



*Admin For Multiple Accounts*



# Admin For Multiple Accounts *Click Here*



## Short Sessions. Big Impact.

### QUICK LINKS

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*Login to Skillshub,  
then click on My Company.*



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[www.skillshub.com](http://www.skillshub.com)

# Admin For Multiple Accounts

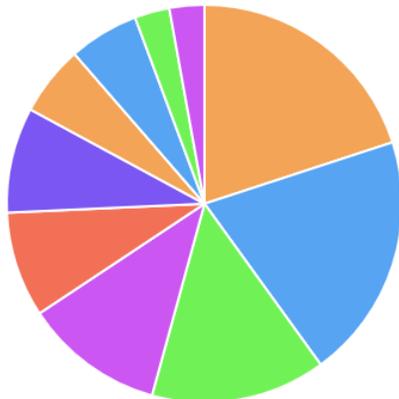


- Company Dashboard
- Maintain Users
- Views & Downloads
- Learning History
- App Usage

## Activity

Top 10 Most Popular

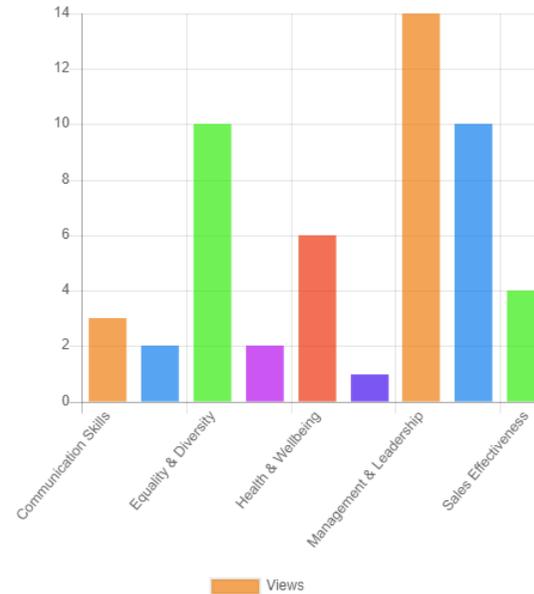
This month



- An Introduction To Equality & Diversity
- The DNA Of A Successful Appraisal
- Project Planning Tools
- 21st Century Assertiveness Part One
- Practical Assertive Techniques
- The 4 Types Of Discrimination
- Phase 3 - Project Execution & Control
- When To Coach And When To Tell
- How To Check In To Ensure Progress Is Made
- Correct Posture Whilst Sitting

Access by Category

This month



If you have been granted access to multiple accounts, you will have a drop down menu next to the company name - Change Company.



