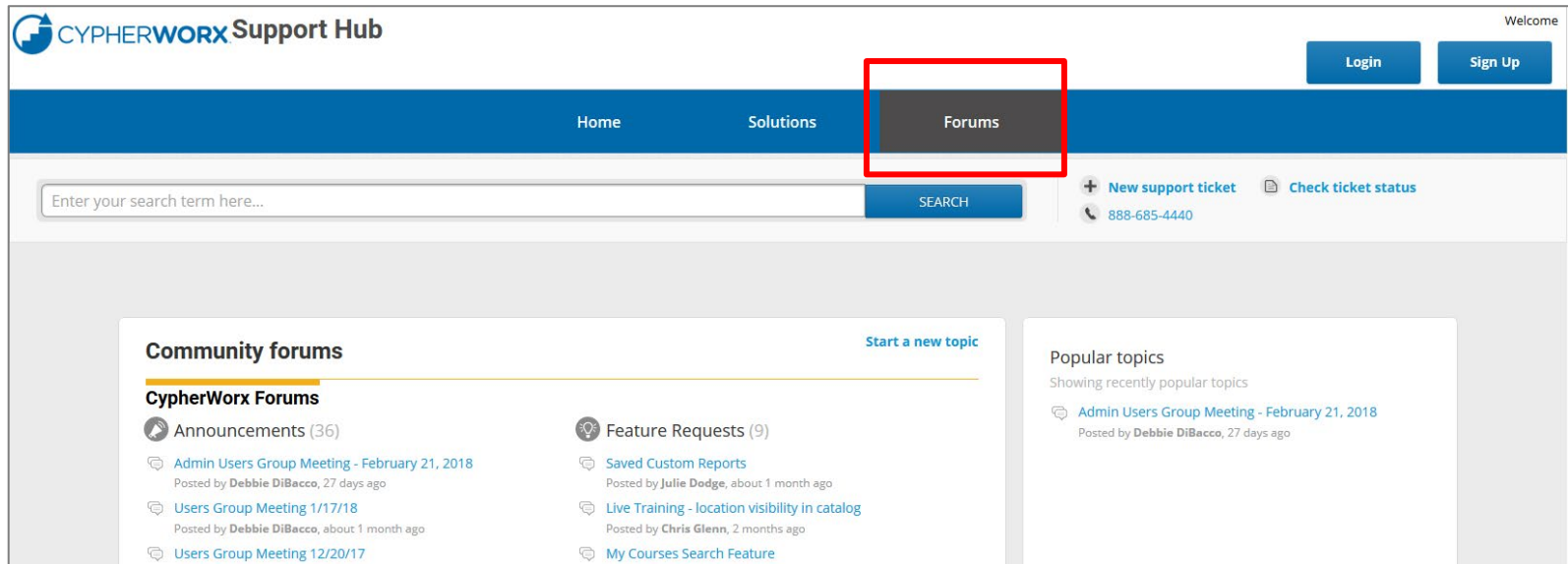
<https://support.cypherworx.com/a/solutions/articles/4000114799?portalId=68748>

Link on the support hub to “Clean Up Training” article:

<https://support.cypherworx.com/a/solutions/articles/4000156855?portalId=68748>



Review Meeting



The screenshot shows the CYPHERWORX Support Hub website. The top navigation bar includes links for Home, Solutions, and Forums, with the Forums link highlighted by a red box. The page also features a search bar, a login/sign up section, and a list of community forums and popular topics.

CYPHERWORX Support Hub Welcome

[Home](#) [Solutions](#) [Forums](#) [Login](#) [Sign Up](#)

Enter your search term here... [SEARCH](#)

[+ New support ticket](#) [Check ticket status](#)
888-685-4440

Community forums

[Start a new topic](#)

CypherWorx Forums

- [Announcements \(36\)](#)
 - [Admin Users Group Meeting - February 21, 2018](#)
Posted by [Debbie DiBacco](#), 27 days ago
 - [Users Group Meeting 1/17/18](#)
Posted by [Debbie DiBacco](#), about 1 month ago
 - [Users Group Meeting 12/20/17](#)
- [Feature Requests \(9\)](#)
 - [Saved Custom Reports](#)
Posted by [Julie Dodge](#), about 1 month ago
 - [Live Training - location visibility in catalog](#)
Posted by [Chris Glenn](#), 2 months ago
 - [My Courses Search Feature](#)

Popular topics

Showing recently popular topics

- [Admin Users Group Meeting - February 21, 2018](#)
Posted by [Debbie DiBacco](#), 27 days ago

Contact Info

Please feel free to reach out after the webinar if you have more questions.

- Debbie DiBacco – ddibacco@cypherworx.com
- Heidi Luizzi – hluizzi@cypherworx.com
- Chris Schramm – cschramm@cypherworx.com