



Admin For Multiple Accounts



Admin For Multiple Accounts

Click Here



GETTING STARTED

LEARNING TOPICS

MY COMPANY

RESOURCES

SUGGEST A TOPIC

SUPPORT



SIGN OUT



Short Sessions. Big Impact.

QUICK LINKS

Learning Topics

Getting Started

Login to Skillshub,
then click on My Company.



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MTD

Change Company

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Company Dashboard

Maintain Users

Views & Downloads

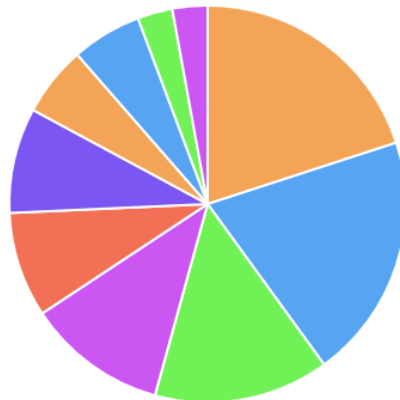
Learning History

App Usage

Activity

Top 10 Most Popular

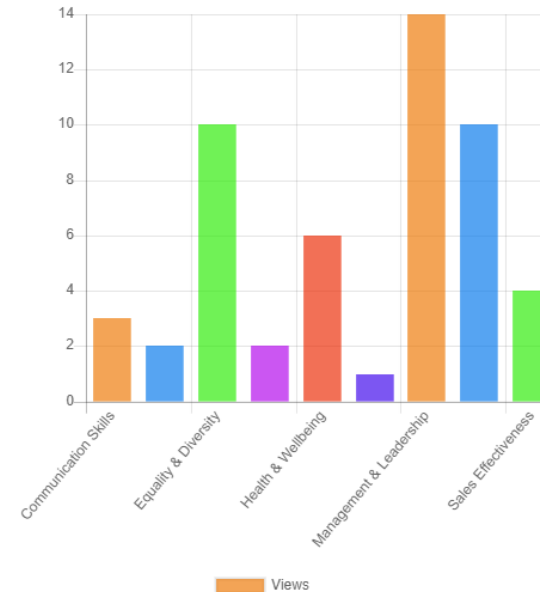
This month



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

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.



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Company Dashboard

Maintain Users

Views & Downloads

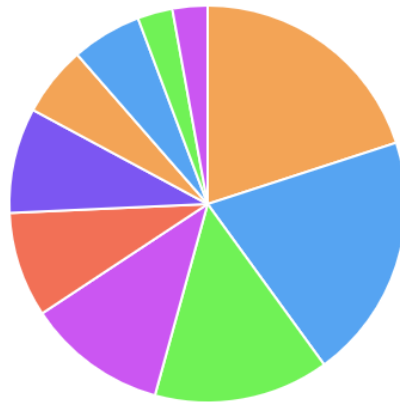
Learning History

App Usage

Activity

Top 10 Most Popular

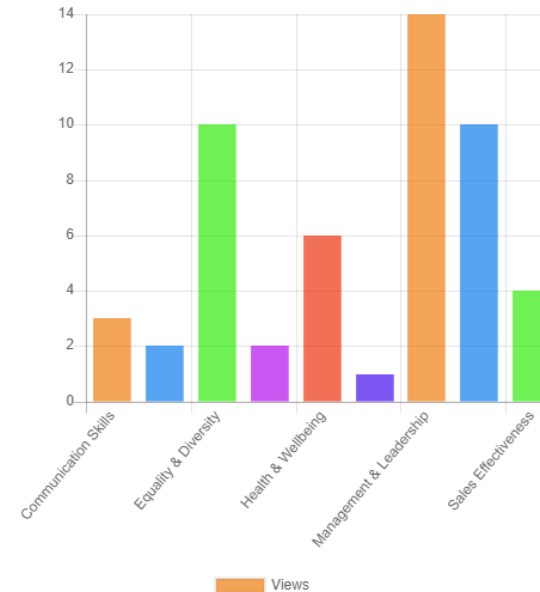
This month ▼



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

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.

