

# How to links in the Support Hub for Admin Tools

## Admin Tools

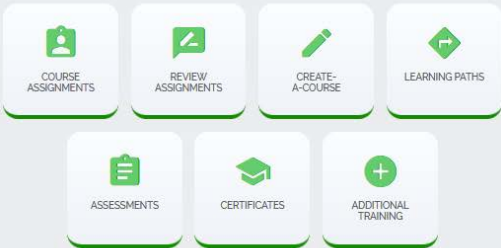
### General



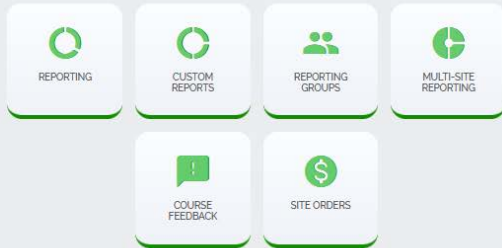
### Learners



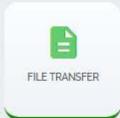
### Courses



### Reporting



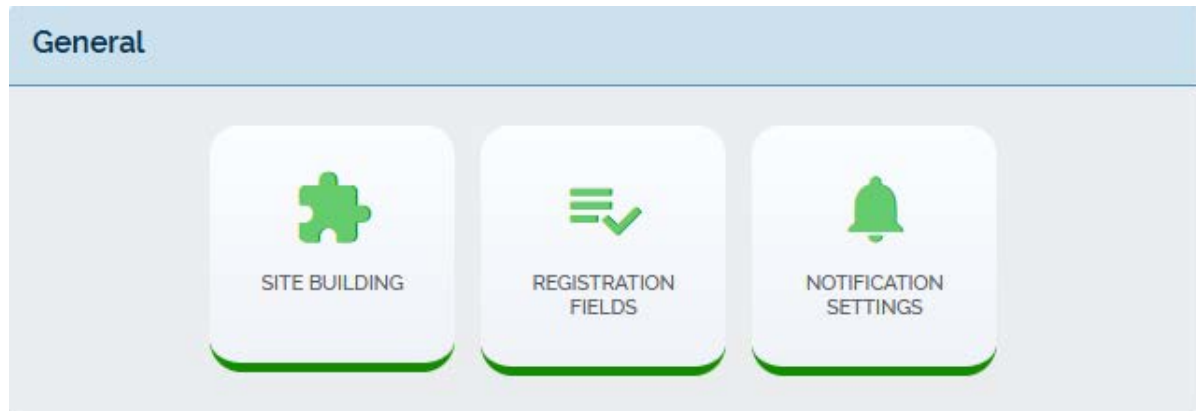
### Integrations



### Custom Tools



## GENERAL

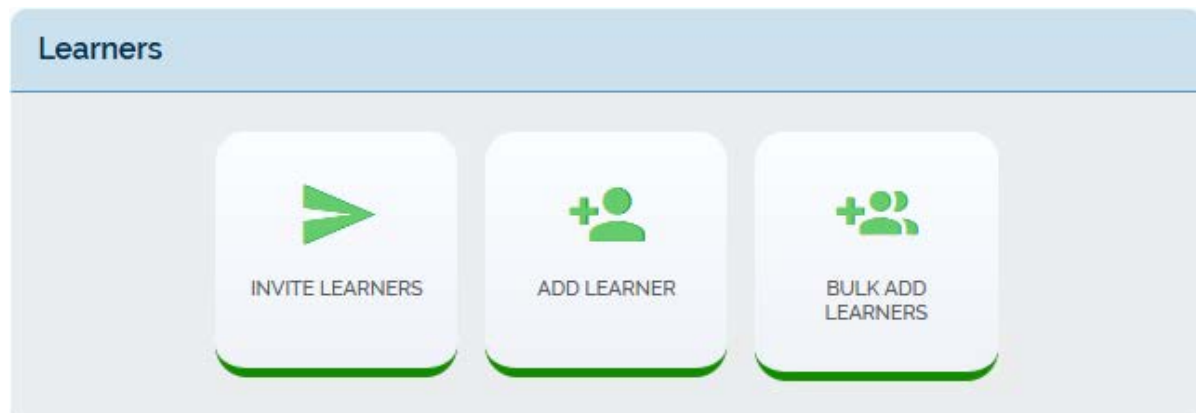


SITE BUILDING: <https://support.cypherworx.com/support/solutions/articles/4000114264-site-building>

