Welcome

MTS Training and Competency programs equip labs with a comprehensive online resource for Training staff and building Competency.

Administrators can add, edit, deactivate, and reactivate Users, assign tests, send email notifications, reset tests, create, and print reports for Training and Competency documentation, and create Custom Content to assign to staff.

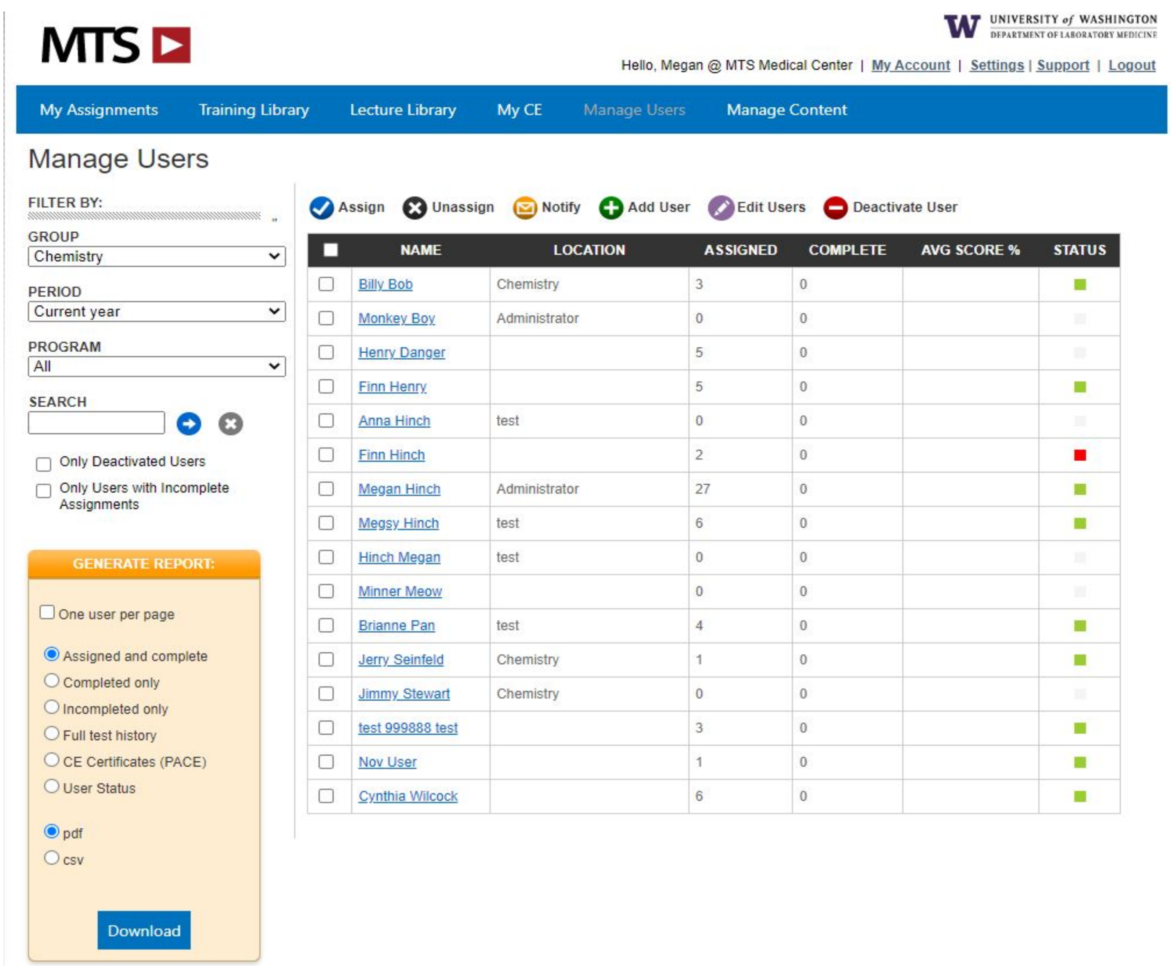
Users and Administrators have unlimited access 24/7 from home, work, or school to:

- Training courses with engaging video and animation worth over 50 hours of continuing education credit. Specimen images make an ideal reference tool.
- Competency Assessment tests for meeting regulatory requirements.

