

WEB APP DASHBOARD GUIDE

LEARNING MANAGEMENT SYSTEM (LMS)

WWW.SIMPPLE.AI



USER GUIDE

USER MANAGEMENT

FLOW OF USER MANAGEMENT

CREATING USER

Local Total Control

User Info

Local Total

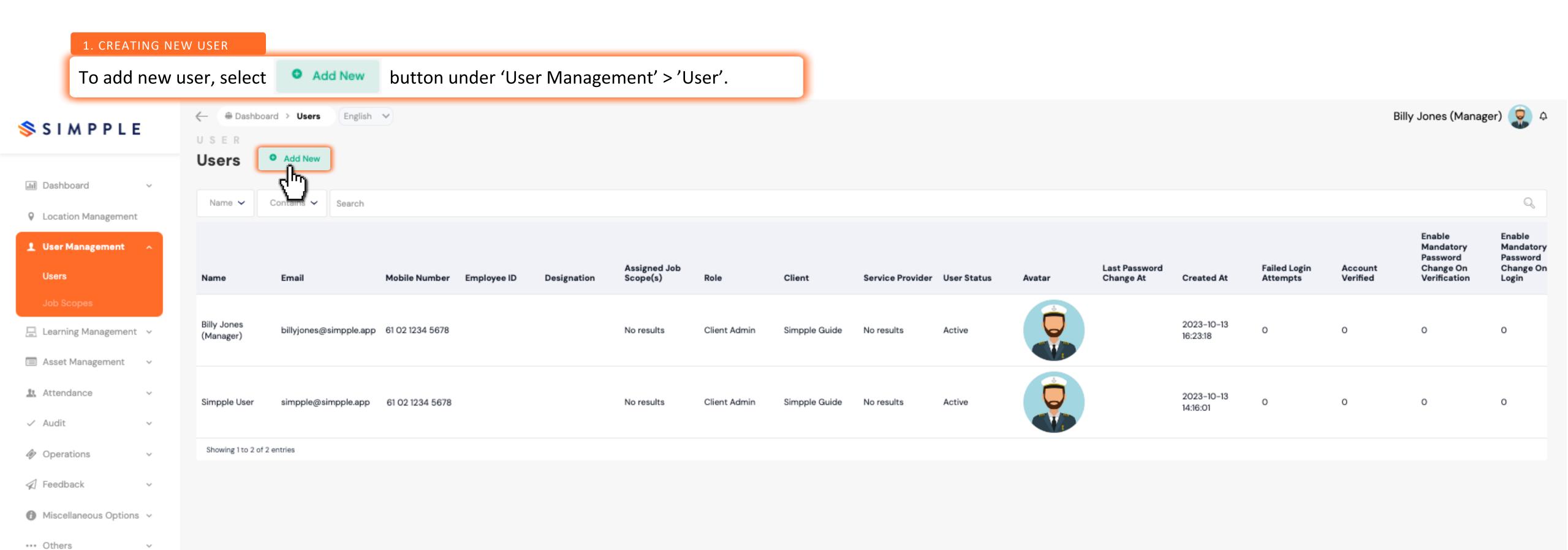
Recontine Password*

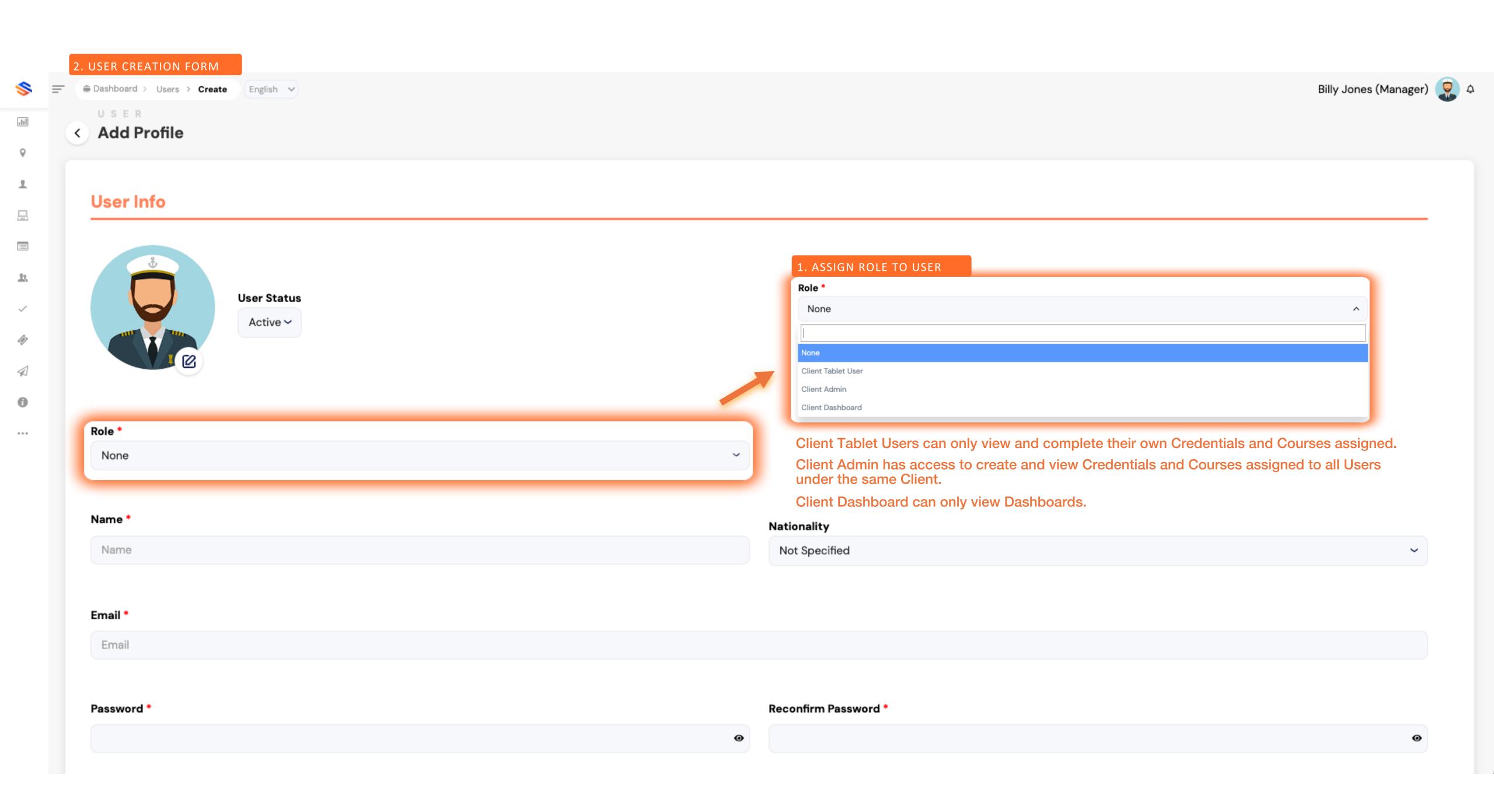
Recontine Password*

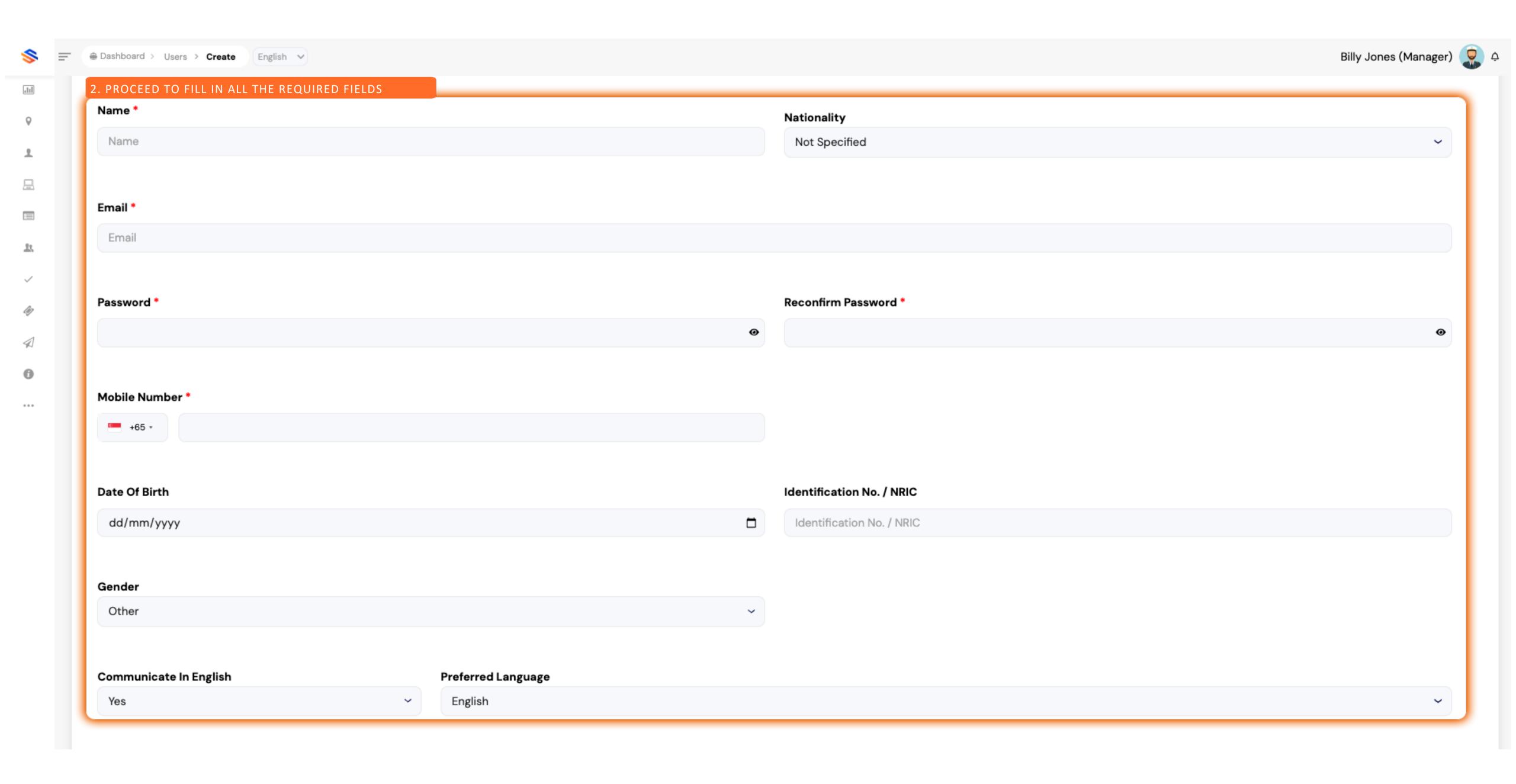
Recontine Password*

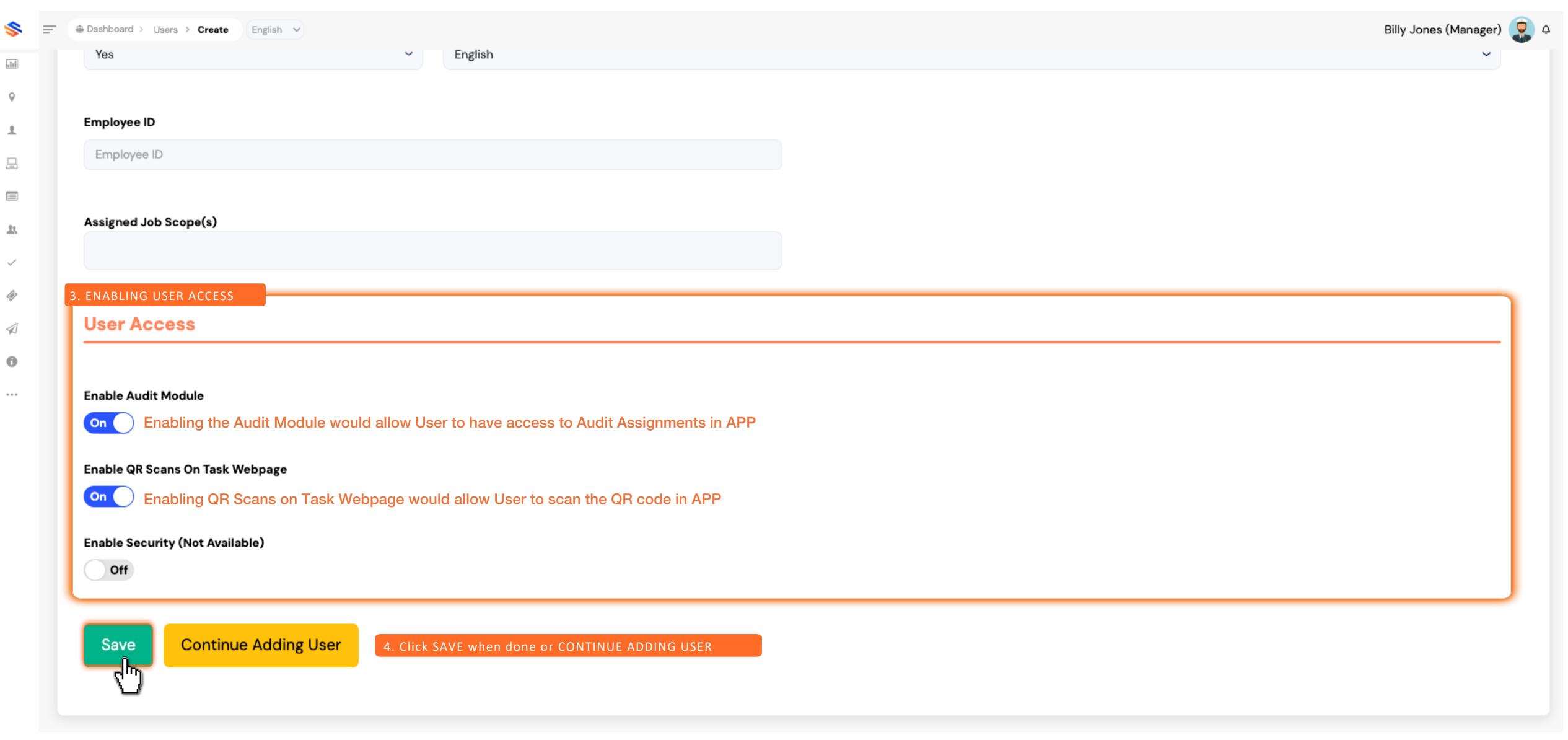


SETTING UP NEW USER ACCOUNT





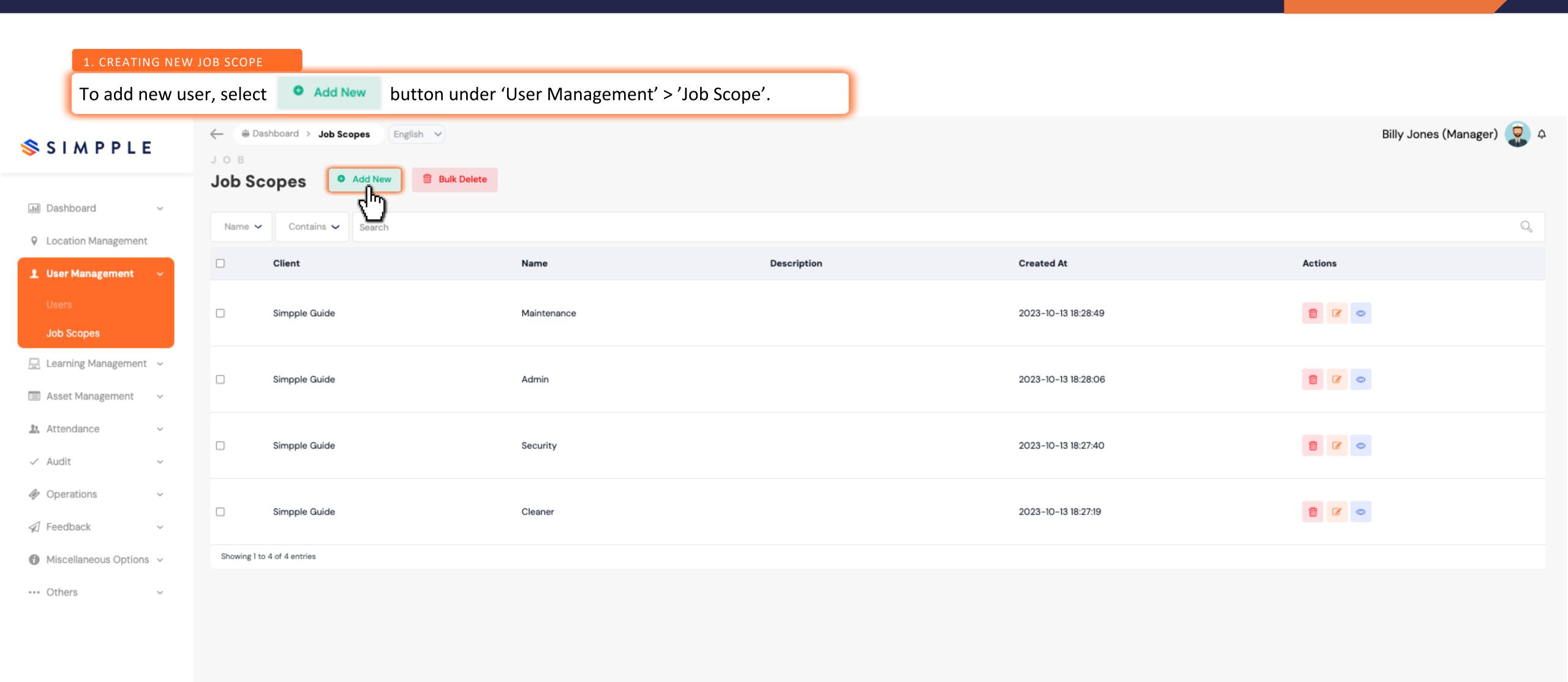




