



Administrators  
Users Group  
Meeting  
**CollaborNation**



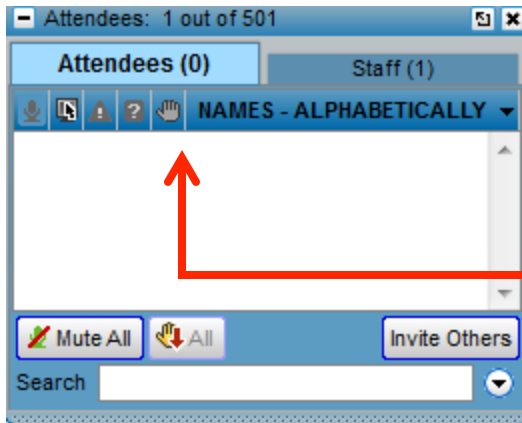
# House-Keeping



← Right-click on the orange arrow and you'll see two options: Auto-Hide Control Panel or Show Control Panel.

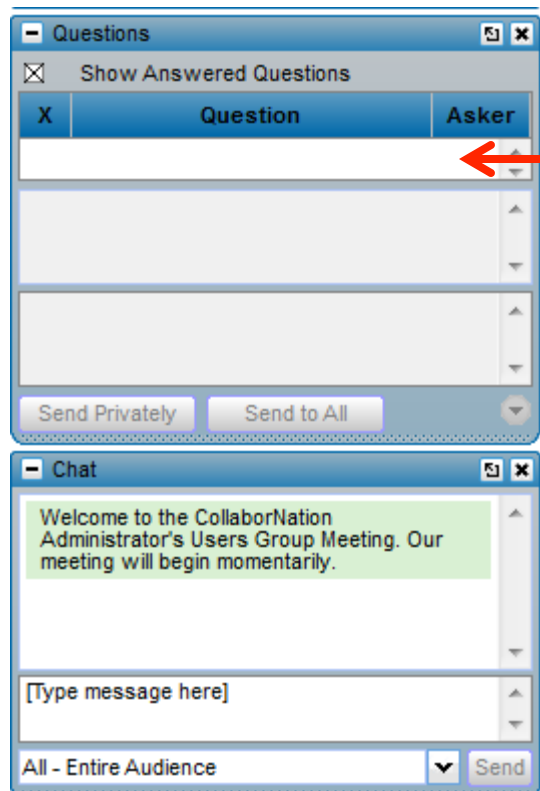
Clicking on "Show Control Panel" will let you keep the control panel open throughout the presentation.

# House-Keeping



We will start our presentation with all attendees muted. If you have a question and would like to have your mic opened, please raise your hand by clicking on the “raise hand” icon.

# House-Keeping



If you'd like to type in your question, or if you are asked to respond during the presentation, please type your question/or answer into the questions area on your "Go To Webinar" control panel.

# Agenda

- IACET Award
- Site Maintenance and Updates
- 2015 New Features and Functionality
- Questions and Answers



# IACET

## International Association for Continuing Education Training



Intensive Evaluation Process

Value Proposition:

- Enables CypherWorx the opportunity to offer CEU's that are accredited with many Colleges / Universities and 100's of other Organizations
- Fast Track's State Certifications
- To Learn More:
  - Website: <http://www.iacet.org/>





## HOW TO VIDEOS

- Can't remember how to use the reporting groups function?
- Want to know how to set up a division and/or department?

**VIDEOS ARE  
COMING!!!**



## How can we help you today?

Enter your search term here...

SEARCH

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

## Knowledge base

### General

#### FAQ (4)

- [📄 Pop Up Blocker message when downloadin...](#)
- [📄 System requirements for loading courses](#)
- [📄 What version of the browser am I running?](#)
- [📄 If a course expires, do I lose the notes I wro...](#)

#### Group Registration (1)

- [📄 Grant permission to CypherWorx to group r...](#)

#### Learning Management System - How To (2)

- [📄 CypherWorx Learning Management System...](#)
- [📄 How to Register and Take a Course in WizN...](#)

#### Private Sites Best Practices Guide (1)

- [📄 CypherWorx Private Site Best Practices Gui...](#)

User group recordings and video links found here

#### Group Creation (1)

- [📄 Group Creation Checksheet - How to Edit G...](#)

#### Course Complete/No Certificate (1)

- [📄 Course Needs to Complete](#)

## Community forums

Showing recent updates

[Start a new topic](#)