Getting Started

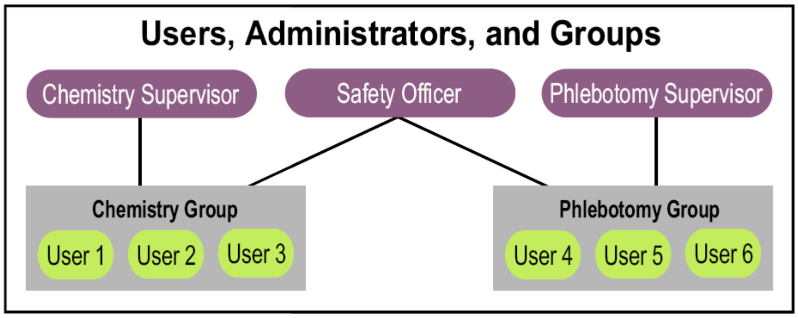
To access the account, Administrators and Users must log in:

1. Open an internet browser window and go to www.medtraining.org
2. Log in with your email/Username and password provided by MTS and click Sign In



Administrator Menu:
Administrators perform most tasks from Manage Users (shown above) and Manage Content. Users do not have access to the Manage Users or Manage Content tabs.

A good way to get started is to determine how to organize your account. For larger accounts (30+ Users) it might be helpful to arrange your Users into Groups. The diagram below illustrates one way to utilize Groups to organize and manage Users.



To set up Groups within your Account:

1. Log in to your account, click on “Settings” in the upper right corner.
2. From the dropdown menu click on “Add a new Group”.
3. Name your Group, optionally choose to allow Users to reset their own test scores, select the Programs that should be turned on for the new Group and click Save.

Administrators:
There is no limit to the number of Administrators for an account. Larger accounts might have one, two or more Administrators for each Group and one person as the primary Administrator assigned to all Groups. Follow the Instructions below to add a new User. Once on the User Profile page click “Request Admin Permissions”, select which Group(s) they should have access to and click Save.

To add Users:
To access the Lab Training and Competency resources, a User must have an account. Accounts are created by an Administrator using the Add User function from the Admin Menu. To add a User:

Log in to your account, select Add User and enter:

1. Name
2. Email/Username - a valid email address is recommended as this will enable other useful features of the system, such as email Notification. (If a User does not have email, a unique Username should be created such as lisarobbins76 or an employee ID#).
3. Location (optional) - This field is used to further organize Users by location, specialization, shift, etc.
4. Group - Groups are useful for managing large accounts with multiple Administrators. Users can be a member of more than one Group.
5. Password - You may give all Users the same initial password, such as 123456 or “password”, or specify a unique password such as an employee ID#. Users can update their password by clicking on My Account after they log in. Passwords must contain at least 6 characters.

Hint: Adding Users can be time consuming. For help entering >10 Users please email support to request a User Upload Spreadsheet

Assignments and Due Dates:
Tests are Assigned/Unassigned to individual Users or to an entire Group.
From Manage Users:

1. Select a Group from the Group dropdown menu on the left side of the screen.
2. Click the box next to individual User(s) or click the top box to select All Users.
3. Click Assign
4. Select the Content you would like to assign.

Optional Due Dates and Assignment Calendar:

- The Start Date/Assignment Date will default to today’s date. You can edit this to a date in the past or the future. Enter a Due Date.
- Click the Repeat Annually box to set a Recurring schedule.
- For example, to assign a Training course on a calendar year schedule, backdate the Start Date to 1/1/20xx, enter a Due Date of 12/31/20xx and click the Repeat Annually box so that each year the assignment runs the full calendar year.
- Another example is a Competency test to be taken twice each year in March and September. Set dates from 3/1/20xx-3/31/20xx and click Repeat Annually, and then click Add to add an additional assignment from 9/1/20xx-9/30/20xx. Click Repeat Annually and Assign.

Hints: If you enter a Due Date and do not click Repeat Annually this will be a One-Time Assignment. If no Due Date is entered, the assignment is an Open Assignment and Users will see the assignment each time a new version is published. If you specify a Start Date in the future, you must specify a Due Date. For assignments that repeat annually the Start Date and Due Date must be in the same year.