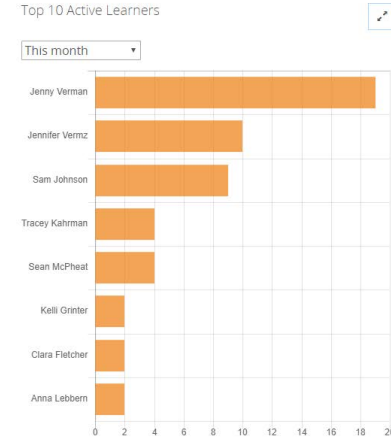
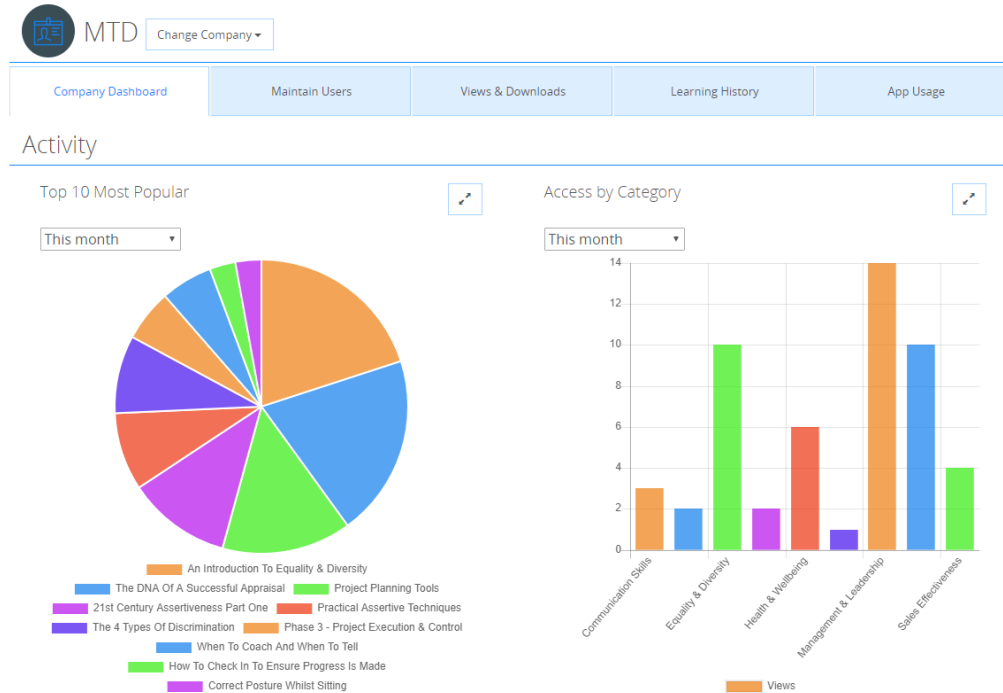


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Under Company Dashboard, you can see the 10 Most Popular Sessions, Access by Category and the Top 10 Active Learners. You can filter this data by using the dropdown to get more statistics.

New reporting features will be available on the system soon.