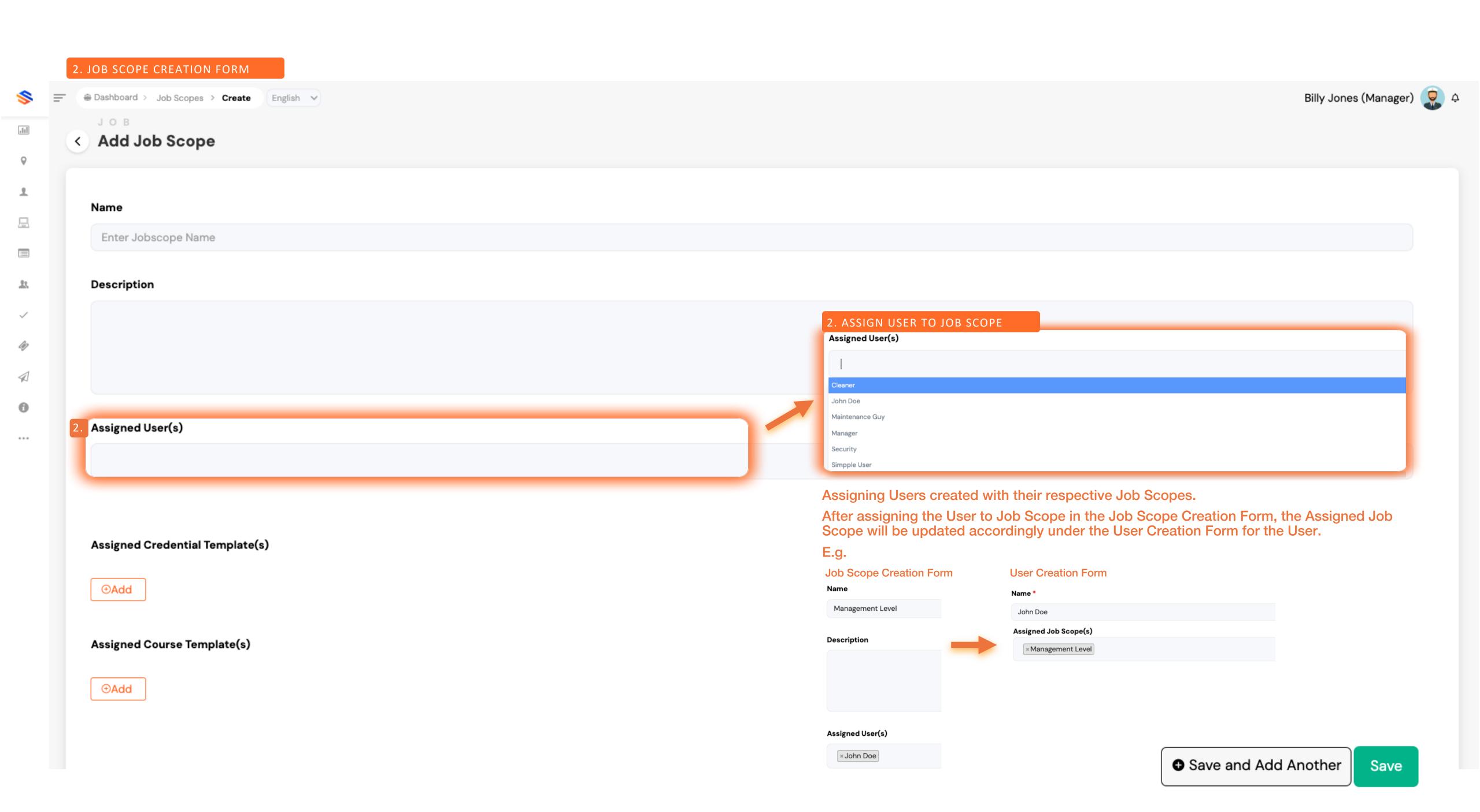
SETTING UP NEW JOB SCOPE

USER

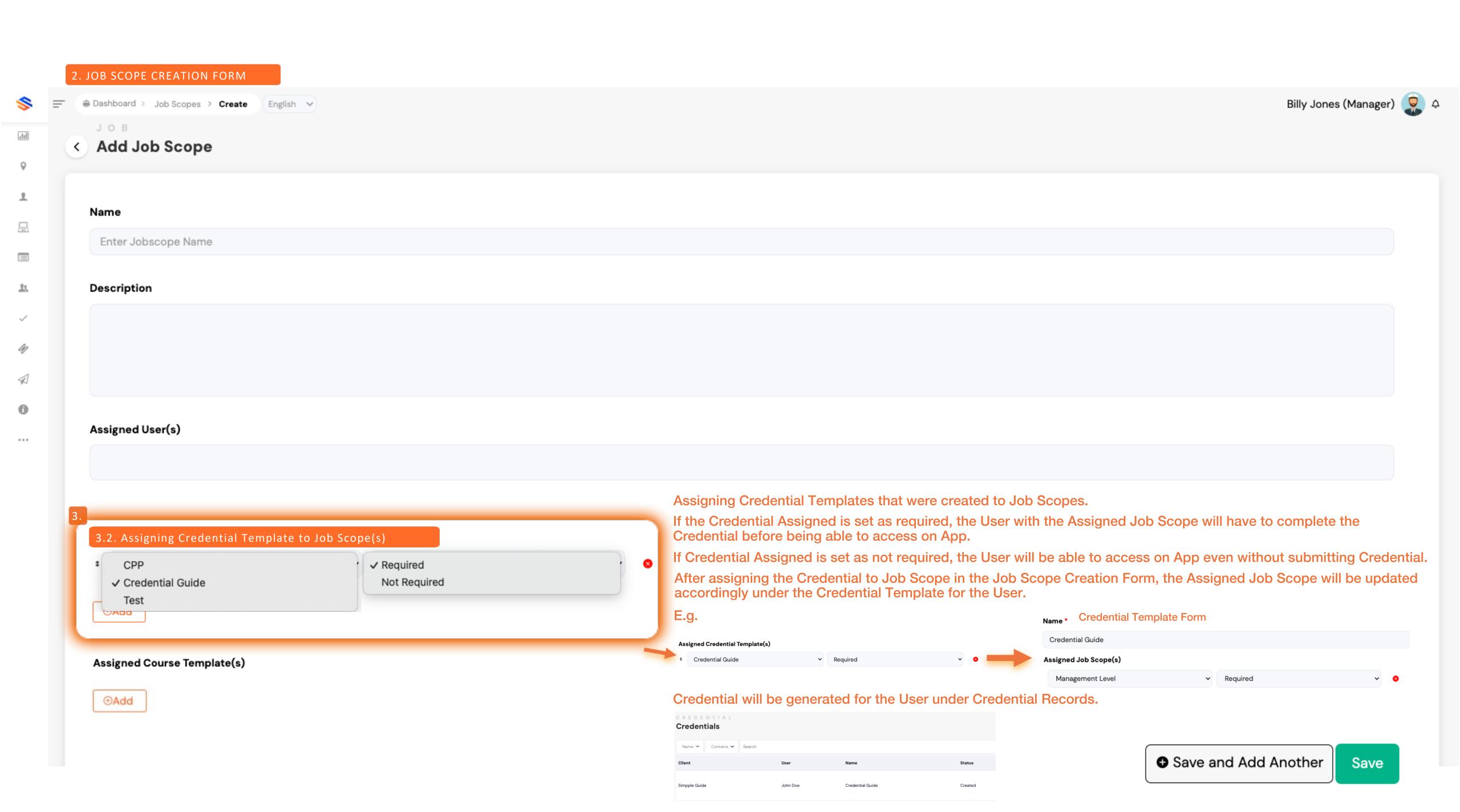
JOB SCOPES

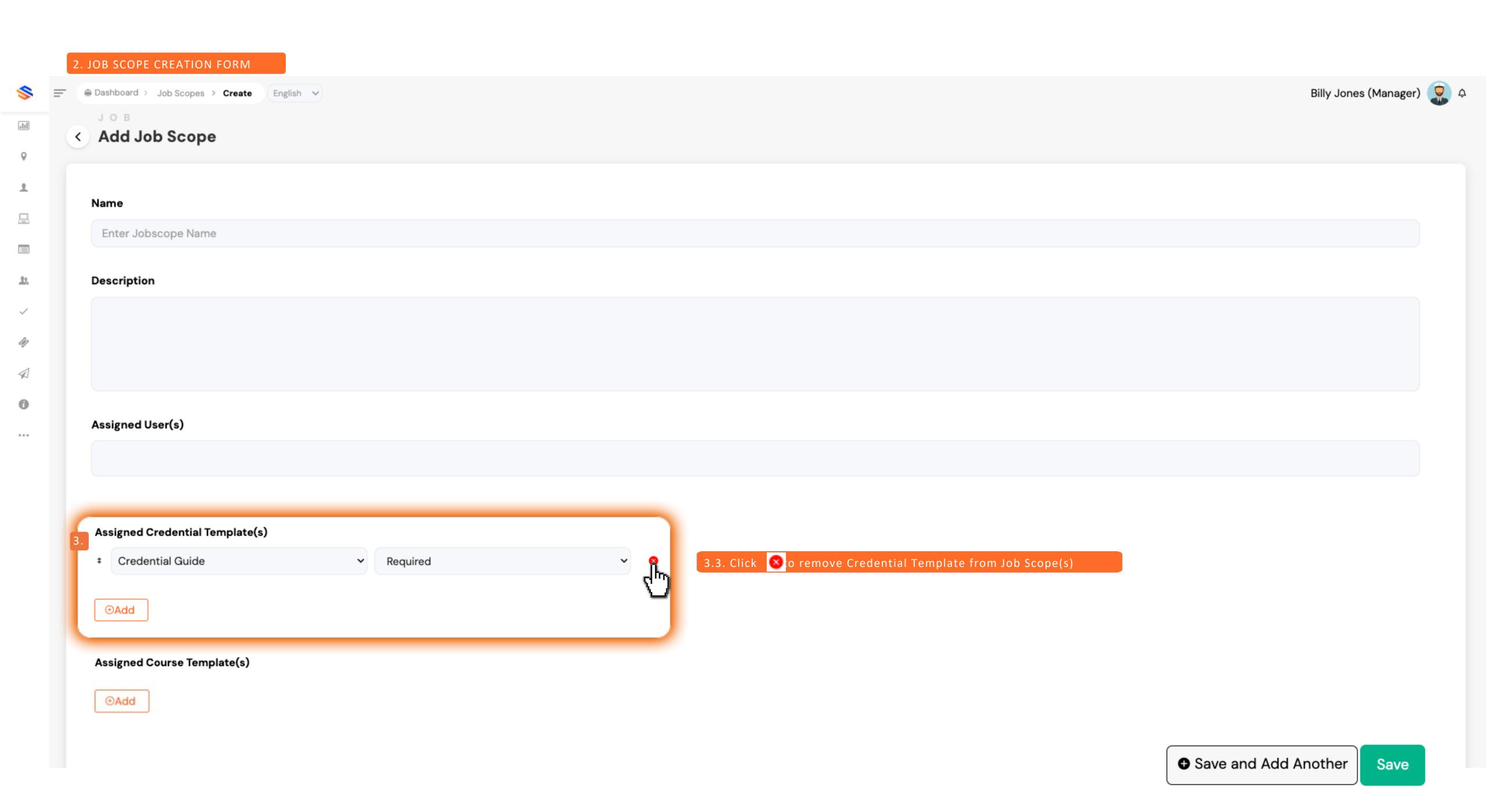


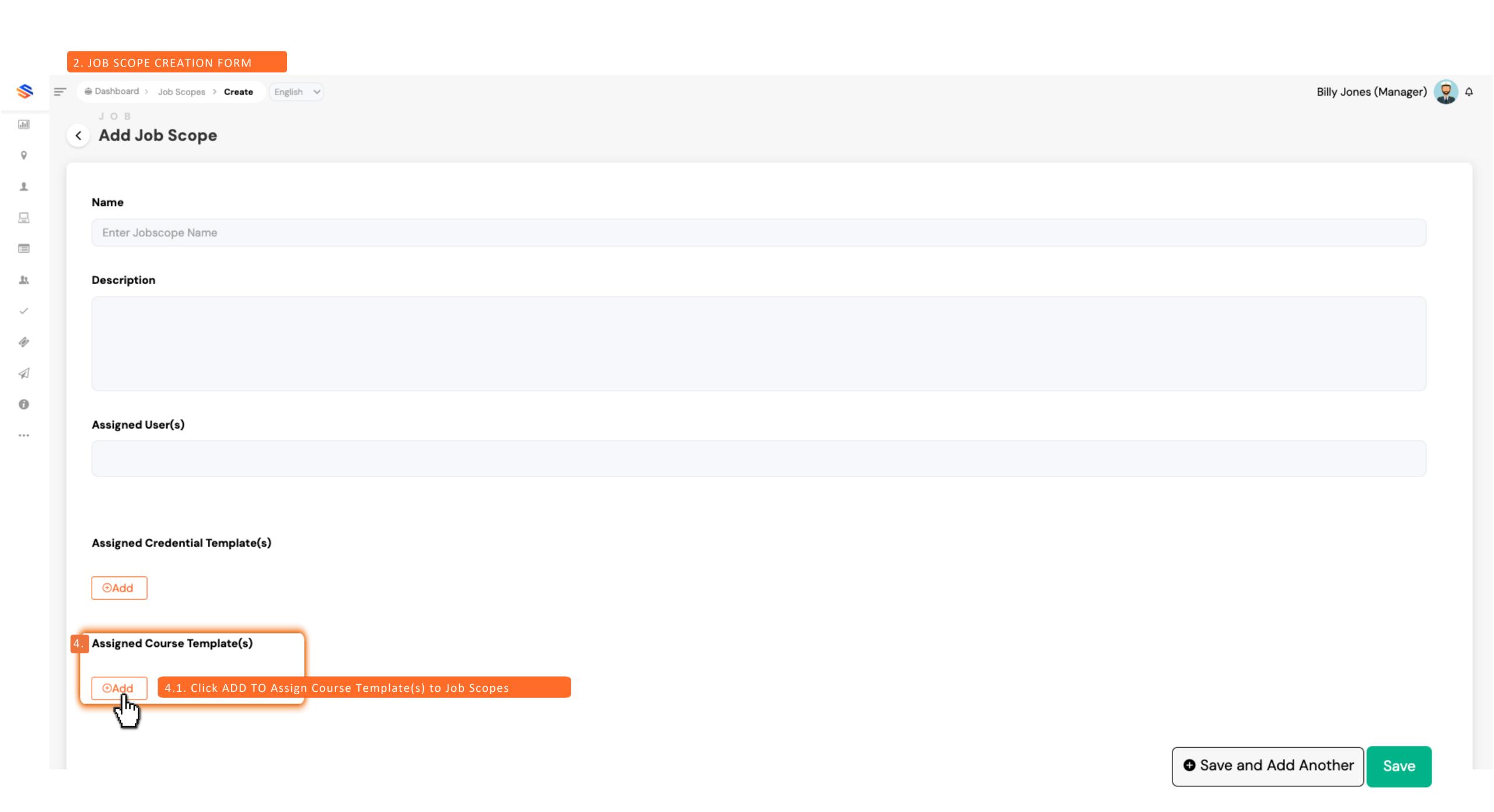


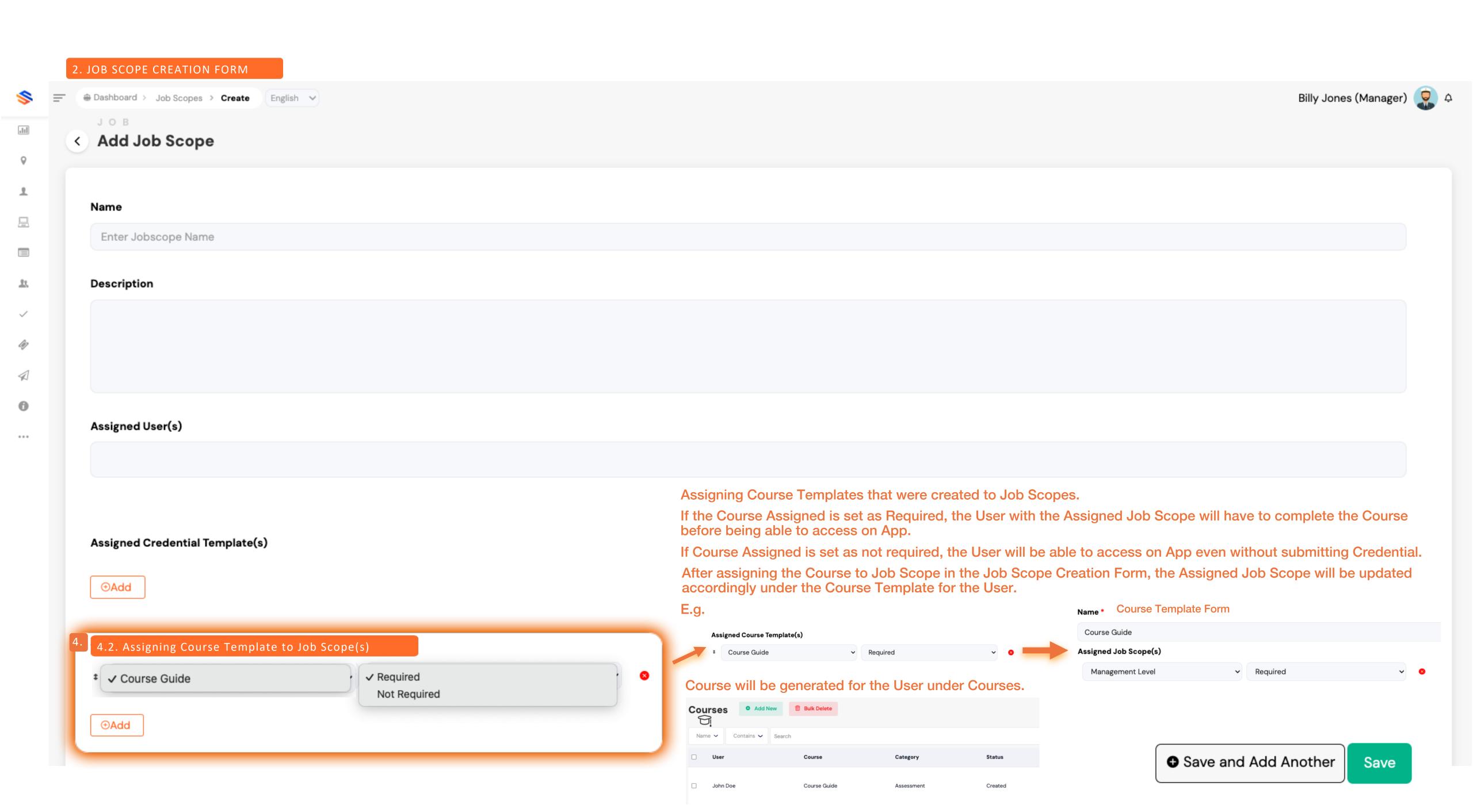


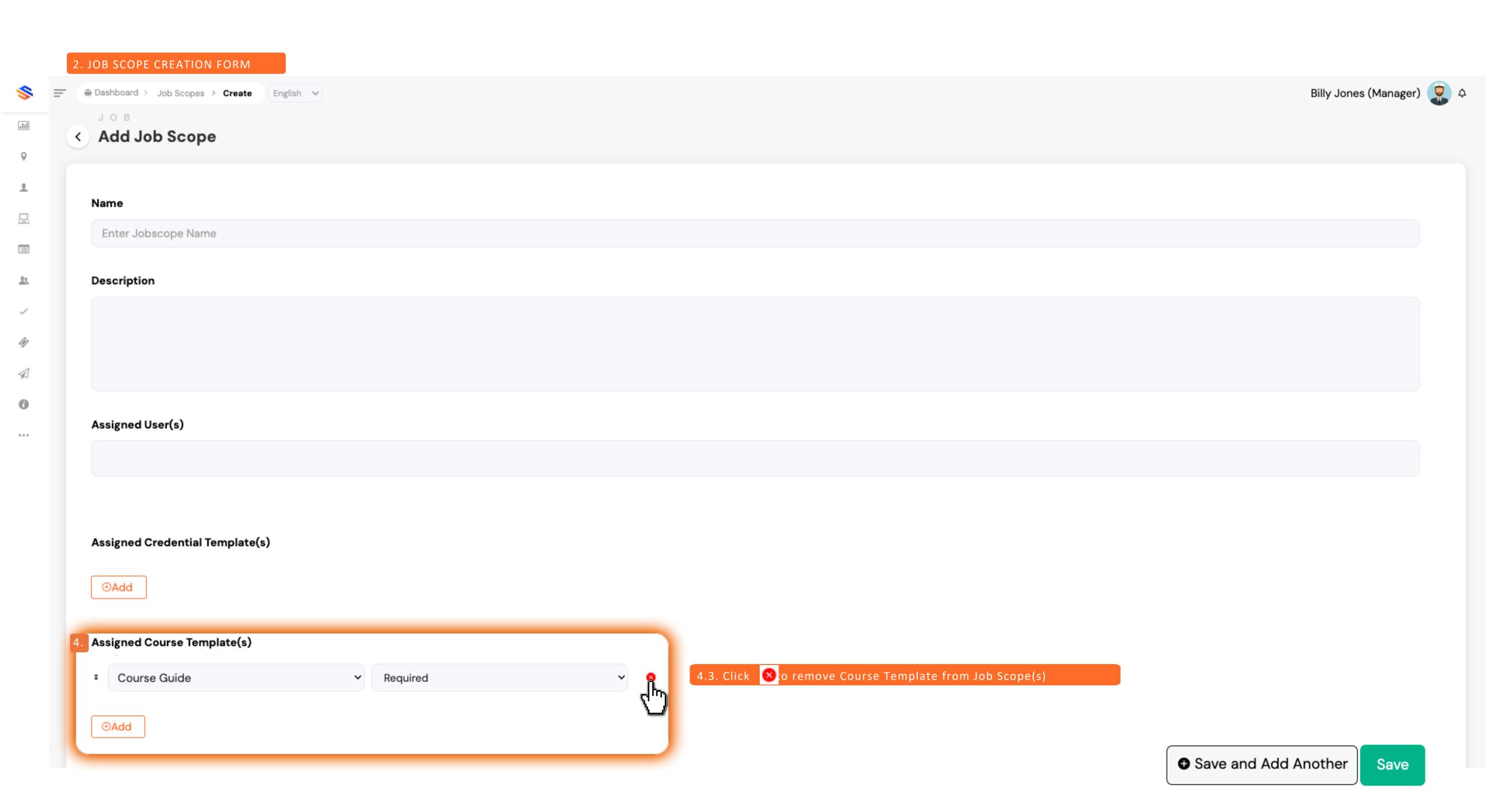
















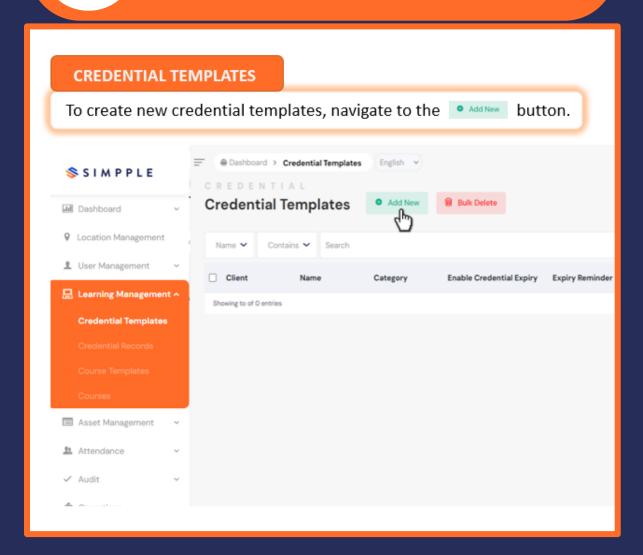
WEB APP DASHBOARD GUIDE

CREATION OF CREDENTIALS TEMPLATE

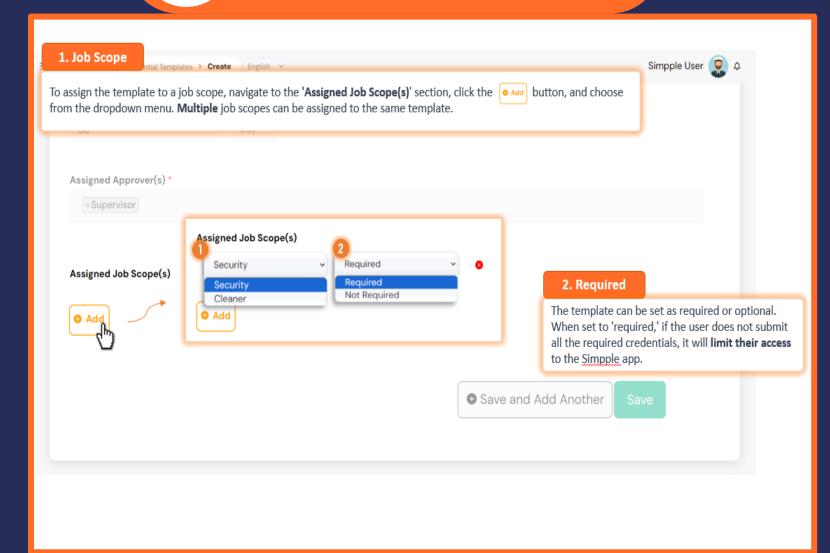
WWW.SIMPPLE.AI

FLOW OF CREDENTIALS TEMPLATE

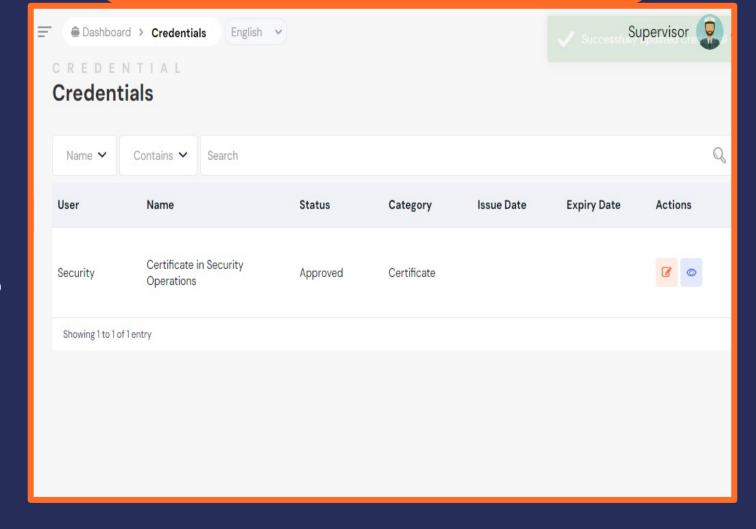