# Admin For Multiple Accounts

MTD Change Company ▾

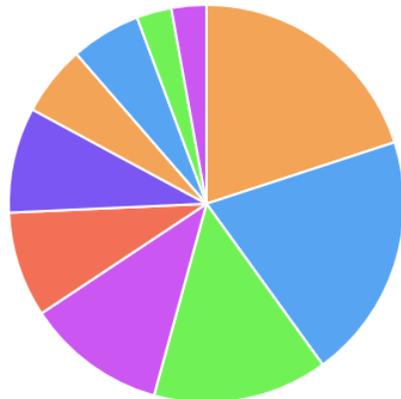
*Click Here*

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## Activity

Top 10 Most Popular

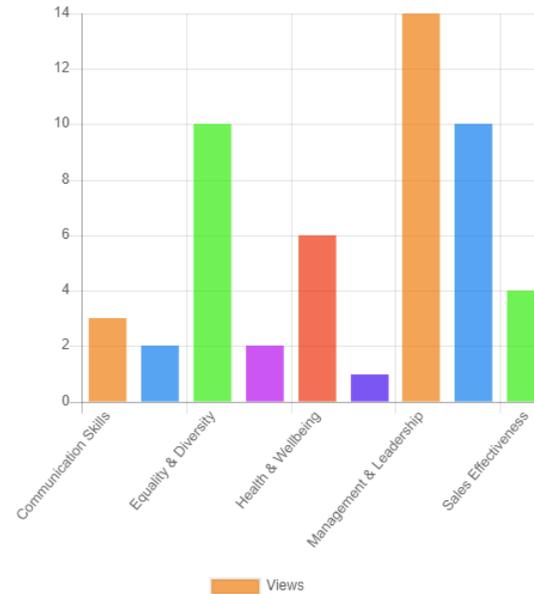
This month ▾



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Access by Category

This month ▾

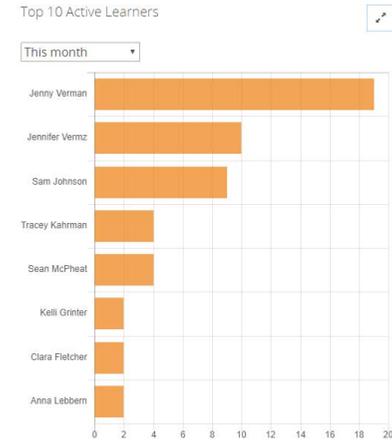
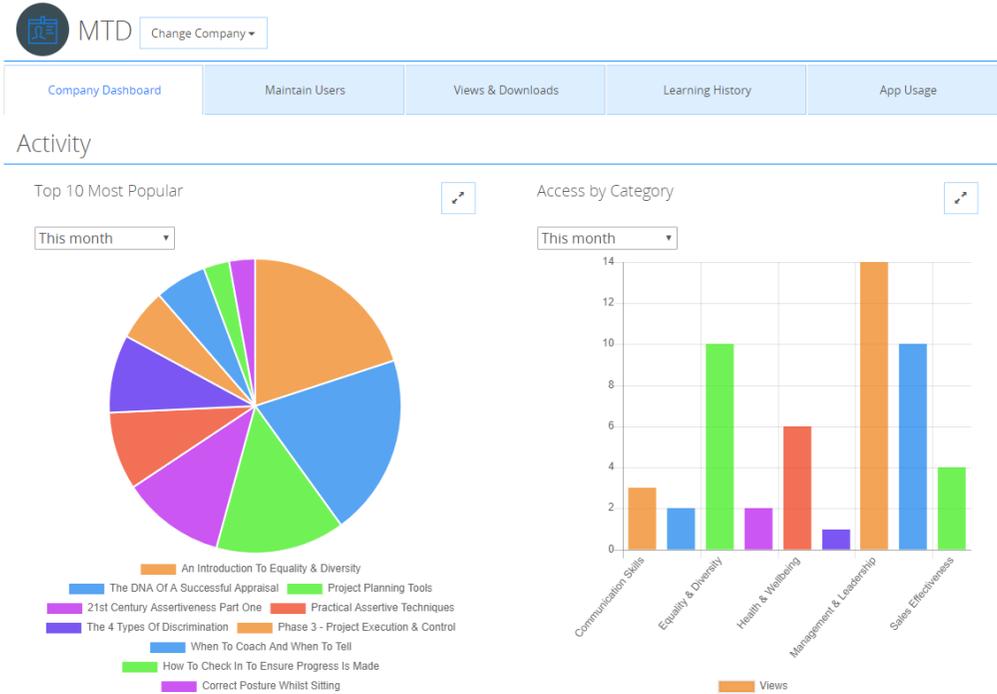


Select the account you want to view reporting or add users to from the drop down.

You will then be presented with Activity for that account.



# Admin For Multiple Accounts



*Under Company Dashboard, you can see the 10 Most Popular Sessions, Access by Category and the Top 10 Active Learners. You can filter this data by using the dropdown to get more statistics.*

*New reporting features will be available on the system soon.*



# Admin For Multiple Accounts

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Company Dashboard | **Maintain Users** | Views & Downloads | Learning History | App Usage

You can add people by entering their email address.

Want to add multiple people at the same time?

Name	Email	Date Added	
	louise.denny@mtdtraining.co.uk	19/06/2019	<input type="button" value="Remove"/>
Anna Lebbern	anna.lebbern@mtdtraining.co.uk	19/06/2019	<input type="button" value="Remove"/>
Clara Fletcher	clara.fletcher@mtdtraining.co.uk	19/06/2019	<input type="button" value="Remove"/>
Jennifer Vermz	jenny.verman@mtdtraining.co.uk	19/06/2019	<input type="button" value="Remove"/>
Jenny Verman	jenny.verman@mtdtraining.co.uk	25/06/2019	<input type="button" value="Remove"/>
Jenny Verman	jenny@skillshub.com	25/06/2019 (Administrator)	<input type="button" value="Remove"/>

*Click Here*

*Click Here*

*On the maintain users tab, you can add new users individually, or multiple at the same time. You just need an email address to do so. Skillshub will automatically send a sign up email.*

*Once a person has signed up to the system, their name will appear next to the email.*

*Here we can see everyone apart from Louise has signed up.*

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MTD

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You can add people by entering their email address.

[Add](#)  
Want to add multiple people at the same time?

Name	Email	Date Added	
	louise.denny@mtdtraining.co.uk	19/06/2019	<a href="#">Remove</a>
Anna Lebbern	anna.lebbern@mtdtraining.co.uk	19/06/2019	<a href="#">Remove</a>
Clara Fletcher	clara.fletcher@mtdtraining.co.uk	19/06/2019	<a href="#">Remove</a>
Jennifer Vermz	jenny.verman@mtdtraining.co.uk	19/06/2019	<a href="#">Remove</a>
Jenny Verman	jenny.verman@mtdtraining.co.uk	25/06/2019	<a href="#">Remove</a>
Jenny Verman	jenny@skillshub.com	25/06/2019 (Administrator)	<a href="#">Remove</a>

*Click Here*

To delete a user – simply click Remove.

