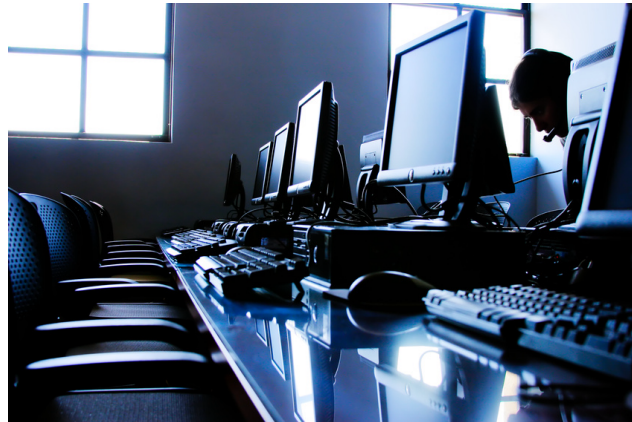


# Supply Chain Online, LLC Group Administration System



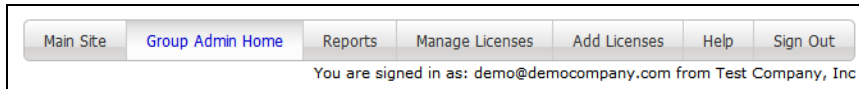
## *Getting Started Guide*

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## Using This Guide

This guide is intended as a quick reference to common functions of our Group Administration System ([www.supplychainonline.com/group](http://www.supplychainonline.com/group)). Throughout this document we will refer to the “navigation toolbar”, which can be found at the upper-right hand side of every page in the Group Administration System:



*Figure 1: Group Administration Navigation Toolbar*

This document also contains live links that will open your browser directly to the referenced pages.

To use *any* part of the Group Administration System, free registration is required (see “[Becoming a Group Administrator](#)”).

A complete **video demo** is also available: [www.supplychainonline.com/group/demo](http://www.supplychainonline.com/group/demo)

## About the Group Administration System

The Group Administration System provides an easy, fast way to set up access to our online course, “Fundamentals of Supply Chain Management”, for more than one person in your organization. It offers the following benefits over traditional retail purchases:

- ❑ Centralized billing, invoicing, and payment options

*Employees do not need to complete a financial transaction to begin*

- ❑ Secure control over license distribution

*Licenses are distributed only to authorized users and are keyed to user email addresses*

- ❑ Completion tracking/user reporting

*See course completion rates instantly*

- ❑ Perpetual volume discounting

*Discounts increase as licenses are purchased*

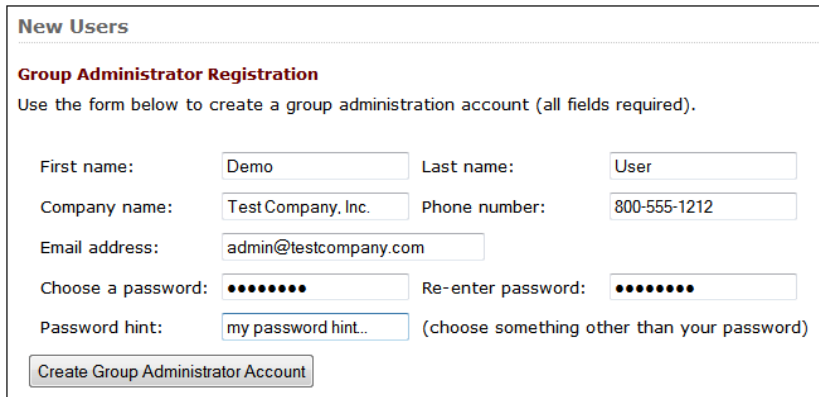
- ❑ Easy License Distribution

*Offering licenses to employees is as simple as typing their email address*

# Becoming a Group Administrator

To use the group administration system, you will need to register as a group administrator. Registration is free and easy; one quick form is all you need to get started.

Visit the Group Administration home page ([www.supplychainonline.com/group](http://www.supplychainonline.com/group)) and scroll down to “New Users”. Fill out the form, and press “Create Group Administrator Account”. Your information will be saved and you will be signed in automatically. You now have full access to the Group Administration System.