1 ADDING TEMPLATE



2 ASSIGN USER



3 ADMIN VIEW ON DASHBOARD



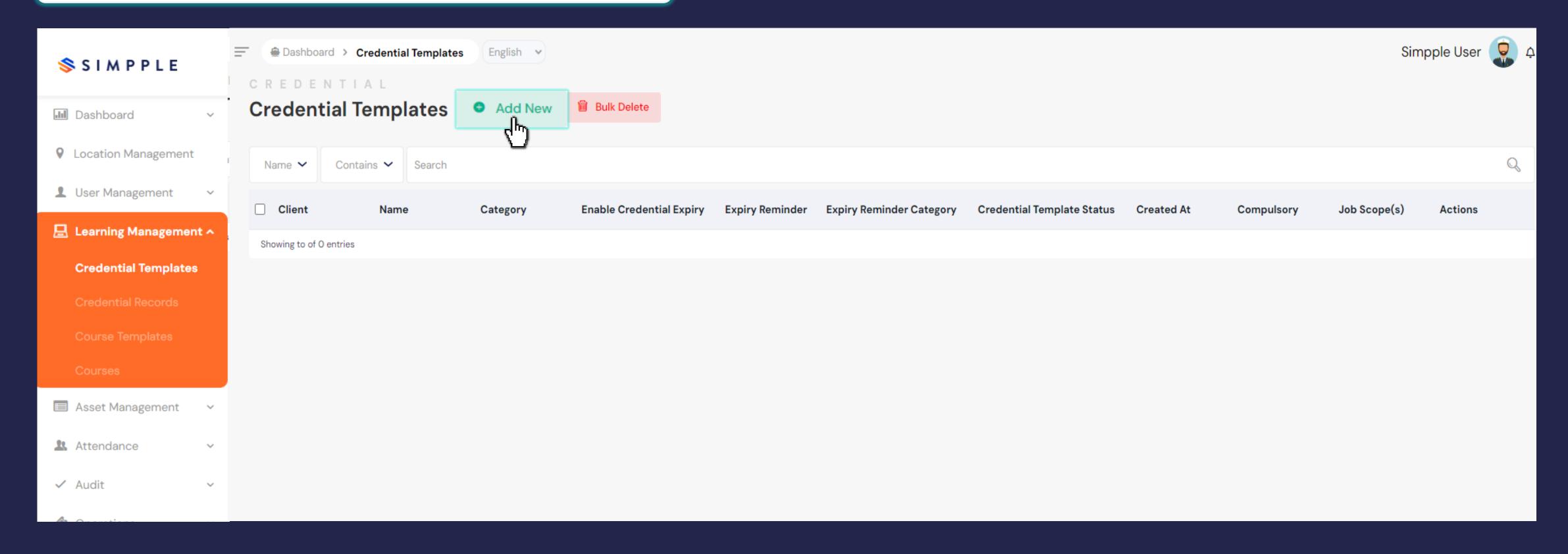
ADDING NEW CREDENTIAL TEMPLATE

1 Credential Templates

2 Credential Records

1. CREDENTIAL TEMPLATES

To create new credential templates, navigate to the Add New button.

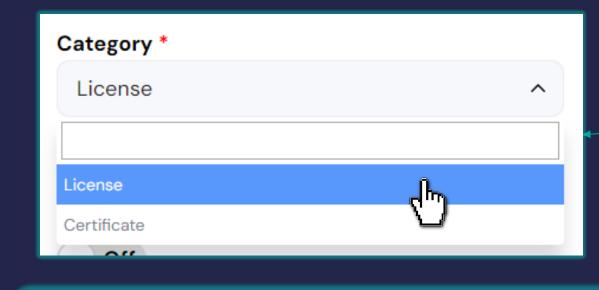


SETTING UP CREDENTIAL TEMPLATE

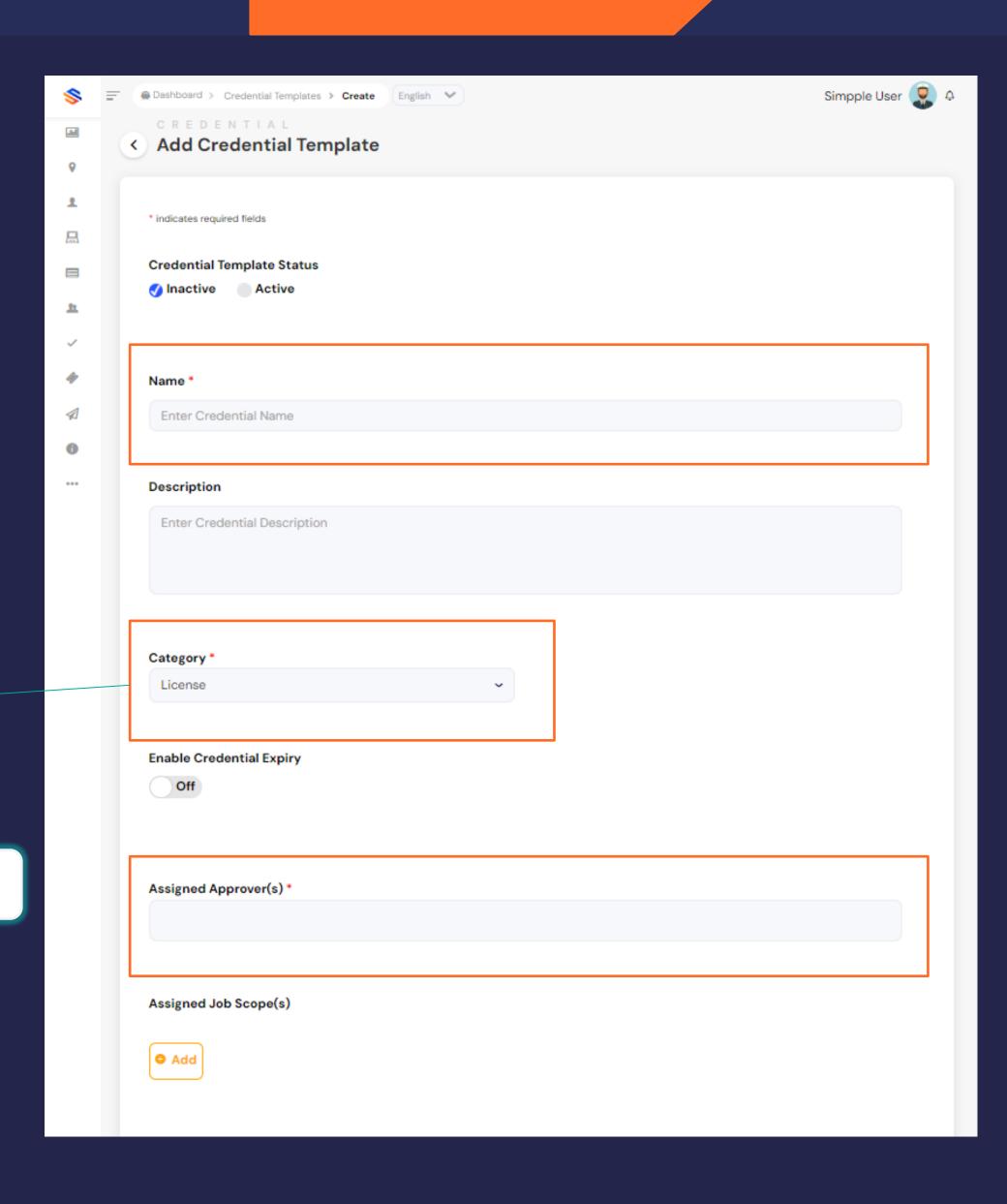
1 Credential Templates

2. FILL THE REQUIRED FIELDS

The required fields are indicated by the * symbol.