### CypherWorx Forums

#### 📢 Announcements (4)

- [🗨 Users Group Meeting Oct. 15, 2014](#)  
Posted by Debbie DiBacco, 3 months ago
- [🗨 Users Group Meeting 8\\_13\\_14](#)  
Posted by Debbie DiBacco, 5 months ago
- [🗨 Users Group Meeting - 01/21/14](#)  
Posted by Debbie DiBacco, 12 months ago

[» See all 4 topics](#)

#### 💡 Feature Requests (2)

- [🗨 Tag courses as "assigned to me" or "tak...](#)  
Posted by Chris Glenn, 9 days ago
- [🗨 Assigning a course with a deadline - ca...](#)  
Posted by Debbie DiBacco, 12 months ago



Let us know what videos you'd like to see by going to the Feature Request Section of our support hub.

## CypherWorx Forums

### Announcements (4)

- Users G... 4  
Posted b... go
- Users G... 4  
Posted b... go
- Users G...  
Posted by Debbie DiBacco, 12 months ago
- » See all topics

post your requests here!

### Feature Requests (2)

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### Suggestion Box (0)



## A NEW YEAR! SITE HOUSEKEEPING 101

### Site Administrators

During the “birth” of each new site, a list of names and email addresses is requested for those who will be site administrators. Each account for these site members needs to be adjusted so that they have site administrator permissions.

**Now is a good time to review your list of site administrators!**

Please send all changes/updates or a request for your current list of site administrators to Chris at [cglenn@cypherworx.com](mailto:cglenn@cypherworx.com).





# A NEW YEAR! SITE HOUSEKEEPING 101

## Site Members

People come and go! You now have an easy way to review your list of site members in order to keep it current.

Click on [Site Members](#) from your admin menu:





## A NEW YEAR! SITE HOUSEKEEPING 101

### Site Members

Then export your list to a csv file to review:

All Users in the Nation			
<a href="#">Export to CSV</a>			
Search: <input type="text"/>			
Email Address	First Name	last Name	Register Date Time
testuserexperimentnation@example.com	Test	User	2013-09-09 16:45:57

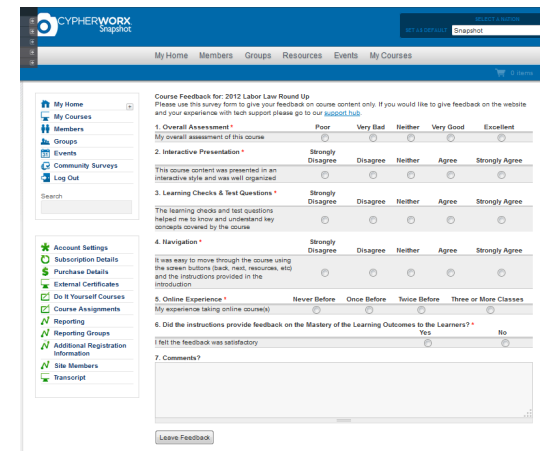
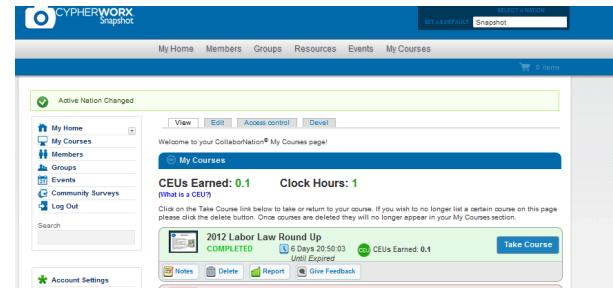
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# 2015 Features and Functionality

- Transcripts
- Customer Feedback
- CEU / Clock Hour



# Suggestions



<http://support.cypherworx.com/support/discussions>

Click on "Suggestion Box" to add your ideas  
in our community forum



As we continue to evolve our LMS, all of our feature enhancements have come from our customer's comments. If you have any suggestions, and/or would like to request a new feature that would increase YOUR overall customer experience with our system, then please share them with us.

All feature requests will be reviewed and any features which are incorporated into our LMS will be announced on next month's call. By sharing your ideas with us you are assigning us all rights to the features. In appreciation of your time, the submitters whose features are incorporated into our LMS will be sent a \$5 Starbucks gift card as a quick Thank You!

Thanks for your continued support!



# Questions and Answers





# Contact Info

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

- Debbie DiBacco – [ddibacco@cypherworx.com](mailto:ddibacco@cypherworx.com)
- Chris Glenn – [cglenn@cypherworx.com](mailto:cglenn@cypherworx.com)
- Al Ryan – [aryan@cypherworx.com](mailto:aryan@cypherworx.com)

