

To login please go to www.elearningabbott.com. Upon Login you will see the below screen: from this one screen you can add/edit/delete users; you can assign/unassign tests, send email notifications and create all reports. No more clicking back and forth to the Admin tab!

On the left side of the page you can filter the user groups you would like to view, the testing period you would like to view and for what testing programs you would like to view. This filter changes your user view on the main part of the screen and this is also how you create a report. After you filter your users you can then select a user or users and can then click Assign, Unassign, Notify, Add or Delete User or choose to create a report.



Abbott eLearning



john.doe | [Log Out](#)

Filter user information here. Select your group or all groups, your period and testing program. This filters user information so that you can create a report (below) or view user status (to the right).



My Assignments Training Library My CE Manage: Users Content

Manage Users

FILTER BY:

GROUP: Chemistry

PERIOD: Jan - Jun 12

PROGRAM: All

GENERATE REPORT

One user per page

Assigned and complete

Completed only

Uncompleted only

Full test history

pdf

csv

Download

Assign
 Unassign
 Notify
 Add User
 Delete User

	NAME	LOCATION	ASSIGNED	COMPLETE	AVG SCORE %
<input type="checkbox"/>	John Doe	Administrator	100	3	50
<input type="checkbox"/>	Nadya Majors	Chem	4	0	
<input type="checkbox"/>	Lab Manager	Administrator	22	0	
<input type="checkbox"/>	Anite Pill	111111	3	2	25
<input type="checkbox"/>	Connor Steele	Chemistry	4	0	
<input type="checkbox"/>	Monica VanWinkle	Chemistry	4	0	



From this main user screen; select a user or users. You can then select from the icons above to Assign, Unassign, Notify, Add or Delete Users. To edit a user, click on their name and then click Edit and Save.

-To reset a test score, click on the user's name, select the test score you would like to reset and click the Reset Score link

- To add a new user select the Add User button. Enter your user's name, email/user id, department, group and password, click Save or Save and Add Another.
- To assign a test: select the user group from the Group drop box on the left side of the page, select the user(s) on the main screen and click the Assign button. Select the testing program from the drop box, click the box next to the test(s) you would like to assign and click the Save button. After you have assigned a test, the users you just assigned the test to will still be highlighted and you may choose to send them an email notification.
- To send an email notification, select the user group from the Group drop box on the left side of the page, select the user(s) on the main screen and click the Notify button. and hit Send. Before sending you may modify the email template to a message of your choice. The email notification that your users receive will automatically include a login link for automatic login as well as their user id and password for manual login.

For any assistance with your ELearning account please email support@medtraining.org or call 866-687-6700 option 2