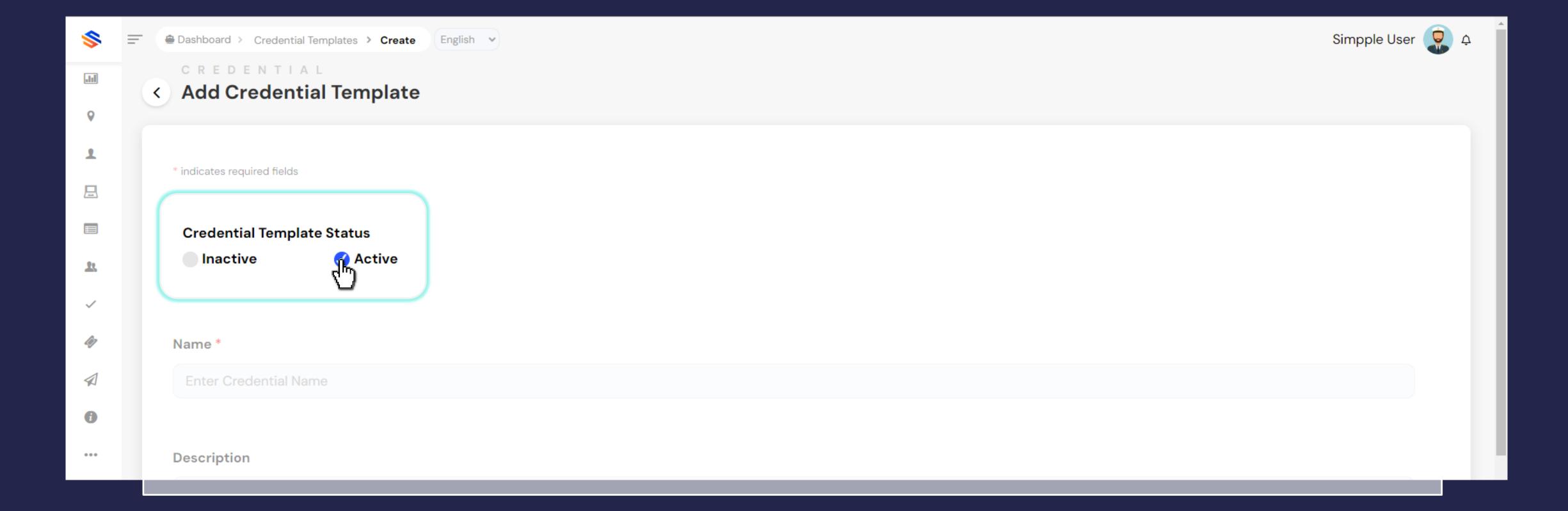


Select the credential category from the dropdown



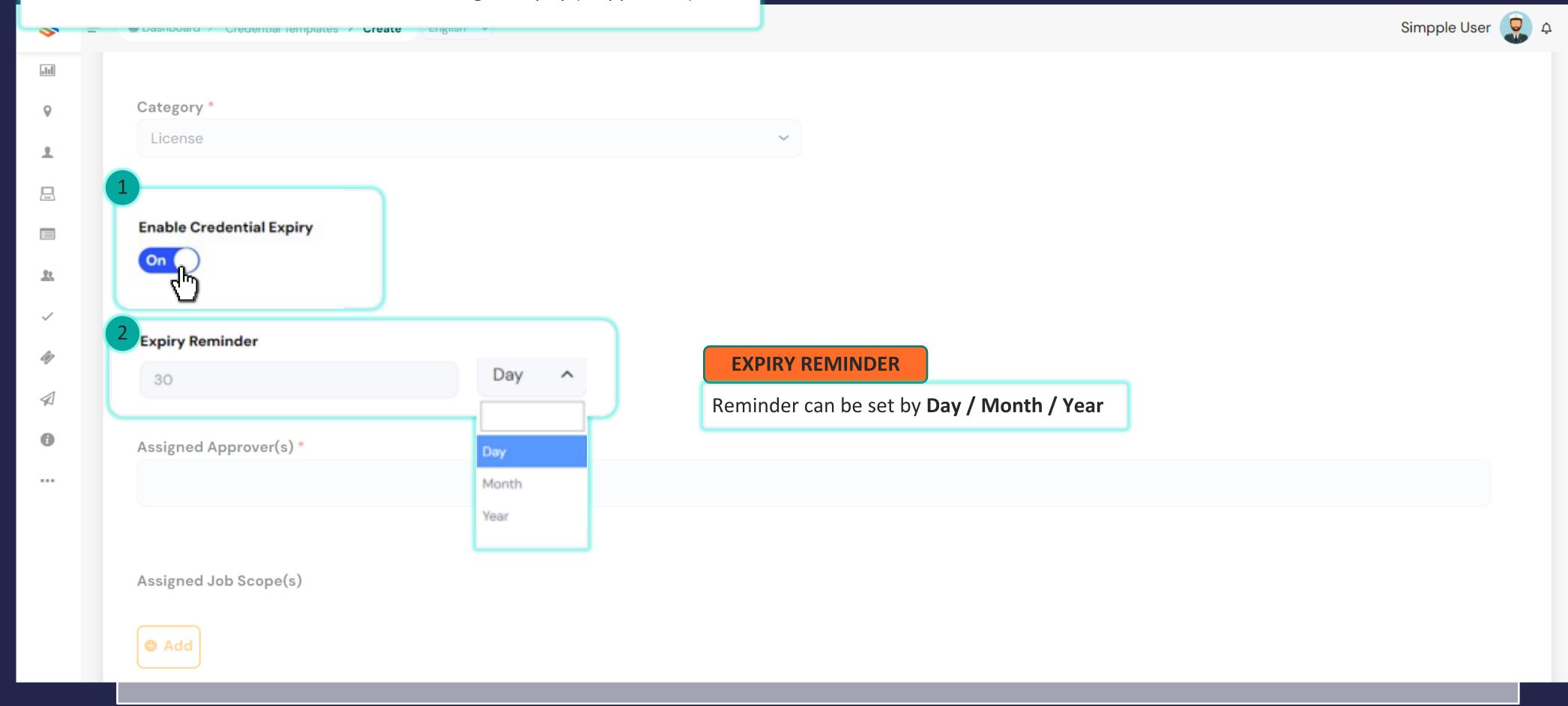
TEMPLATE STATUS

Credential templates can only be viewed by assigned Job Scope once the status is set to 'Active'.



3. ENABLE CREDENTIAL EXPIRY

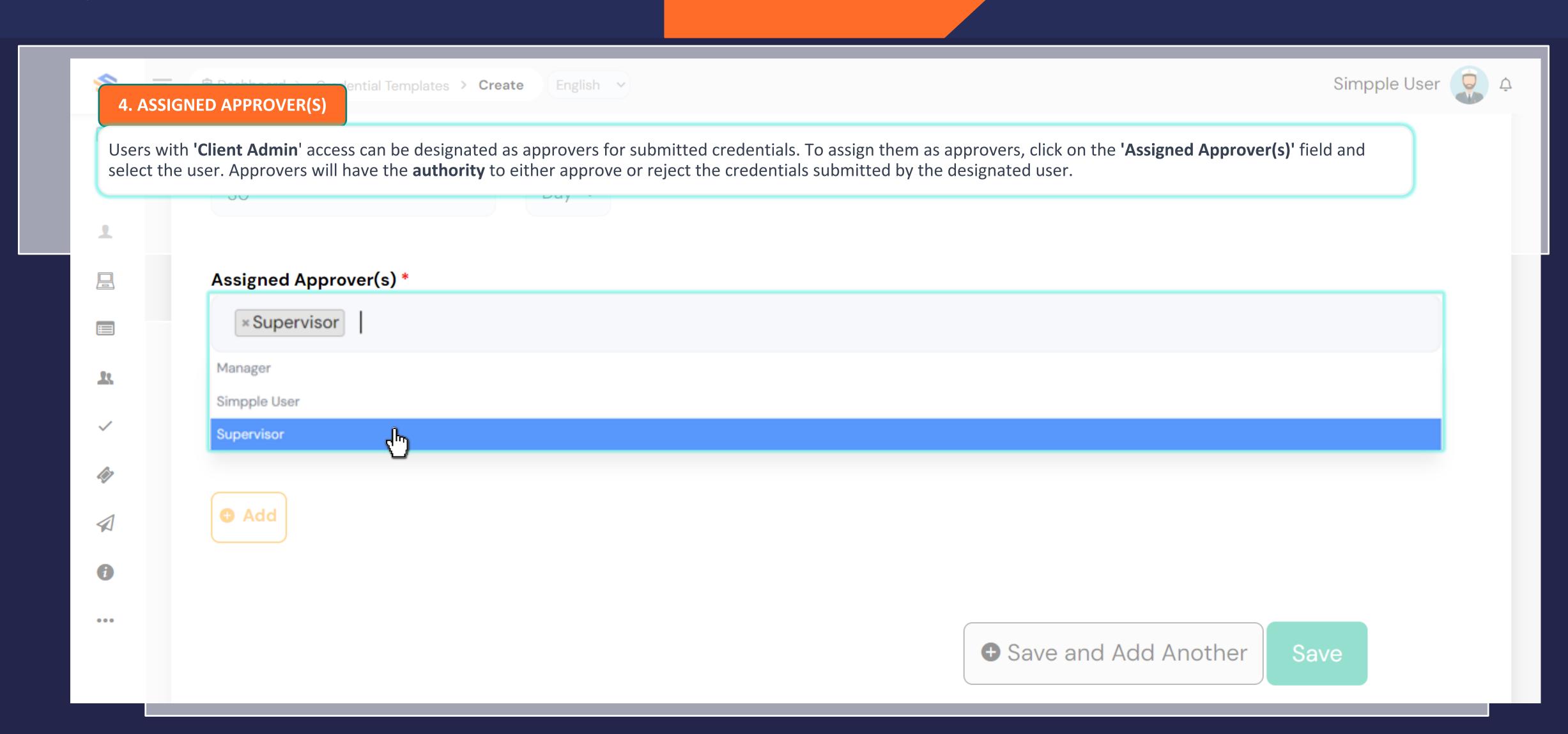
Credential Expiry will allow the Assigned User to set a reminder to renew their credentials when the license/certificate is reaching its expiry (if applicable).