REGISTRATION FIELDS: <https://support.cypherworx.com/support/solutions/articles/4000114563-registration-fields>

NOTIFICATION SETTINGS: <https://support.cypherworx.com/support/solutions/articles/4000127474-administering-notifications>

## LEARNERS

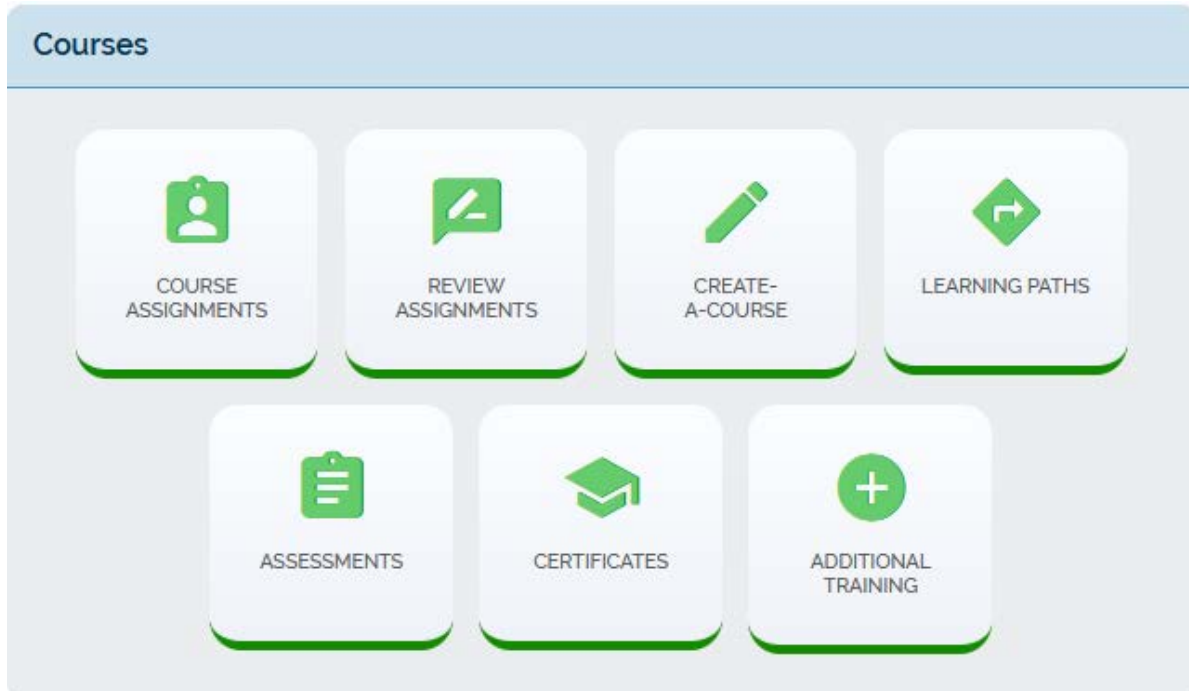


INVITE LEARNERS: <https://support.cypherworx.com/support/solutions/articles/4000139777-invite-learners>

ADD LEARNERS: <https://support.cypherworx.com/support/solutions/articles/4000139773-add-learner>

BULK ADD LEARNERS: <https://support.cypherworx.com/support/solutions/articles/4000114256-bulk-add-learners>

## COURSES



COURSE ASSIGNMENTS <https://support.cypherworx.com/support/solutions/articles/4000114272-course-assignments>

REVIEW ASSIGNMENTS: No support hub document, this tool allows admins to review and make changes/edit deadlines to course assignments – see screenshot below.