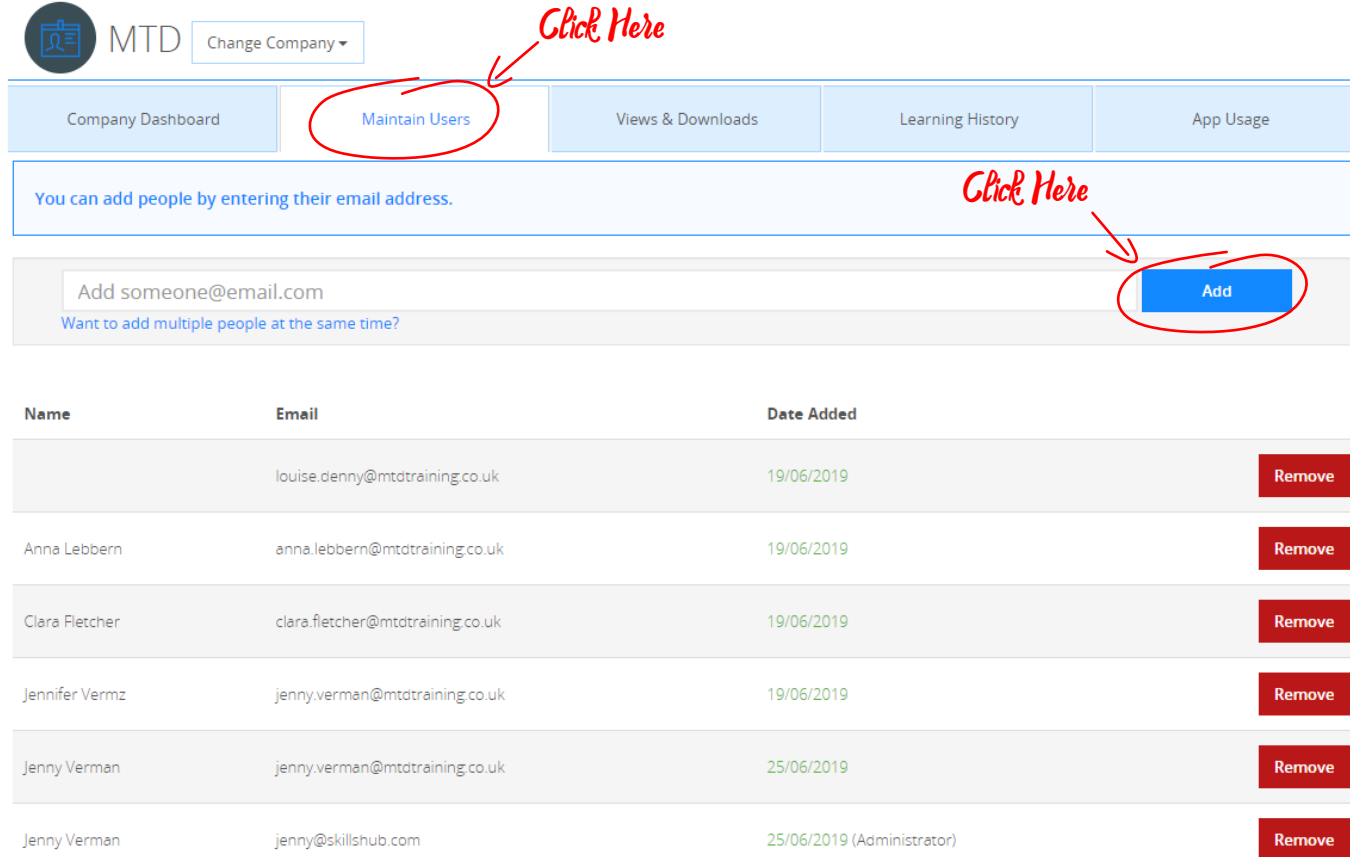


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[Company Dashboard](#) [Maintain Users](#) [Views & Downloads](#) [Learning History](#) [App Usage](#)

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 | Remove |
| Anna Lebbern | anna.lebbern@mtdtraining.co.uk | 19/06/2019 | Remove |
| Clara Fletcher | clara.fletcher@mtdtraining.co.uk | 19/06/2019 | Remove |
| Jennifer Vermz | jenny.verman@mtdtraining.co.uk | 19/06/2019 | Remove |
| Jenny Verman | jenny.verman@mtdtraining.co.uk | 25/06/2019 | Remove |
| Jenny Verman | jenny@skillshub.com | 25/06/2019 (Administrator) | Remove |

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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Company Dashboard

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Learning History

App Usage

You can add people by entering their email address.

Add someone@email.com

Add

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

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

Click Here

To delete a user – simply click Remove.



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Change Company ▼

Click Here



Company Dashboard

Maintain Users

Views & Downloads

Learning History

App Usage


Search

| 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 | |
|-------------------|--|---|--|----------------------------------|--|------------------|--|-----------------|--|
| Who | | Video | | Topic | | Viewed | | Downloads | |
| Jenny Verman | | 21st Century Assertiveness Part One | | Health & Wellbeing | | Completed | | Action Planning | |
| 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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MTD

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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 Lebbern | 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 |

(Filtered 8 items from 4,696 total entries)

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.



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| Company Dashboard | | Maintain Users | | Views & Downloads | | Learning History | App Usage | |
|-------------------|------------|----------------|----------------------------------|---|--|-------------------------|-------------------------------------|--|
| | | | | | | | <input type="text" value="Search"/> | |
| 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 | |

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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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@mtdtraining.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@mtdtraining.co.uk | Deleted | Windows | Chrome | GB | United Kingdom | Kenilworth | CV8 |
| 24/06/2019 11:14 | Sam | Johnson | sam.johnson@mtdtraining.co.uk | | Windows | Firefox | GB | United Kingdom | Kenilworth | CV8 |
| 19/06/2019 17:34 | Tracey | Kahrman | tracey.kahrman@mtdtraining.co.uk | | Windows | Chrome | GB | United Kingdom | Kenilworth | CV8 |
| 19/06/2019 15:55 | Sean | McPheat | sean.mcpheat@mtdtraining.co.uk | | Windows | Chrome | GB | United Kingdom | Kenilworth | CV8 |
| 04/06/2019 13:55 | Clara | Fletcher | clara.fletcher@mtdtraining.co.uk | | Windows | Chrome | GB | United Kingdom | Kenilworth | CV8 |
| 04/06/2019 13:40 | Kelli | Grinter | kelli.grinter@mtdtraining.co.uk | | Windows | Chrome | GB | United Kingdom | Kenilworth | CV8 |
| 04/06/2019 12:17 | Anna | Lebbern | anna.lebbern@mtdtraining.co.uk | | Windows | Chrome | GB | United Kingdom | Kenilworth | CV8 |

Click Here

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.