SETTING UP CREDENTIAL TEMPLATE

1 Credential Templates

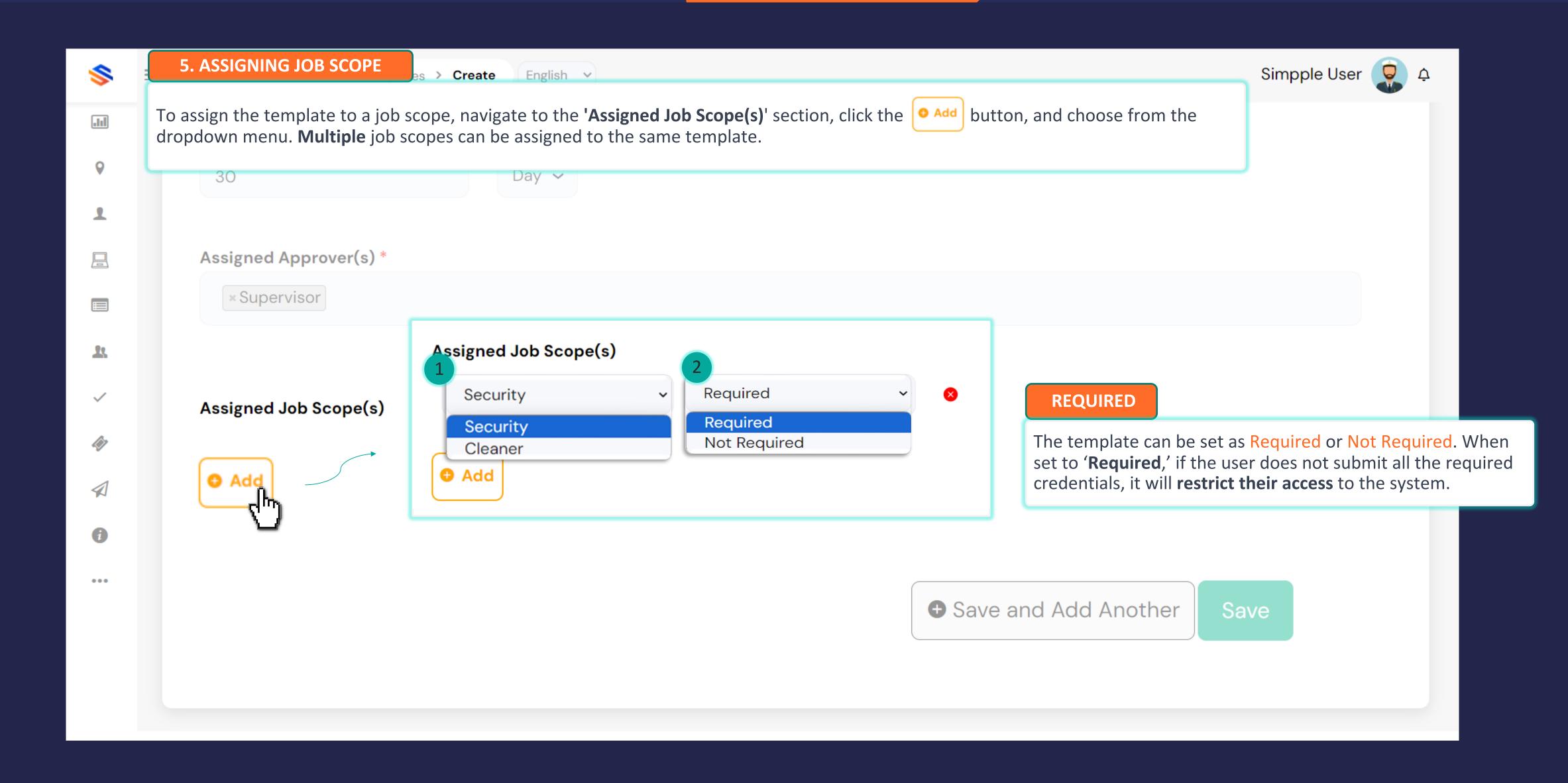
2 Credential Records



SETTING UP CREDENTIAL TEMPLATE

1 Credential Templates

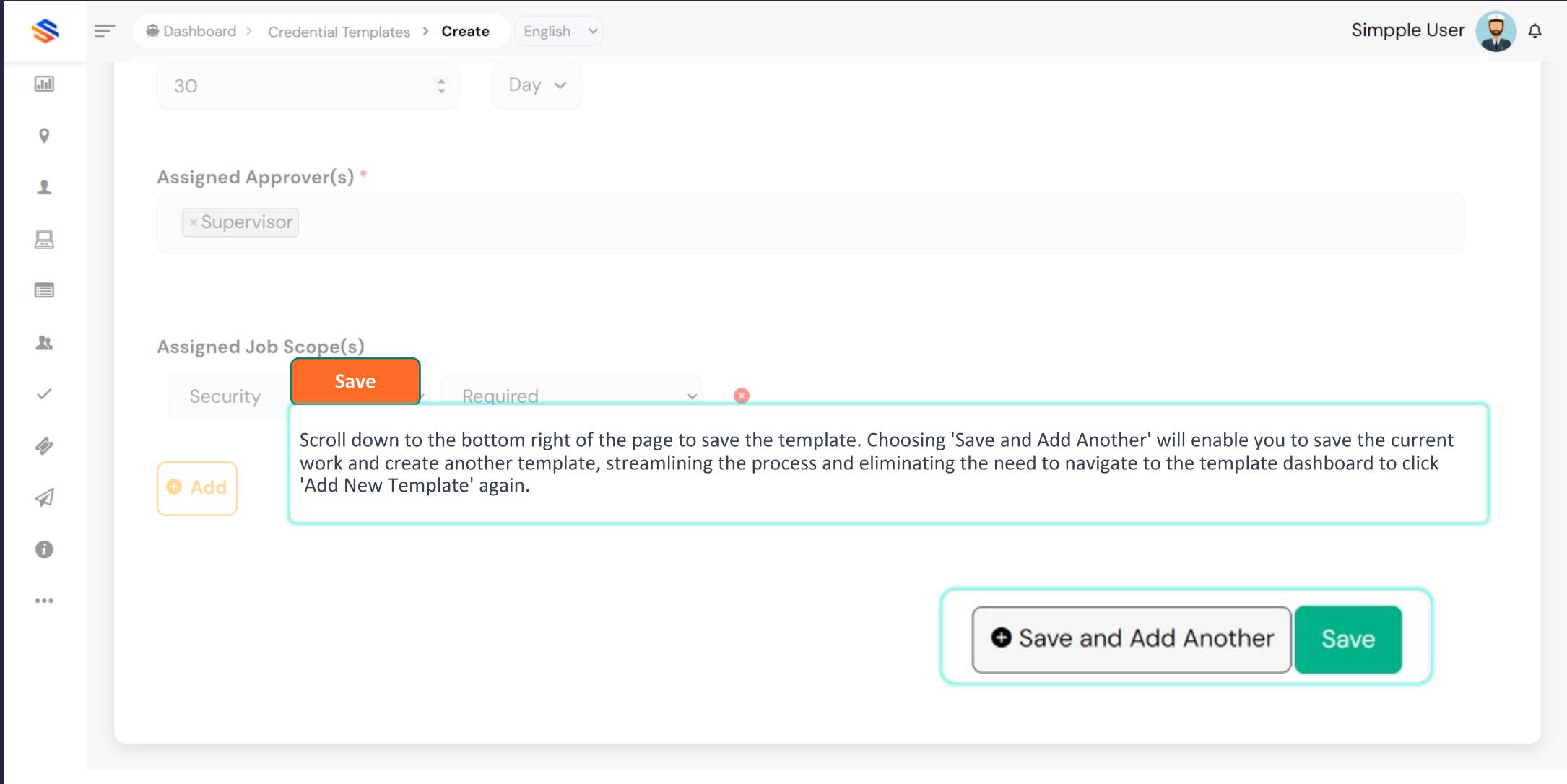
2 Credential Records



SAVE OR ADD ANOTHER CREDENTIAL TEMPLATE

1 Credential Templates

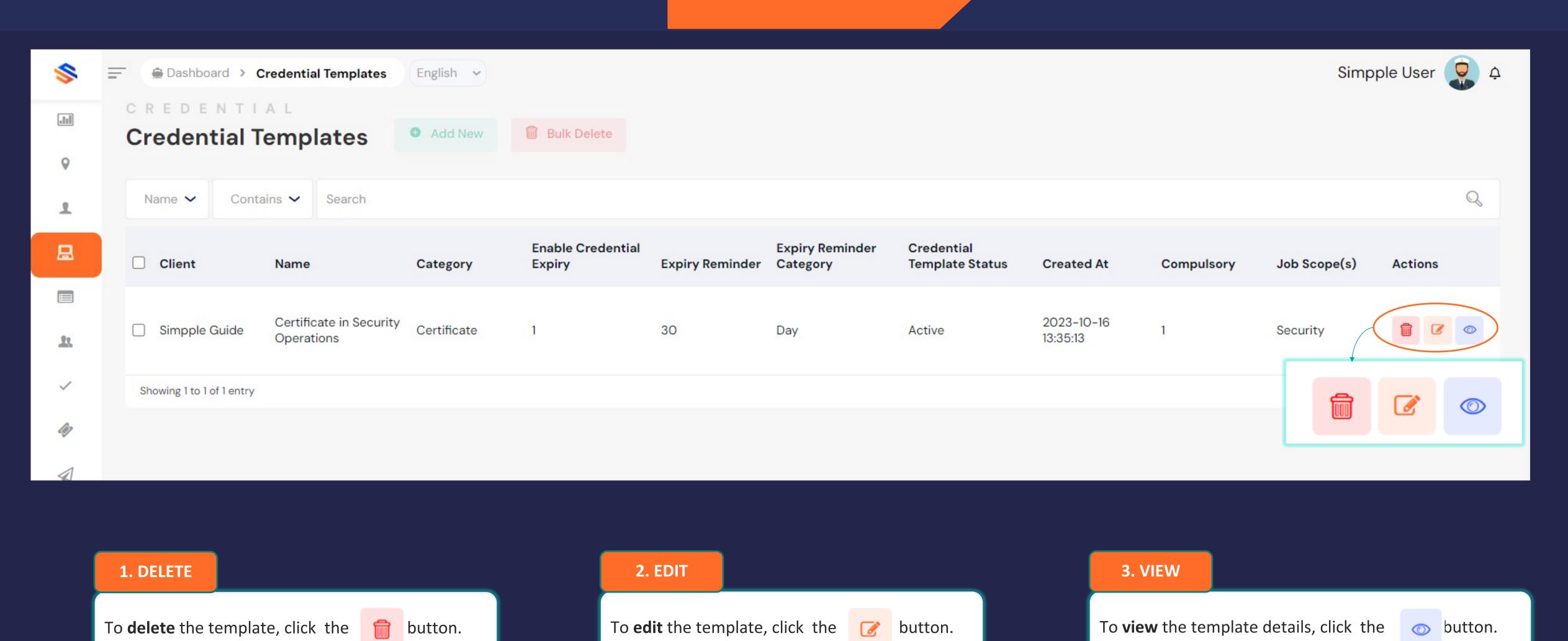
2 Credential Records



CREDENTIAL DASHBOARD GUIDE

1 Credential Templates

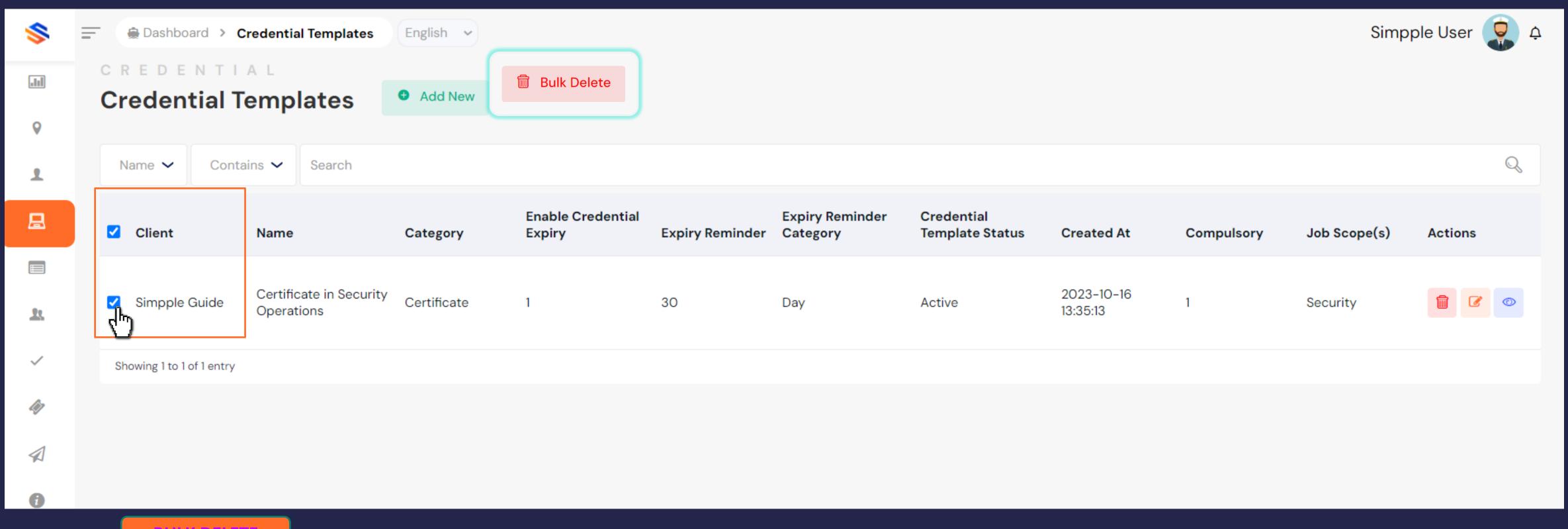
2 Credential Records



CREDENTIAL DASHBOARD GUIDE

1 Credential Templates

2 Credential Records



BULK DELETE