### Review Assignments

[CREATE ASSIGNMENTS](#)

List of Current Assignments [Want to remind someone?](#)

Show  entries [CSV / EXCEL](#) Search:

Course Title	Assigned By	Assigned To	Assignment Date/Time	Individual Report	Deadline	Remove Assignment
			11/20/2019, 2:33 PM	View Report	12 / 04 / 2019	REMOVE
			11/20/2019, 2:33 PM	View Report	12 / 04 / 2019	REMOVE
			11/20/2019, 2:33 PM	View Report	mm / dd / yyyy	REMOVE
			11/20/2019, 11:26 AM	View Report	12 / 14 / 2019	REMOVE
			11/20/2019, 11:26 AM	View Report	12 / 14 / 2019	REMOVE

Which site admin assigned the course      Which employee was assigned the course

CREATE A COURSE (contains 11 articles)

<https://support.cypherworx.com/support/solutions/folders/4000024711>

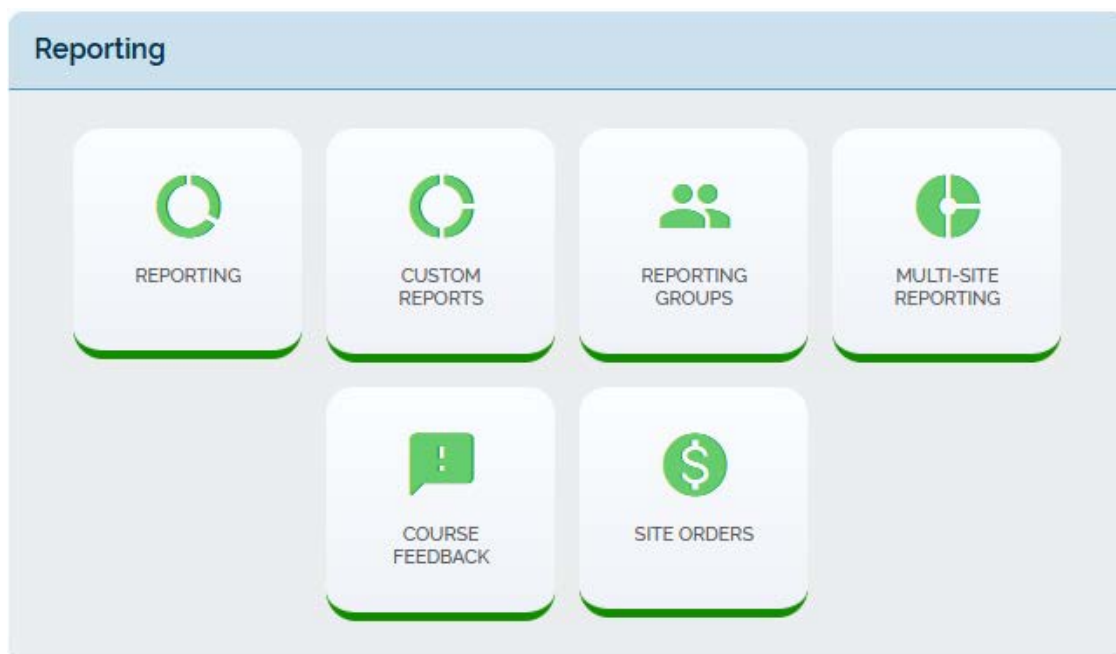
LEARNING PATHS: <https://support.cypherworx.com/support/solutions/articles/4000125234-learning-paths>

ASSESSMENTS <https://support.cypherworx.com/support/solutions/articles/4000124682-assessments>

CERTIFICATES <https://support.cypherworx.com/support/solutions/articles/4000114270-custom-certificates>

ADDITIONAL TRAINING <https://support.cypherworx.com/support/solutions/articles/4000118259-importing-employee-training-taken-outside-of-collaboration-with-additional-training>

## REPORTING



REPORTING: <https://support.cypherworx.com/support/solutions/articles/4000114271-reporting>

CUSTOM REPORTS: <https://support.cypherworx.com/support/solutions/articles/4000114809-custom-reports>

REPORTING GROUPS: (contains 10 articles)

<https://support.cypherworx.com/support/solutions/folders/4000024702>

MULTI-SITE REPORTING: No support hub article, this tool allows sites with smaller sites that report to them, to run individual or group reporting data.

COURSE FEEDBACK: Clicking on “Course Feedback” allows admins to see their employee’s feedback on specific courses.