# Admin For Multiple Accounts

MTD

*Click Here*



Company Dashboard    Maintain Users    **Views & Downloads**    Learning History    App Usage

Who	Video	Topic	Viewed	Downloads	Last Viewed Date
Anna Lebborn	Following Up On An Appraisal	Appraisals	Not started		never
Clara Fletcher	Following Up On An Appraisal	Appraisals	Not started		never
Jennifer Vermz	Following Up On An Appraisal	Appraisals	Not started		never
Jenny Verman	Following Up On An Appraisal	Appraisals	Not started		never
Kelli Grinter	Following Up On An Appraisal	Appraisals	Not started		never
Sam Johnson	Following Up On An Appraisal	Appraisals	Not started		never
Sean McPheat	Following Up On An Appraisal	Appraisals	Not started		never
Tracey Kahrman	Following Up On An Appraisal	Appraisals	Not started		never
Anna Lebborn	How To Appraise Challenging Staff Members	Appraisals	Not started		never
Clara Fletcher	How To Appraise Challenging Staff Members	Appraisals	Not started		never
Jennifer Vermz	How To Appraise Challenging Staff Members	Appraisals	Not started		never

*The Views & Downloads tab allows you to see what activity individuals or a particular video/topic has had. This also includes download information.*



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Company Dashboard    Maintain Users    **Views & Downloads**    Learning History    App Usage

*Click Here* →

*Type Here* →

Who	Video	Topic	Viewed	Downloads	Last Viewed Date
Jenny Verman	21st Century Assertiveness Part One	Health & Wellbeing	Completed	Action Planning	24/06/2019 14:21
Jenny Verman	Working Safely & Securely	Human Resources	Not started		never
Jenny Verman	Word For Word Responses To The Most Common Objections	Handling Objections	Not started		never
Jenny Verman	Why Tell Stories? - What's The Pay Off?	Storytelling For Business	Not started		never
Jenny Verman	Why Having Difficult Conversations Can Be Beneficial	Appraisals	Not started		never
Jenny Verman	Why Having Difficult Conversations Can Be Beneficial	Communication	Not started		never
Jenny Verman	Why Having Difficult Conversations Can Be Beneficial	Communication Skills	Not started		never
Jenny Verman	Why Having Difficult Conversations Can Be Beneficial	Handling Difficult Conversations	Not started		never
Jenny Verman	Why Cash Doesn't Equal Profit	Finance For Non-Finance	Not started		never
Jenny Verman	Which Style Are You Using The Most?	Leadership & Management	Not started		never
Jenny Verman	Which Communication Style Do You Use?	Communication	Not started		never

Use the search function and the arrows at the top of each section to filter the results. Here we can see Jenny has fully watched the Video – 21st Century Assertiveness Part One and also downloaded the Action Planning Document.



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Who	Video	Topic	Viewed	Downloads	Last Viewed Date
Jenny Verman	An Introduction To Equality & Diversity	Equality & Diversity	Started		04/06/2019 12:02
Jenny Verman	The DNA Of A Successful Appraisal	Appraisals	Started	Cheat Sheet	19/06/2019 10:45
Jenny Verman	Practical Assertive Techniques	Assertiveness	Started		19/06/2019 11:39
Jenny Verman	Project Budgeting	Project Management	Started		19/06/2019 14:56
Jenny Verman	How To Sell An Appointment	Cold Calling & Prospecting	Started	Learning & Action Log	19/06/2019 15:57
Jenny Verman	Alcohol & Drugs At Work	Human Resources	Started		22/05/2019 13:22
Jenny Verman	How To Structure The Appraisal Discussion	Appraisals	Started		22/05/2019 14:25
Jenny Verman	The 4 Types Of Discrimination	Equality & Diversity	Started		24/06/2019 12:09
Jenny Verman	What Does Great Customer Service Look & Sound Like?	Customer Service	Started		24/06/2019 12:28
Jenny Verman	Best Practice Customer Service Face To Face	Customer Service	Started		24/06/2019 12:28
Jenny Verman	Working Safely & Securely	Human Resources	Not started		never

*Through using the filter arrows we can also see Jenny has started watching all the above videos but has not completed watching them. The reporting shows the documents that have been downloaded also.*



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Company Dashboard Maintain Users Views & Downloads Learning History App Usage

Who	Video	Topic	Viewed	Downloads	Last Viewed Date
Tracey Kahrman	How To Manage Project Risks	Project Management	Started	Action Planning, Coaching Blueprint, Learning & Action Log, Session Notes	19/06/2019 17:35
Anna Lebborn	How To Manage Project Risks	Project Management	Not started		never
Clara Fletcher	How To Manage Project Risks	Project Management	Not started		never
Jennifer Vermz	How To Manage Project Risks	Project Management	Not started		never
Jenny Verman	How To Manage Project Risks	Project Management	Not started		never
Kelli Grinter	How To Manage Project Risks	Project Management	Not started		never
Sam Johnson	How To Manage Project Risks	Project Management	Not started		never
Sean McPheat	How To Manage Project Risks	Project Management	Not started		never

How To Manage Project R

Type Here

You can also search via video name, topic etc. This is ideal if you set a number of your team a task to complete a session. Here we can see the statistics for How To Manage Project Risks.