To delete multiple template, simply select the template(s) and click on the

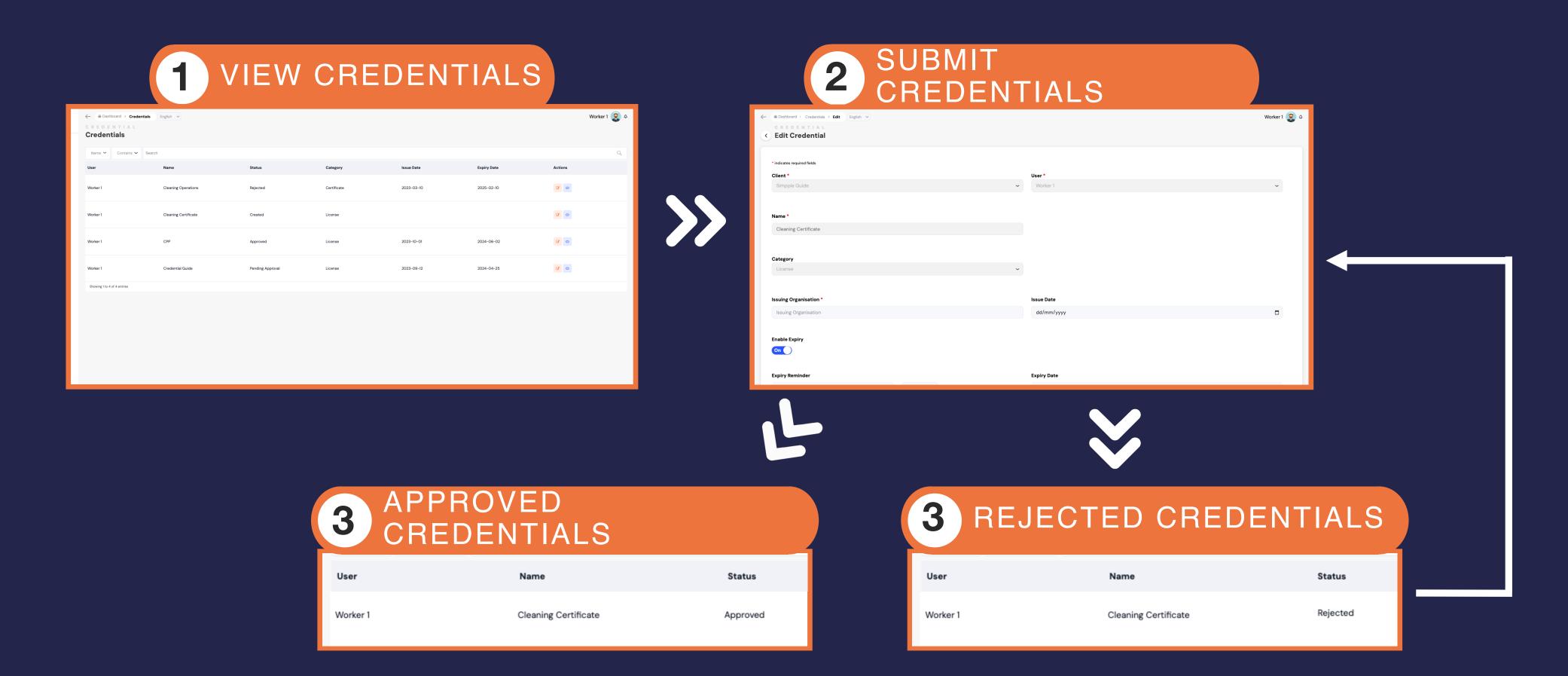




ACCOUNT MANAGEMENT USER GUIDE

CREDENTIALS

FLOW OF CREDENTIALS

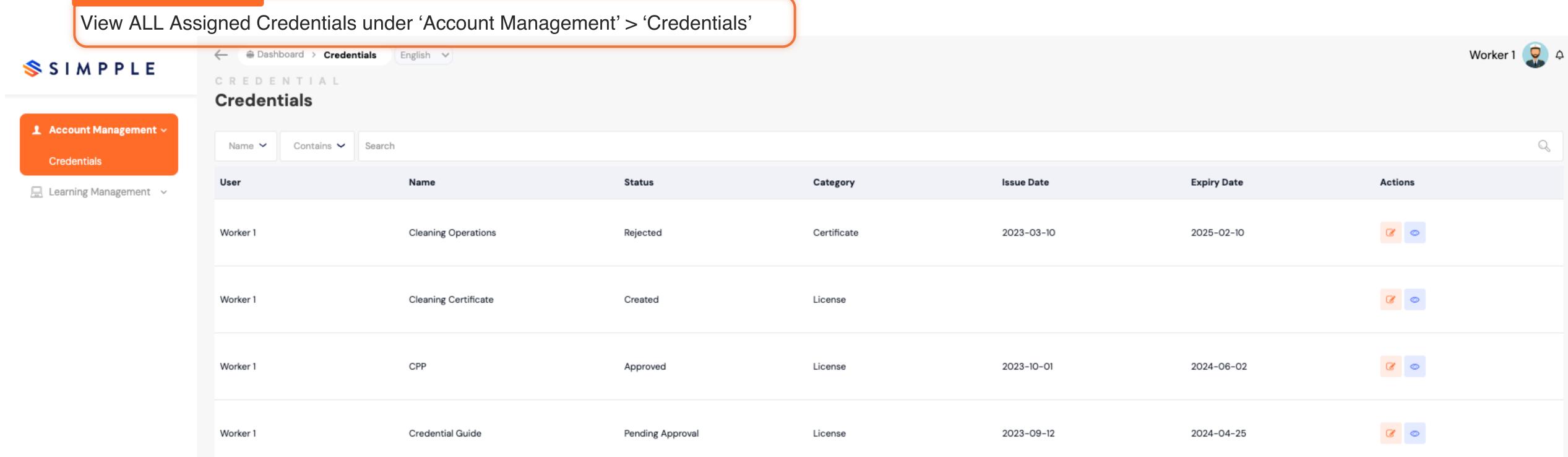


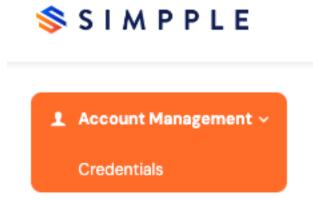


Showing 1 to 4 of 4 entries

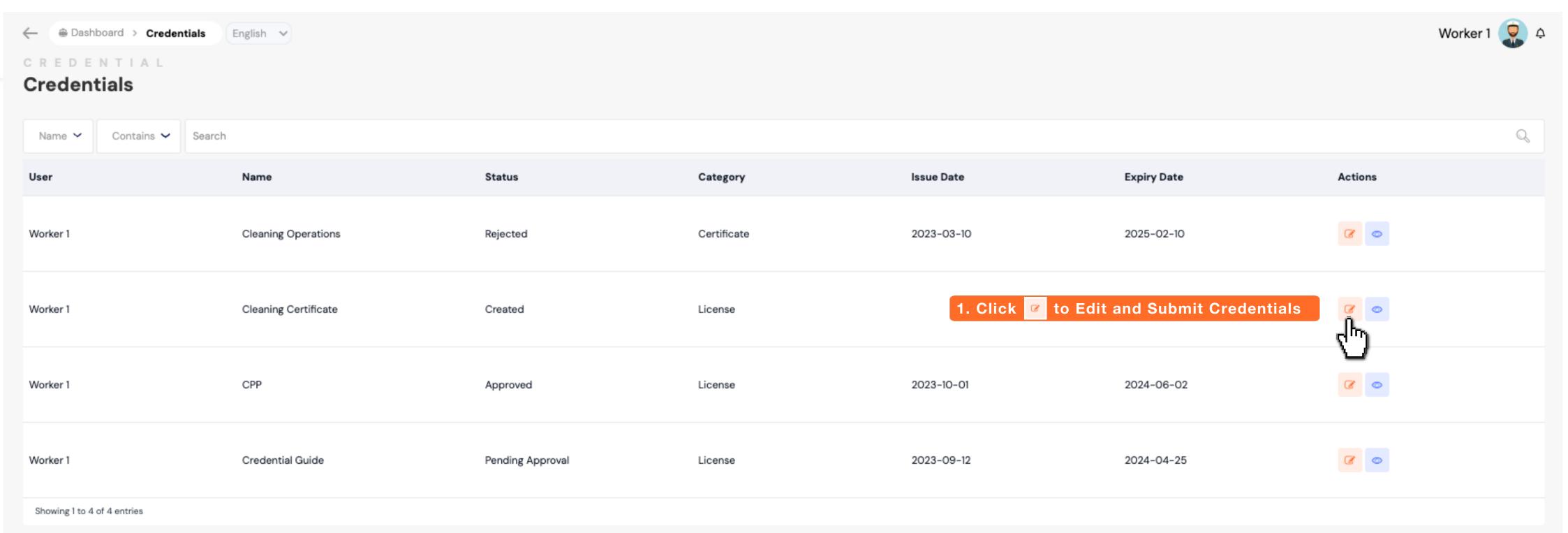
VIEW 2 SUBMIT



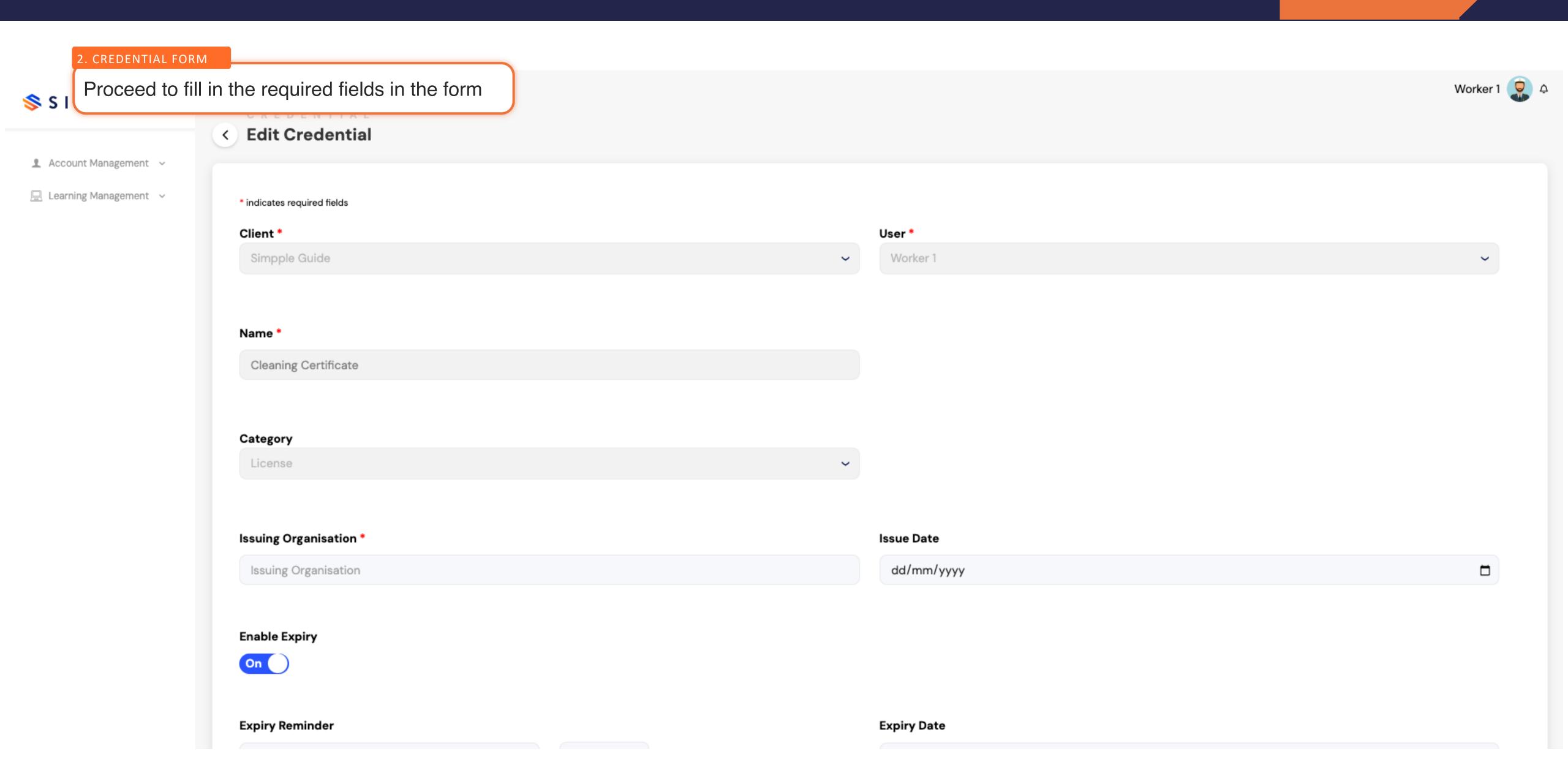




Learning Management



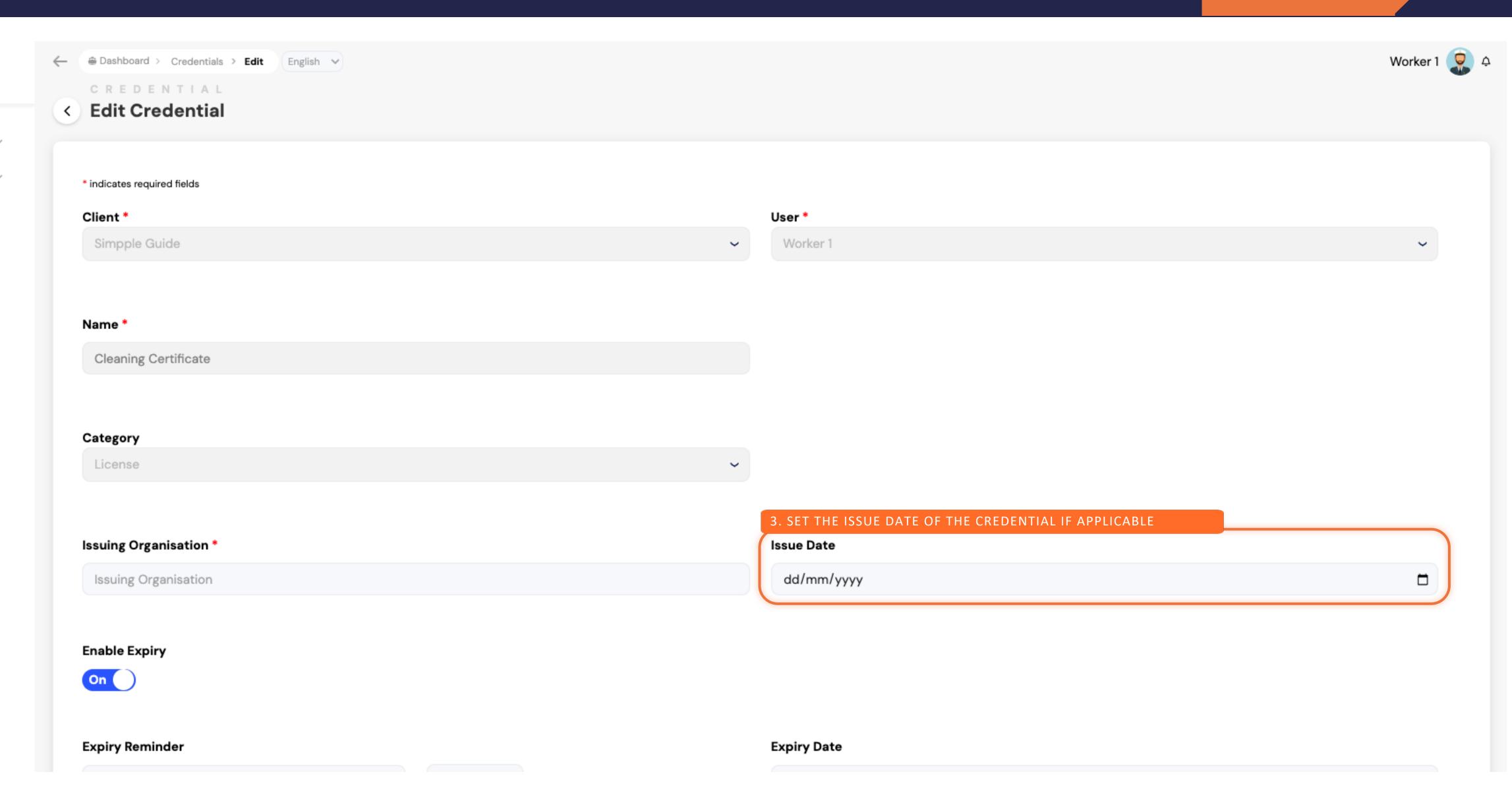
SUBMIT



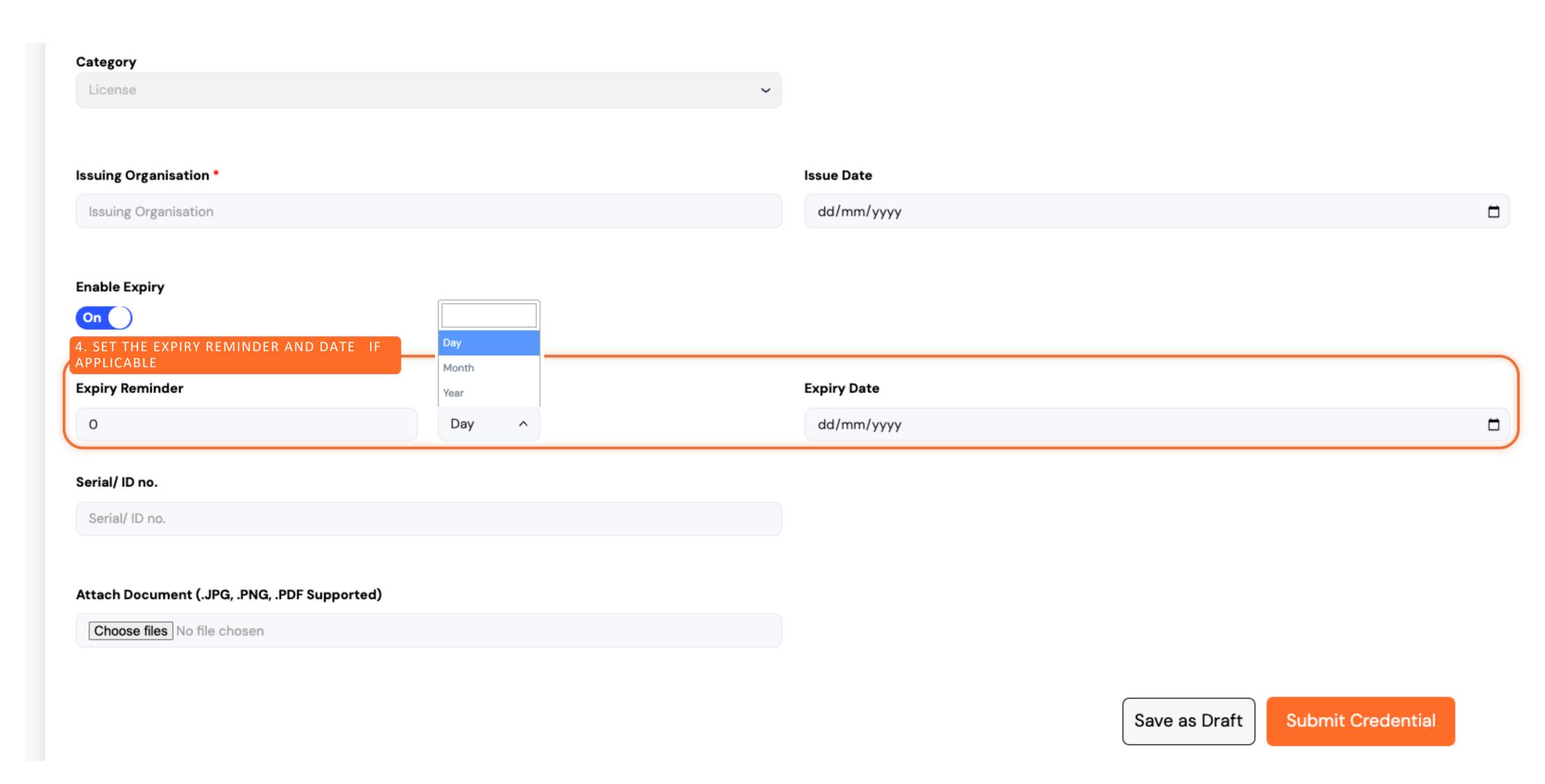


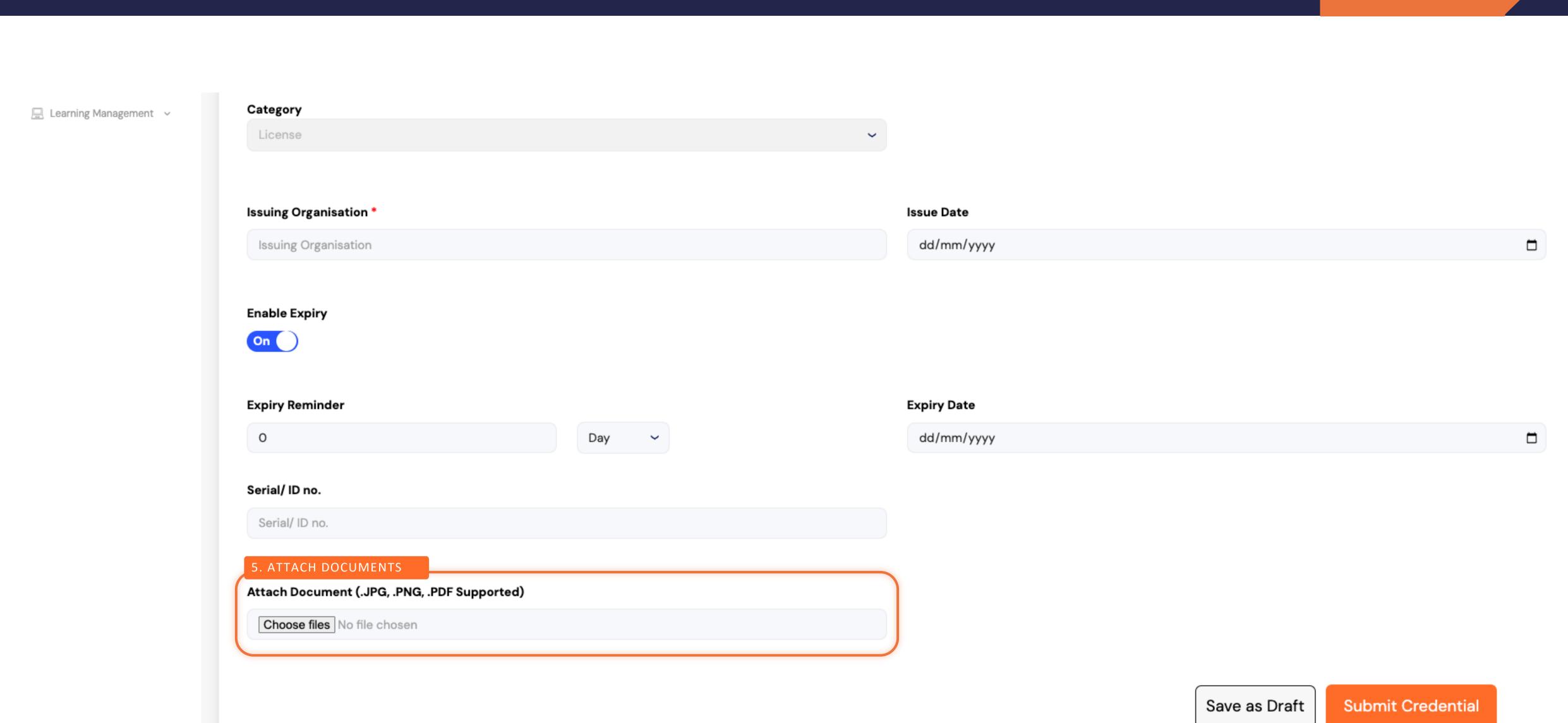