## Course Feedback

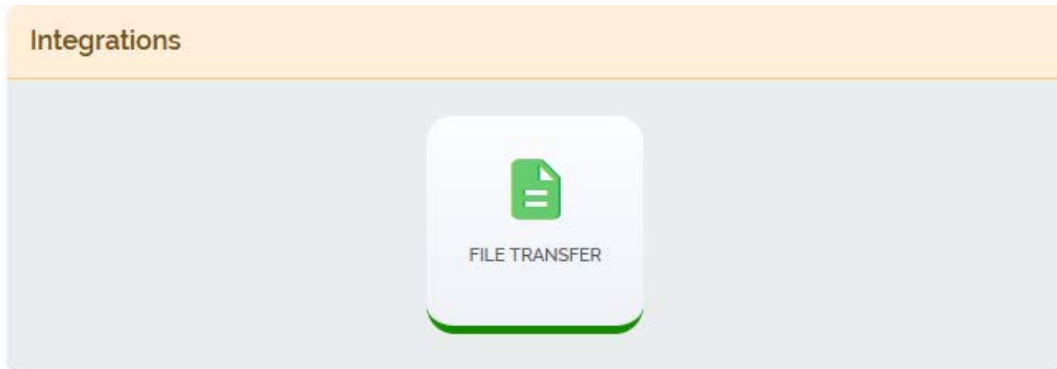
The screenshot shows a web interface for viewing course feedback. At the top, there is a 'Show 10 entries' dropdown and an 'EXPORT (EXCEL/CSV)' button. Below this is a search bar. The main content is a table with the following columns: Submitted, Name, Overall Assessment, Interactive Presentation, Learning Checks & Test Questions, Navigation, Online Experience, Mastery Of The Learning Outcomes, and Comments. The table contains six rows of feedback data.

Submitted	Name	Overall Assessment	Interactive Presentation	Learning Checks & Test Questions	Navigation	Online Experience	Mastery Of The Learning Outcomes	Comments
2019-10-30 15:47		Excellent	Strongly Agree	Strongly Agree	Strongly Agree	Three or More Classes	Yes	
2019-09-05 14:09		Very Good	Agree	Agree	Agree	Three or More Classes	Yes	
2019-08-25 19:10		Excellent	Strongly Agree	Strongly Agree	Strongly Agree	Three or More Classes	Yes	
2019-08-09 23:07		Very Good	Agree	Agree	Strongly Agree	Three or More Classes	Yes	
2019-07-31 12:02		Excellent	Strongly Agree	Strongly Agree	Strongly Agree	Three or More Classes	Yes	
2019-07-11 10:10		Very Good	Agree	Agree	Agree	Three or More Classes	Yes	

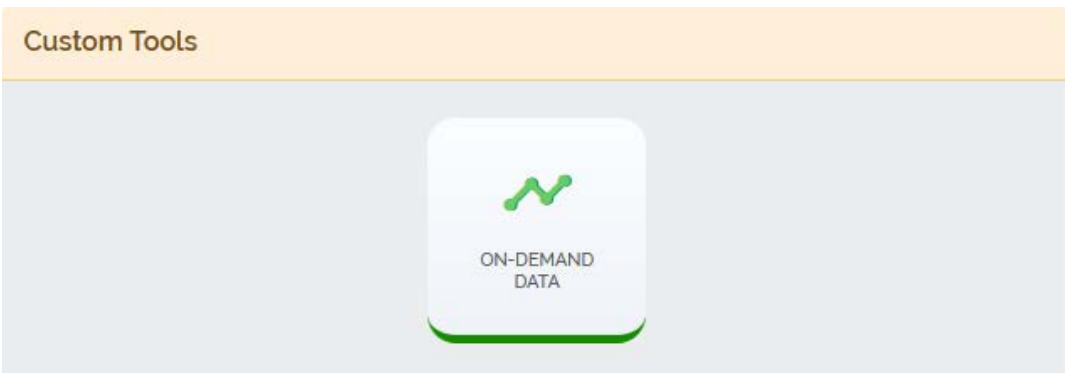
SITE ORDERS: <https://support.cypherworx.com/support/solutions/articles/4000142101-site-orders>

## Special Features

### FILE TRANSFER



FILE TRANSFER: <https://support.cypherworx.com/support/solutions/articles/4000114286-file-transfer>



ON-DEMAND DATA <https://support.cypherworx.com/support/solutions/articles/4000114645-on-demand-data>