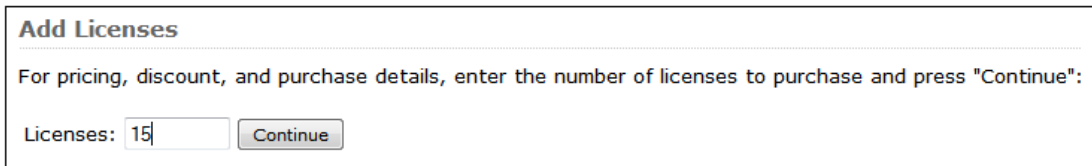


The image shows a web form titled "New Users" with a sub-heading "Group Administrator Registration". Below the sub-heading is a note: "Use the form below to create a group administration account (all fields required)." The form contains several input fields: "First name" with the value "Demo", "Last name" with "User", "Company name" with "Test Company, Inc.", "Phone number" with "800-555-1212", "Email address" with "admin@testcompany.com", "Choose a password" with a masked field of seven dots, and "Re-enter password" with another masked field of seven dots. A "Password hint" field contains "my password hint.." with a note "(choose something other than your password)". At the bottom is a button labeled "Create Group Administrator Account".

*Figure 2: New User Registration Form*

# Purchasing Licenses

Before you can distribute licenses to your organization, you must purchase them. Click “Add Licenses” in the navigation toolbar ([www.supplychainonline.com/group/add](http://www.supplychainonline.com/group/add)). Enter the number of licenses you would like to purchase (from 1 to 9999; there is no minimum), and press “Continue”.



**Add Licenses**

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For pricing, discount, and purchase details, enter the number of licenses to purchase and press "Continue":

Licenses:

*Figure 3: Add Licenses Screen*

Follow the prompts on the subsequent pages to complete your purchase. You can choose to pay instantly by credit card without a printed invoice (“instant checkout”), or you can create a PDF invoice that can either be paid immediately by credit card or sent to accounts payable for later payment by credit card or check. As soon as the invoice is paid, the licenses will appear in your account, ready for distribution to your organization.

# Managing Licenses

Following purchase, licenses appear in your account as “OPEN”. This means they are available to be offered to your organization. Click “Manage Licenses” in the navigation toolbar ([www.supplychainonline.com/group/manage](http://www.supplychainonline.com/group/manage)).

**Manage Licenses**

**Distribute Licenses:**  
You have 4 licenses available to offer to your group (available licenses are shown with status "Open" below).  
To distribute a license to a member of your group, enter their email address and press "send offer":

**License Status:**

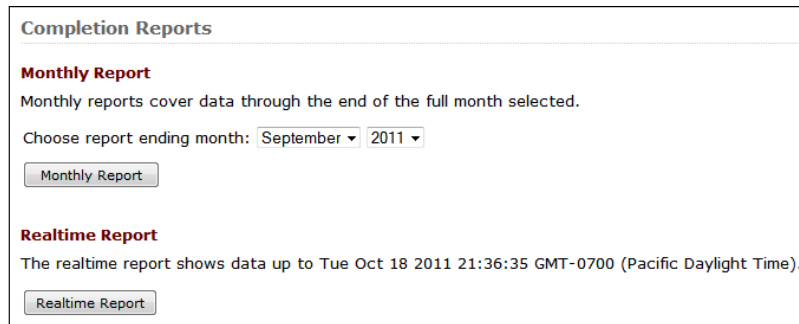
License Number	Purchase Date	Expiration Date (For Offering)	Status	Notes
000005	10/18/2010	10/18/2011	Open	
000004	10/18/2010	10/18/2011	Open	
000003	10/18/2010	10/18/2011	Open	
000002	10/18/2010	10/18/2011	Open	
000001	10/18/2010	--	Activated	User: User1

*Figure 4: License Management Screen*

To send a license to someone in your organization, enter their email address in the box and press “Send offer”. They will receive an email with instructions on how to activate their license. Once they have done so, the license status will change to “Activated” on your license management screen (as license 000001 shows above).

# Reporting

Once your users begin the course, you may wish to track their progress to see who has completed the material. Click on “Reports” on the navigation toolbar ([www.supplychainonline.com/group/reports](http://www.supplychainonline.com/group/reports)).



The screenshot displays a web interface titled "Completion Reports". It features two main sections: "Monthly Report" and "Realtime Report". The "Monthly Report" section includes a description, a date selection dropdown menu (set to September 2011), and a "Monthly Report" button. The "Realtime Report" section includes a description of the report's timestamp and a "Realtime Report" button.

**Completion Reports**

**Monthly Report**  
Monthly reports cover data through the end of the full month selected.  
Choose report ending month: September 2011  
Monthly Report

**Realtime Report**  
The realtime report shows data up to Tue Oct 18 2011 21:36:35 GMT-0700 (Pacific Daylight Time).  
Realtime Report

*Figure 5: Reporting Screen*

The Monthly Report option will create a report showing all user activity on your account through the calendar month selected. The Realtime Report will show all user activity up until the moment the “Realtime Report” button is pressed. Reports show on-screen and can be downloaded in a comma-separated format that can be opened within Excel or any other spreadsheet or database program.