▲ Account Management ∨

Learning Management

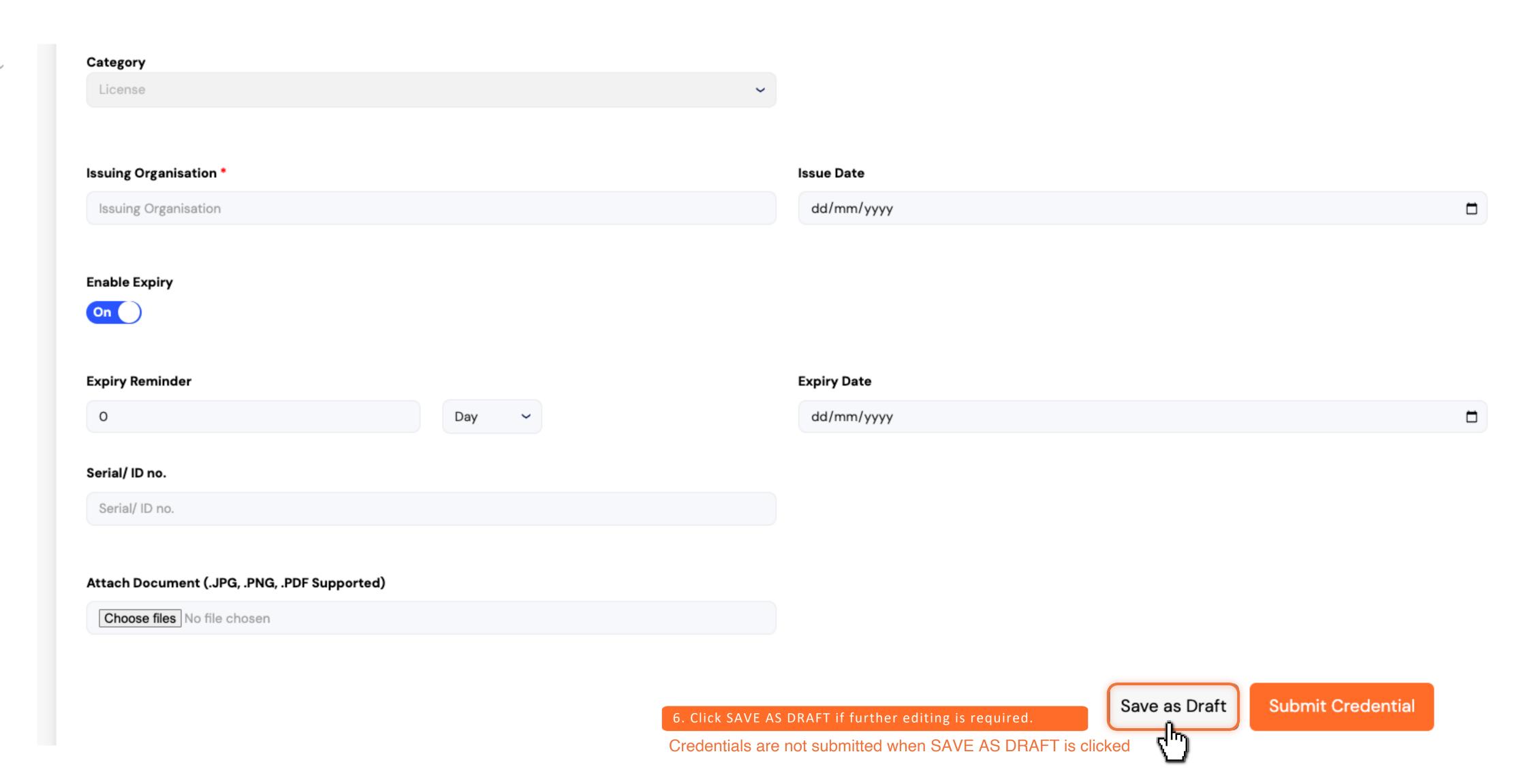






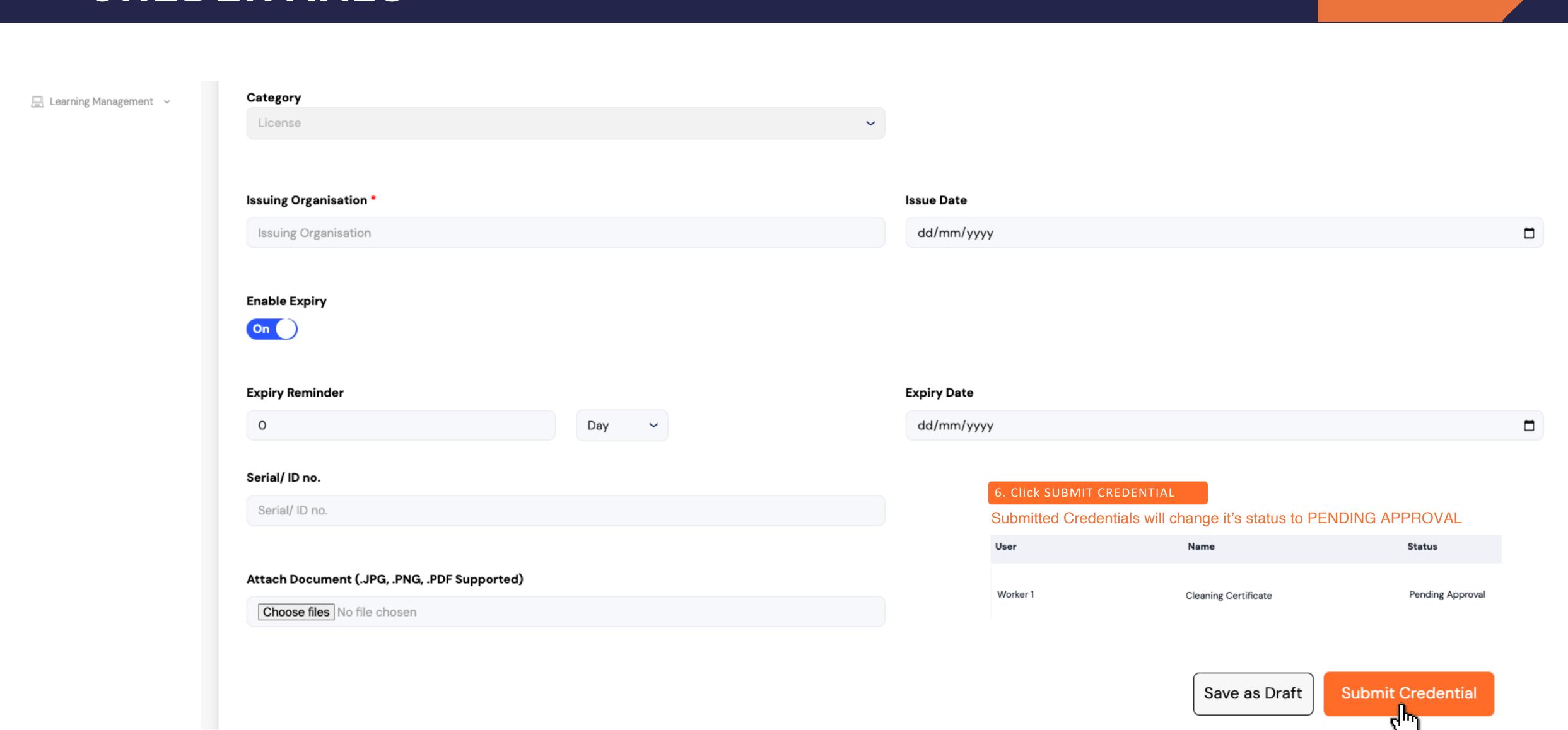




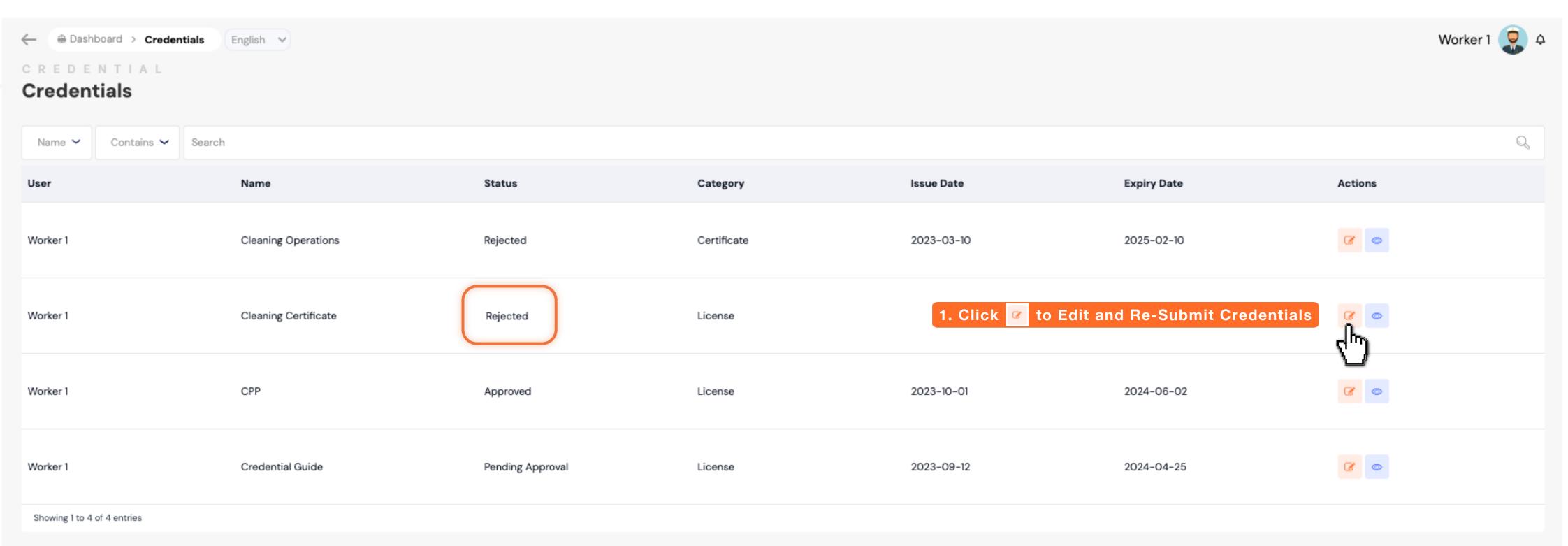


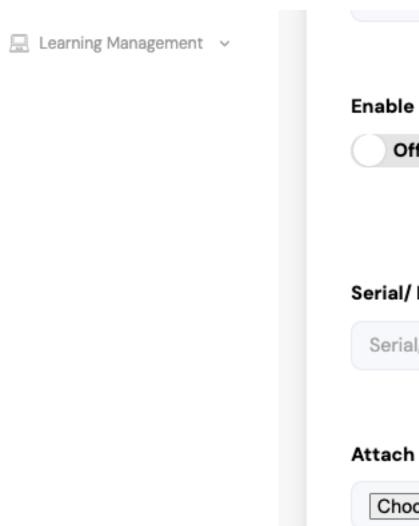
VIEW

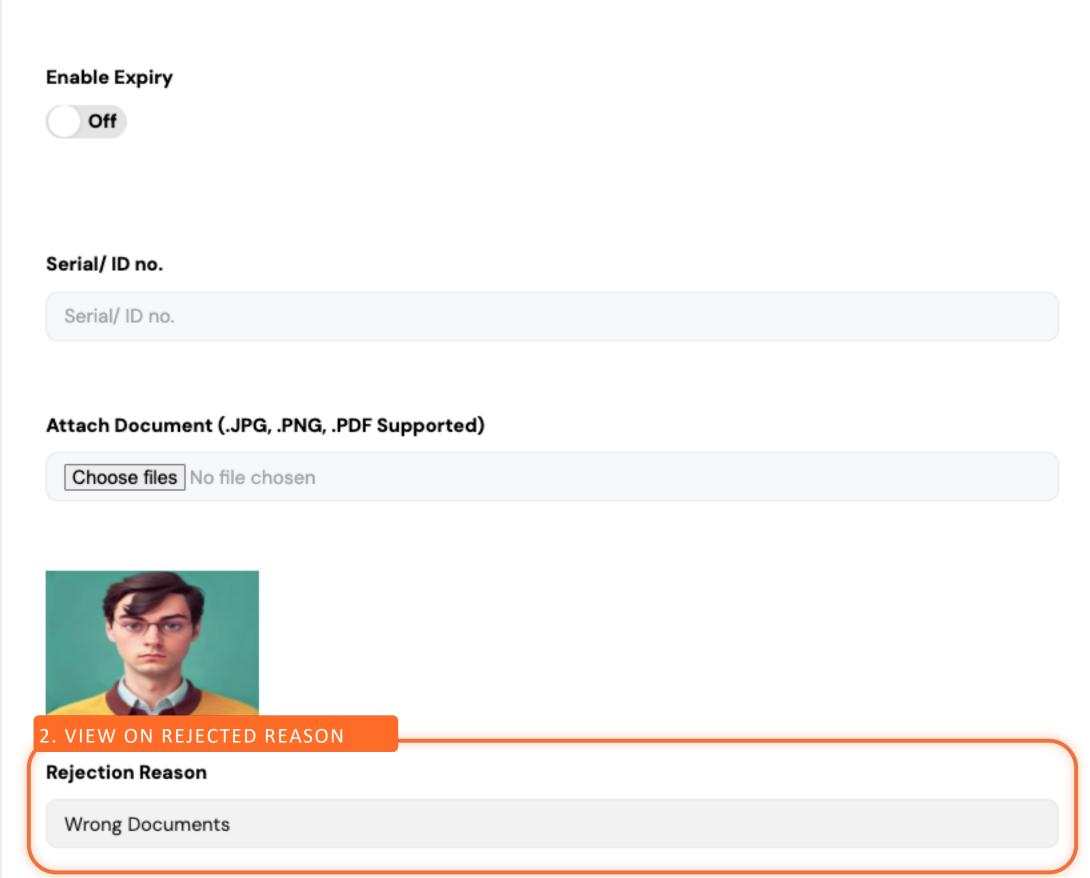
SUBMIT





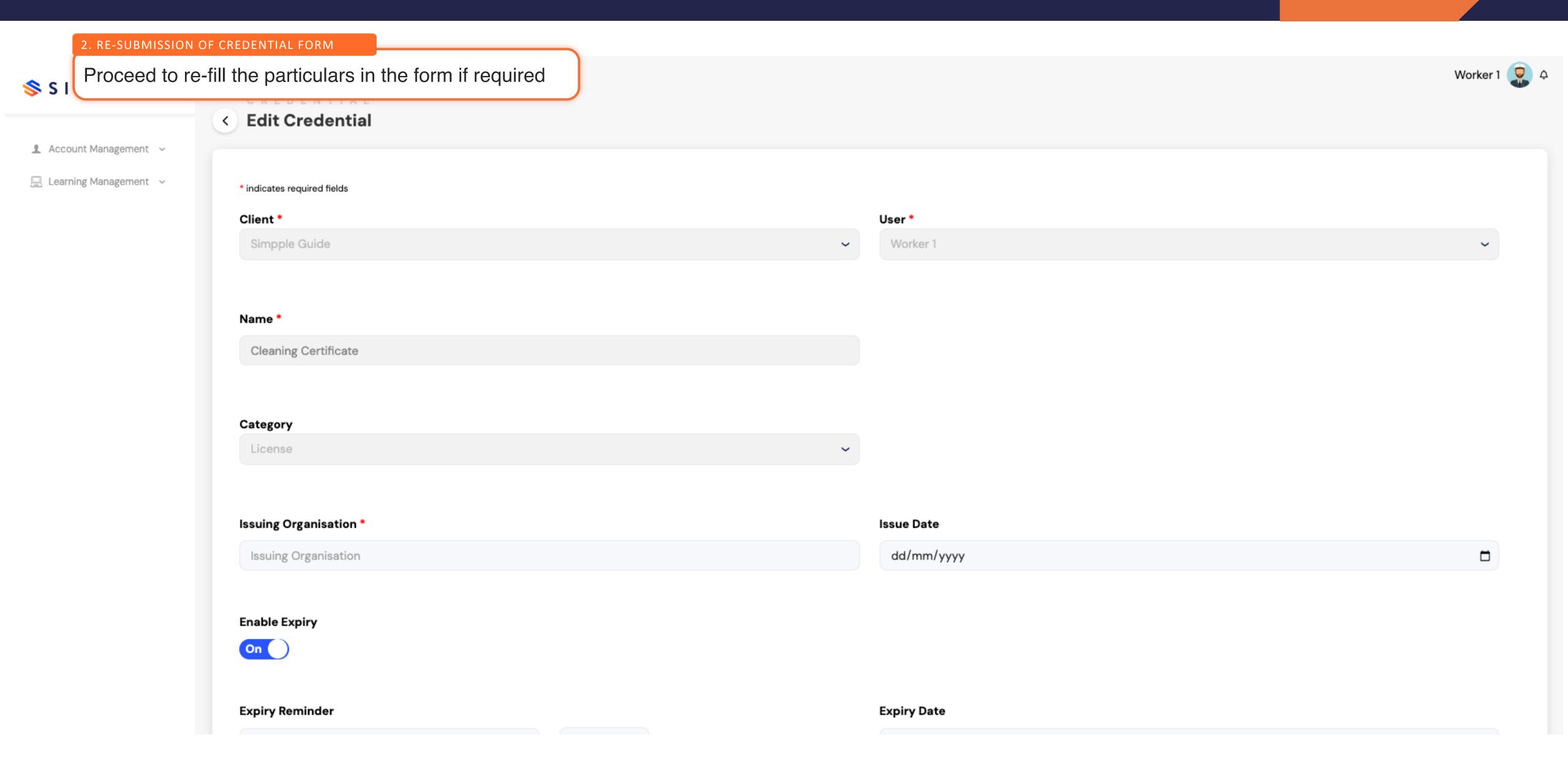






Save as Draft

Submit Credential



□ Learning Management ∨

Enable Expiry				
Off				
Serial/ ID no.				
Serial/ ID no.				
5. RE-ATTACI	H DOCUMENTS	IF REQUIRED		
		.PDF Supported)		
	No file chosen	.,		
0110000 11100				
Rejection Reas Wrong Docur	son			