Unassign: Admins Unassign tests in the same order as above, and by clicking Unassign This action Unassigns the current test and all future versions of the test.

Hint: To verify the tests “took” click on the User’s name to see all tests assigned to this User along with their Due Dates.

Assignment Lists: For frequently assigned tests you may want to build an Assignment List to easily assign to new Users.

1. Follow steps above to select a Group and Users and click Assign.
2. From the Assignment Lists dropdown select Create New.
3. Name the Assignment List.
4. Click the box next to the tests you would like to add to your new list.
5. Click to Save.
6. Click the Assign button to assign now or click Cancel to close for later use.

Notify Users:
Email Notification is a method for notifying Users about Assignments. Notification emails are generated within the system and include a login link, which allows a User to log in simply by clicking on the link.

1. From the Group dropdown on the left side of your page select the Group to Notify.
2. Click the box next to the User(s) to Notify or click the top box to select All Users.
3. Click Notify

4. Select the email template to send or create a new one.
5. Optionally, click the Auto Notify box to set up a daily, weekly, or monthly Notification. The auto reminder will be sent on the specified frequency until the User completes all Assignments. The notifications will start back up when the selected User has new Assignments unless the Notification is turned off.
6. Click Send. A list will be generated with confirmation of sent emails.

To turn off Auto Notifications:

1. From Manage Users, select the Group and click the box next to the User(s).
2. Click Edit Users
3. Change the Auto Notify Frequency to Off.
4. Click to Save.

Reset test scores:

Administrators can reset User test scores:

1. If a User has any score below 80% their Avg Score is highlighted in red on the Manage Users page.
2. Click on a User's name to see all Assigned and Completed tests.
3. Click the box next to any test scores you would like to reset and click "Reset Score" at the top of the page. Or click on the individual test score to view the results and then click "Retake Test" link.

Administrators can allow Users to reset test scores:

1. Click "Settings" on the upper, right side of your screen.
2. Select a Group.
3. Click the Edit button.
4. Select to allow Users to reset Training, Competency and/or Custom tests. Click Save.

To Deactivate one or more Users from your account:

1. From the Manage Users screen, click the box next to the User(s).
2. Click Deactivate User

To Restore a Deactivated User:

1. From Manage Users, click the "Only Deactivated Users" box on the left margin menu. This generates a list of all Users that were previously Deactivated from the selected Group.
2. Click on a User's name (not the box next to the name), highlighted in blue, to pull up their User Profile.
3. Click the blue Edit button.
4. Un-check the Deactivated box. Make any other needed changes to the account.
5. Click Save. The User is now visible in the active User list.

Edit Users:

Change Group, Location, Password, Auto Notify Frequency and Auto Notification Email Template:

1. From Manage Users, select a Group and click the box next to your User(s).
2. Click Edit Users
3. Make any changes and click Save.

Reports

Administrators use the Generate Report Tool to track and document User activity. Reports are easily printed, downloaded, or emailed.

1. From the Manage Users screen use the dropdowns to filter by Group, test Period and Program content.
2. Click the box next to the User(s) to include on the report.
3. From the yellow Generate Report box, select from the following:
   - Assigned and Complete – shows all assignments for each User, with dates and scores of completed tests.
   - Completed only – shows tests that have been completed.
   - Incompleted only – shows all tests that have not been completed.
   - Full Test History – shows all assigned and completed as well as any tests that have been reset.
   - CE Certificates (PACE)
   - User Status – is a simple report showing all Users, number of assigned, complete and average score.
4. Select a report format: PDF or CSV.
5. Click the Download button to generate your report.

Custom Content:

Upload documents and create custom tests from your account's Custom Content tab:

1. Click on Manage Content.
2. Click on your organization's Content tab.
3. Click in the far-right column to add a new Folder or Custom Content title.
4. Name your new Content and click Save.
5. Locate and click on your new test title.
6. Navigate to the lower left corner to: Add Text, File, Video Link, Read Receipt and/or Test.

Hint: Edits can be made to Custom Content until it has been assigned and completed for the first time. The Content is locked after the first completion. To unlock for editing, navigate to your Custom Content page, click on the title and then on the "Clear Completions" link. This removes any test completion/score data and opens the content back up for you to edit. If you do not want to clear completions but need to make a change, please reach out to MTS Support