(Filtered 8 items from 4,696 total entries)



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Company Dashboard | Maintain Users | Views & Downloads | **Learning History** | App Usage

Accessed On	First Name	Last Name	Email	Learning	Course/Topic	Language
24/06/2019 14:21	Jenny	Verman	jenny.verman@gmail.com	21st Century Assertiveness Part One	Health & Wellbeing	en-US
24/06/2019 12:28	Jenny	Verman	jenny.verman@gmail.com	Best Practice Customer Service Face To Face	Customer Service	en-US
24/06/2019 12:28	Jenny	Verman	jenny.verman@gmail.com	What Does Great Customer Service Look & Sound Like?	Customer Service	en-US
24/06/2019 12:09	Jenny	Verman	jenny.verman@gmail.com	The 4 Types Of Discrimination	Equality & Diversity	en-US
24/06/2019 11:30	Jenny	Verman	jenny.verman@gmail.com	The 4 Types Of Discrimination	Equality & Diversity	en-US
24/06/2019 11:29	Jenny	Verman	jenny.verman@gmail.com	The 4 Types Of Discrimination	Equality & Diversity	en-US
20/06/2019 09:25	Sam	Johnson	sam.johnson@mtdtraining.co.uk	Project Planning Tools	Project Management	en-US
20/06/2019 09:16	Sam	Johnson	sam.johnson@mtdtraining.co.uk	Project Planning Tools	Project Management	en-US
19/06/2019 17:38	Tracey	Kahrman	tracey.kahrman@mtdtraining.co.uk	Selling Is About Pulling Not Pushing	Introduction To Selling	en-GB
19/06/2019 17:35	Tracey	Kahrman	tracey.kahrman@mtdtraining.co.uk	How To Manage Project Risks	Project Management	en-US
19/06/2019 16:01	Sean	McPheat	sean.mcpheat@mtdtraining.co.uk	The DNA Of A Balance Sheet	Finance For Non-Finance	en-US

Click Here

The next step is the Learning History, this works similar to views. You can use the search function to see what individuals have done with less detail. Please note the language is set to the users Browser default not the settings on the system.



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*Click Here*

Company Dashboard | Maintain Users | Views & Downloads | Learning History | **App Usage**

Last Login	First Name	Last Name	Email	User Status	Last OS	Last Browser	Last Country Code	Last Country	Last City	Last Postal Code
25/06/2019 12:34	Jenny	Verman	jenny@skillshub.com		Windows	Chrome	GB	United Kingdom	Kenilworth	CV8
25/06/2019 12:30	Jenny	Verman	jenny.verman@mtotraining.co.uk		Windows	Chrome	GB	United Kingdom	Kenilworth	CV8
25/06/2019 12:29	Jenny	Verman	jenny.verman@gmail.com		Windows	Chrome	GB	United Kingdom	Kenilworth	CV8
25/06/2019 11:48	Jennifer	Vermz	jenny.verman@mtotraining.co.uk	Deleted	Windows	Chrome	GB	United Kingdom	Kenilworth	CV8
24/06/2019 11:14	Sam	Johnson	sam.johnson@mtotraining.co.uk		Windows	Firefox	GB	United Kingdom	Kenilworth	CV8
19/06/2019 17:34	Tracey	Kahrman	tracey.kahrman@mtotraining.co.uk		Windows	Chrome	GB	United Kingdom	Kenilworth	CV8
19/06/2019 15:55	Sean	McPheat	sean.mcpheat@mtotraining.co.uk		Windows	Chrome	GB	United Kingdom	Kenilworth	CV8
04/06/2019 13:55	Clara	Fletcher	clara.fletcher@mtotraining.co.uk		Windows	Chrome	GB	United Kingdom	Kenilworth	CV8
04/06/2019 13:40	Kelli	Grinter	kelli.grinter@mtotraining.co.uk		Windows	Chrome	GB	United Kingdom	Kenilworth	CV8
04/06/2019 12:17	Anna	Lebbern	anna.lebbern@mtotraining.co.uk		Windows	Chrome	GB	United Kingdom	Kenilworth	CV8

*The last tab shows how people are accessing the system. It shows the latest access date, what system and browser. This information is relevant for technical support if anyone has any compatibility issues.*





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