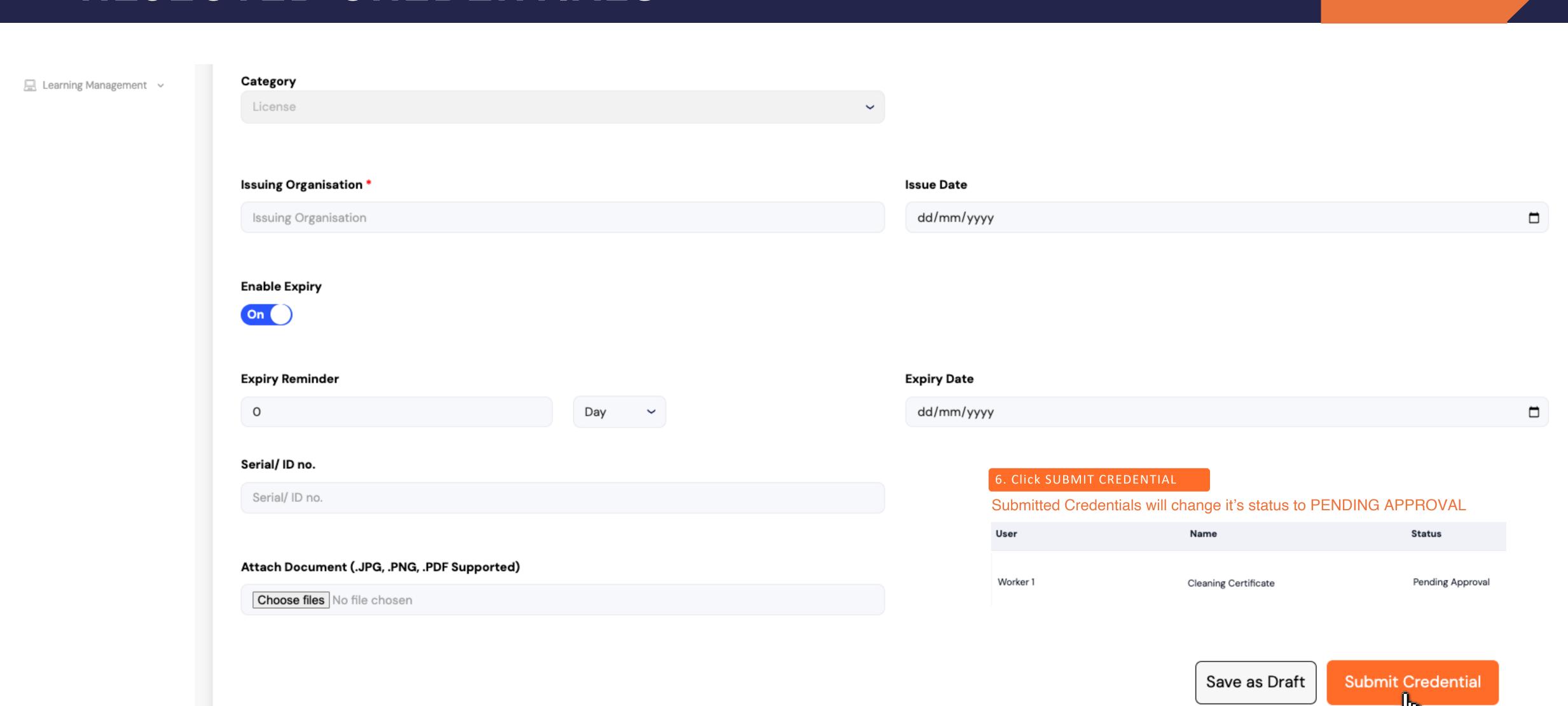
Save as Draft

Submit Credential

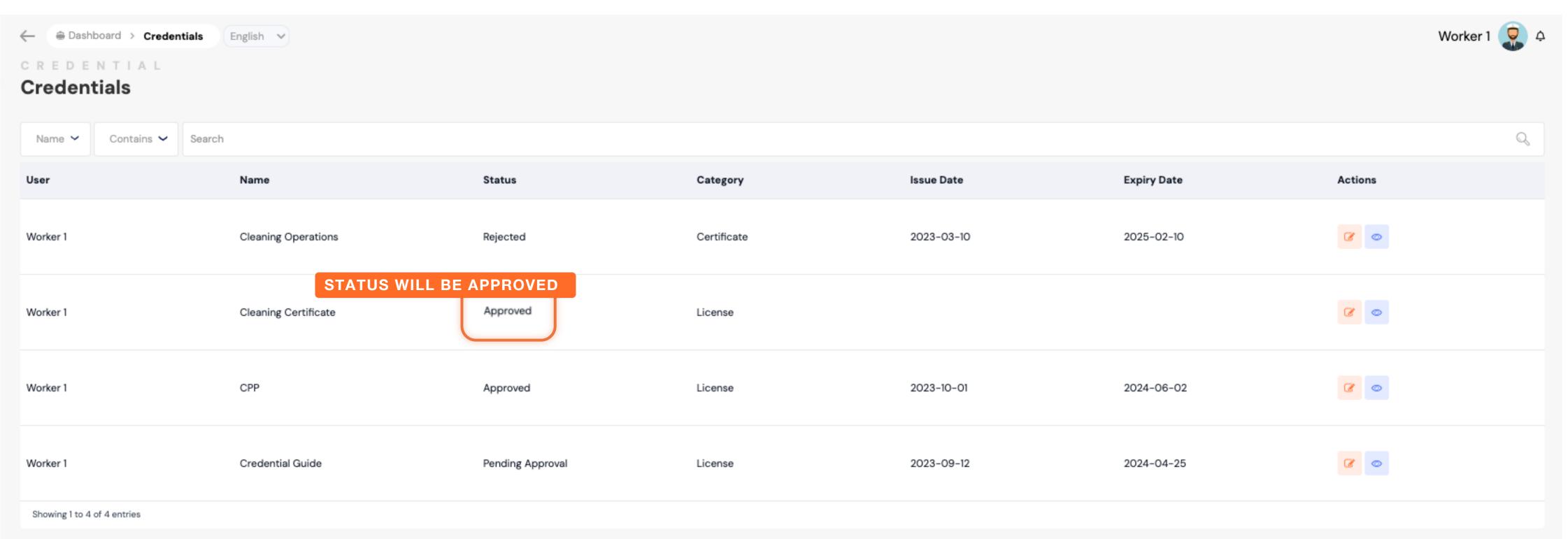
RE-UPLOADING REJECTED CREDENTIALS

VIEW

SUBMIT









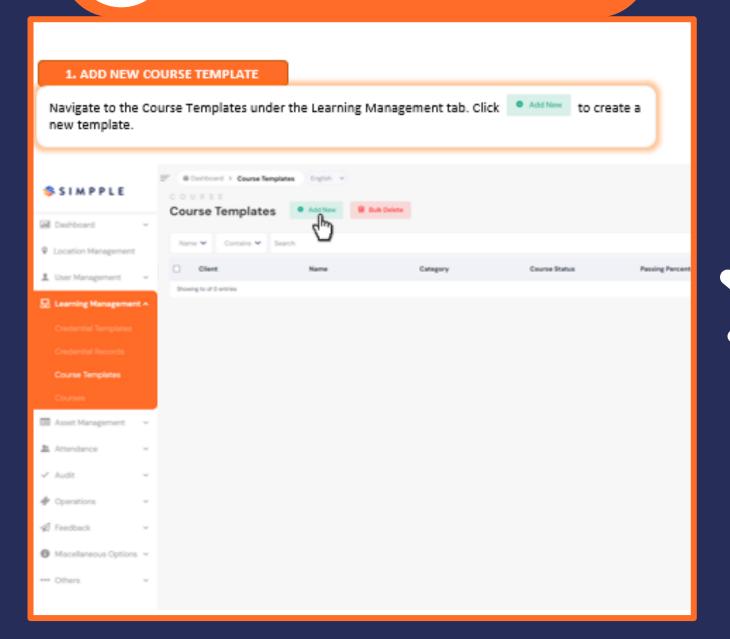
WEB APP DASHBOARD GUIDE

CREATION OF E-LEARNING COURSES

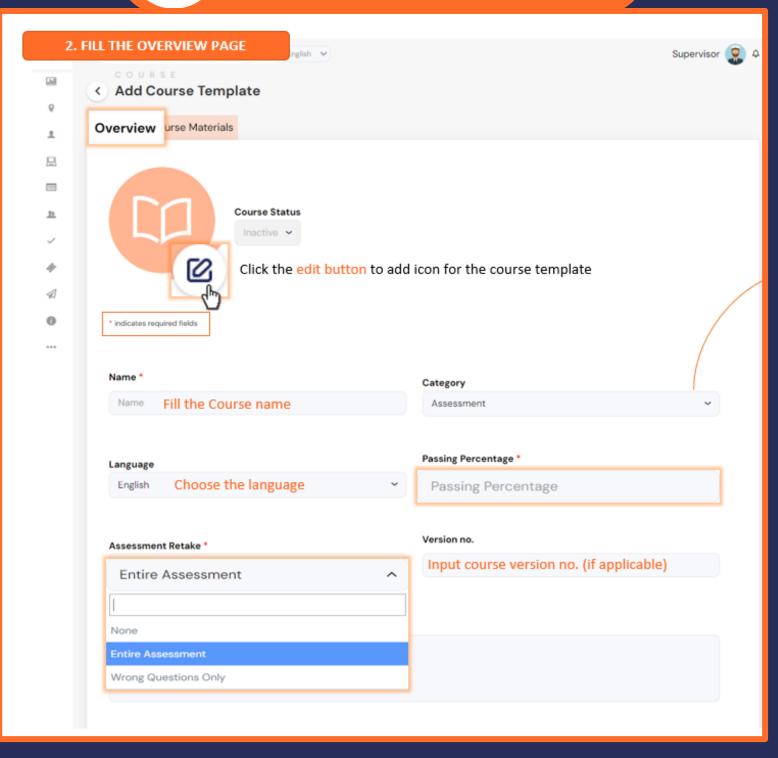
WWW.SIMPPLE.AI

FLOW OF CREDENTIALS TEMPLATE

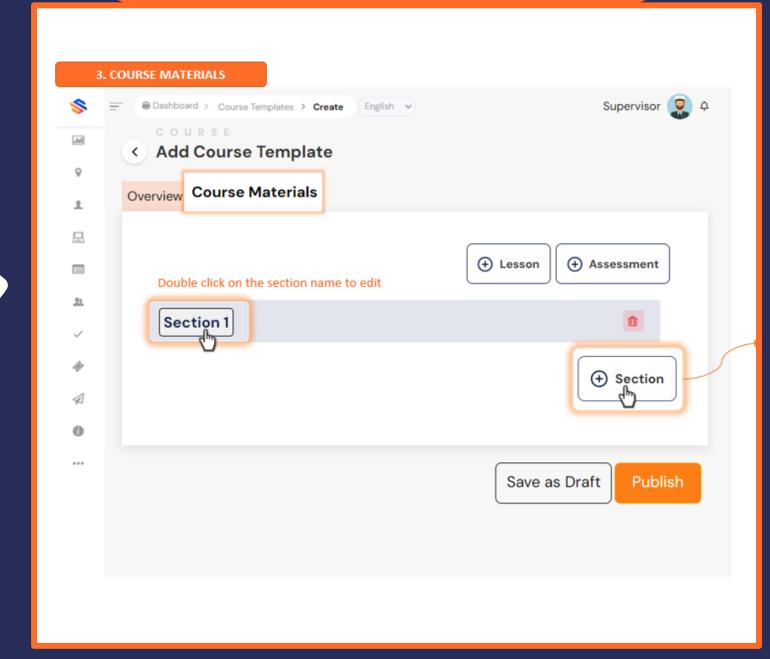
1 ADDING TEMPLATE



2 OVERVIEW PAGE



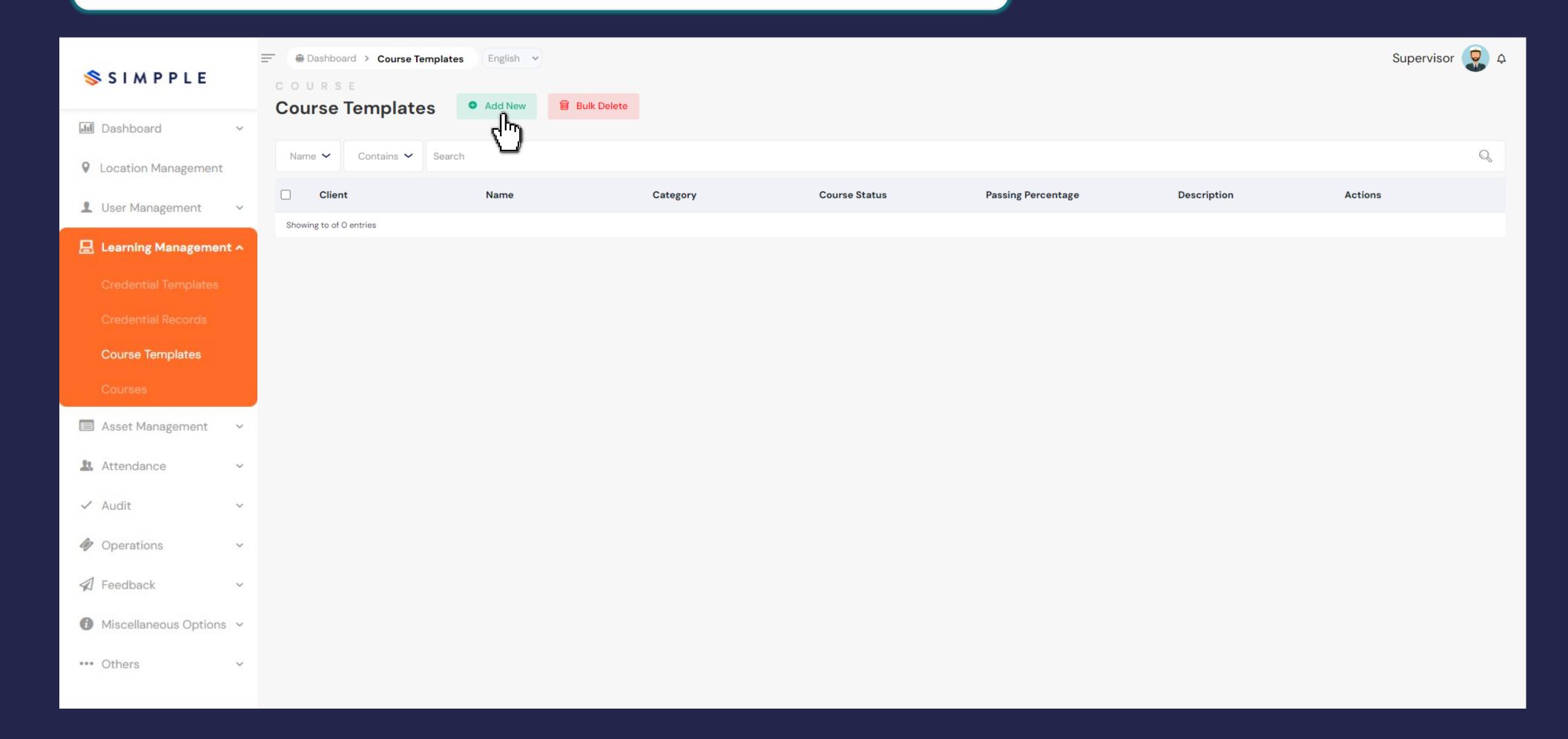
3 COURSE MATERIALS



Add New to create a

1. ADD NEW COURSE TEMPLATE

Navigate to the Course Templates under the Learning Management tab. Click new template.



Course Template

2 Course Overview Course Materials

2. FILL	THE OVERVIEW PAGE > Create English >			Supervisor 💂 🗘
ы	COURSE Add Course Template			
9	Add oddiso folipiato			
1	Overview urse Materials			
旦				
.21.	Course Status			
~	Inactive ~			
4	Click the edit butto	on to add	icon for the course template	
A	Z _{(p} ,)			
0	* indicates required fields			

	Name * Fill the Course name		Category	
	Name		Assessment	~
	Language Choose the language		Passing Percentage *	
	English	~	Passing Percentage	
	Assessment Retake *		Version no. Input course version no. (if a	applicable)
	Entire Assessment	~		
	Course Description			

Select the Category from the dropdown menu

Assessment	^
Assessment	
Basic Theory Test	
Employee's Handbook	
Official Examination	
Refresher Course	
Onboarding Training	

Enter the Passing Percentage with a numeric value. Tester that scores lower than the passing grade will be required to have an Assessment Retake. Assessment Retake can be customised as such:

Entire Assessment	^
None	
Entire Assessment	
Wrong Questions Only	

2

22

1

•

1 Course Template

2 Course Overview

3 Course Materials

3. SET COURSE VALIDITY

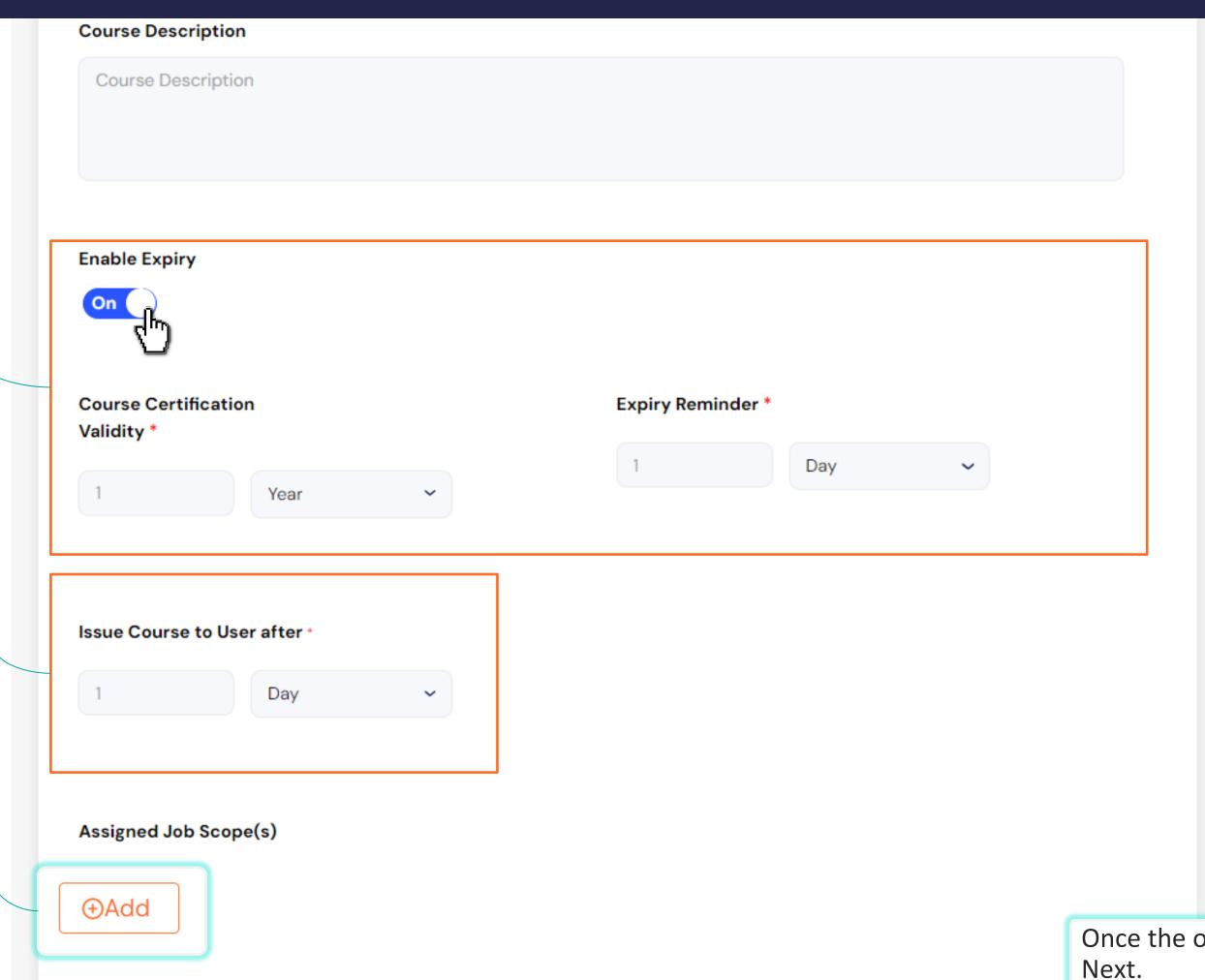
Enable expiry to set a validity time limit for the created course. Users will need to renew their course certification once the validity period has expired.

4. ISSUE COURSE DAY

User assigned to the course will be able to start the course after the Issued course day has passed.

Assigned Job Scope(s)

Security Required Security



Once the overview page is completed, click Next.



5. AE	DDING SECTION IN COURSE MATERIALS	
\$	□ Dashboard > Course Templates > Create	Supervisor 📮 🗘
alti	Add Course Template	
0		
2	Overview Course Materials	
	Double click on the section name to edit	+ Lesson + Assessment
21.	Cantinu 1	
~	Section 1	
ŵ		(+) Section
A		
•		
•••		Save as Draft Publish

		Course Templa	ate
Over	view	Course Materials	
			+ Lesson + Assessment
Ш	Sec	tion 1	Û
	Sect	ion 2	
			(+) Section
			Save as Draft Publish

1 Course Template

2 Course Overview 3 Course Materials

6. AD	DDING LESSON	
\$		English V Supervisor 📮 🗘
alal	Add Course Template	
9	Add Course Template	
1	Overview Course Materials	
	Click on a section then click Lesson	+ Lesson + Assessment
23.		
~	Section 1	
47	Section 2	
A		
•		+ Section
•••		
		Save as Draft Publish

	Add Lesson		
Lesson N		Course material can be using a computer file or URL/embed code.	-
Fill the	e Lesson Name		
Course N	Material		
	Choose File No file chosen PDF files supported		
	OR		
Video UR	RL		
https:	//		
	OR		
Video En	nbed Code		
How-	to-find-the-embed-code		
		Cancel	
		Click Save to add the Le	esson

1 Course Template

2 Course Overview 3 Course Materials

7. ADDING ASSESSMENT

— — — — — — — — — — — — — — — — — — —	ADDING ASSESSIVILITY	
\$	■ Dashboard > Course Templates > Create English ∨	Supervisor 📮 🗘
alıl	 COURSE Add Course Template 	
•		
1	Overview Course Materials	
	Click on a section then click Assessment	+ Lesson + Assessment
1	Section 1	
/	Lesson 1 - Lesson 1	
(a)	Section 2	til and the second seco
4		
•		+ Section
•••		
		Save as Draft Publish

Add Assessment			
Assessment Name	Randomise Questions Off		
Question	Weightage 1		
Answer Options 1 Add Option	Answer Key		
① Add Question			
	Cancel		

8. CUSTOMISING AS	
o. Cusi Civilsiing As.	

Click Add Option to add more Answer Option for the Question.

Answer Options		
1	Answer Key	Û
2	Answer Key	Û
Add Option		

Click Add Question to add more Question in the Assessment.

Question	Weightage 1
Answer Options	
1	Answer Key
Add Option	
Question	Weightage 1
Answer Options	
1	Answer Key
Add Option	

① Add Assessment	
Assessment Name Input the assessment name	Randomise Questions On This will randomise all the Questions in the assessment.
Question Input the Question.	Weightage 1
Answer Options Input the Answer Add Option	Answer Key 🔲
Add Question	Click Save to finalise course. Cancel Save

To add Images, click on To delete Question/Answer Option, click on

Only one Answer Key can be selected for each Question.