


# Site Manager Dashboard


The Site Manager dashboard (Home) contains shortcuts to commonly used features and tools, licensing information, announcements regarding system updates, a list of recently modified and added items, and navigation to the various areas of the system. Select an item below to learn more about an area of the Site Manager dashboard.





HOME LIBRARY + USERS + REPORTS + CONTROL PANEL + STORE ADMIN SUPPORT +


Home

You are viewing: Home


  
User Account


  
Product

  
Bundle

  
Certification

Access Code

  
Campus

  
User Group

Tools

Report Wizard

Home Pages

Resources

Import Utility

Upload Media to Global Library

Recently Added

Certification: Organizer's Certification

Module: Course - 2

User: Irene Kozlowski

Access Code: A1230

Certification: March Test

Recently Modified

User: Aaron Adams

Certification: Organizer's Certification

User: Irene Kozlowski


Access Code: A1230

Certification: March Test

Annual License: 3000 Users

330 Current

2670 Available

 Announcements

**Bundles Management List Update**

Thu, 21 Mar 2019 09:30:00 EDT

We're excited to announce improvements that enhance the Bundles Management List. Now it's more interactive, and it's standardized to match some of our other lists. Like other management lists, you can export it, you can filter it, save your searches, and we also added a new filter to view bundles that contain the selected certification. This filter is particularly useful for clients using certification sets. To read more about bundles visit Managing ...

Read More

**Report R209 Filter Updates**

Thu, 17 Jan 2019 10:58:00 EDT

You asked, and we listened! We're excited to share our new update to the R209 Group Certification Progress Report. We adjusted the R209 to provide a multi-select progress with more status options that include a 'Select All' or a combination of options from a new multi-select list. We have made adjustments to the R209 Group Certification Progress Report by providing a multi-select progress filter with more progress status options, as opposed to the ...

Read More

Main Navigation

All areas of the system available to Site Managers are accessible using the main navigation tabs. The features available under each main navigation area may vary for your system.

**informetica**

[HOME](#)   [LIBRARY +](#)   [USERS +](#)   [REPORTS +](#)   [CONTROL PANEL +](#)   [STORE ADMIN](#)   [SUPPORT +](#)

- **Home** navigates to this Site Manager dashboard.
- **Library** navigates to products, media library, bundles, certifications, classifications, scheduling tool, and question banks.
- **Users** navigates to access codes, accounts, supplemental training, notes, campuses, user groups, and site manager accounts.
- **Reports** navigates to Site Manager reports and the [report wizard](#).
- **Control Panel** navigates to the calendar, languages, security, emails, import utility, dictionaries, product types, user xml attributes, and report access.
- **Support** navigate to the service request system (SRS tool) and resources areas.

## Information Bar

The information bar displays your user login account and contains a logout link. Select **Logout** to ensure that any changes are saved and your session is properly ended.

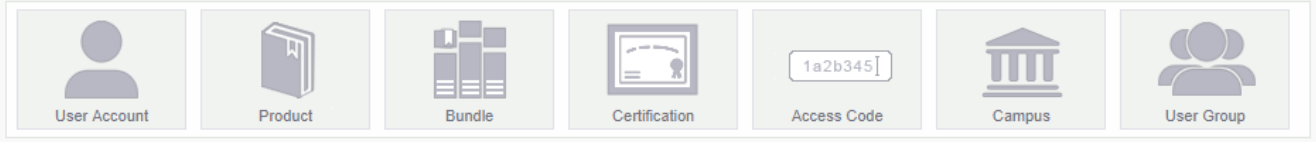
 **admin-strees@sencia.ca**

**Logout**

## Quick Create

Use these links to quickly create any of the items below.

### + Quick Create



- User Account
- Product
- Bundle
- Certification
- Access Code
- Campus
- User Group

## Tools

This area contains direct links to some of the most commonly used tools in the system.

Tools
<a href="#">Report Wizard</a>
<a href="#">Home Pages</a>
<a href="#">Resources</a>
<a href="#">Import Utility</a>
<a href="#">Upload Media to Global Library</a>

## Recently Added

This area lists items that have recently been added to the system (e.g. products, assests, question banks).

### Recently Added



Certification: Organizer's Certification

Module: Course - 2

User: Irene Kozlowski

Access Code: A1230

Certification: March Test

## Recently Modified

This area lists items that have recently been changed or edited within the system.

### Recently Modified



User: Aaron Adams

Certification: Organizer's Certification

User: Irene Kozlowski

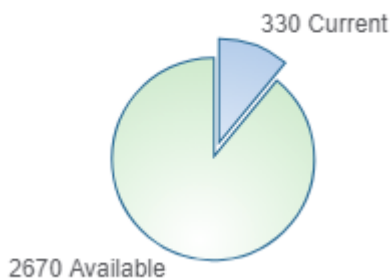
Access Code: A1230

Certification: March Test

## License Information

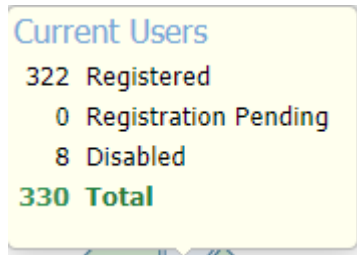
This area summarizes license information for the system. Most browsers will show a chart, but old versions of a browser may show only the data within the table.

**Annual License: 3000 Users**



- **Current** shows the total number of desktop accounts (excluding Site Manager accounts).

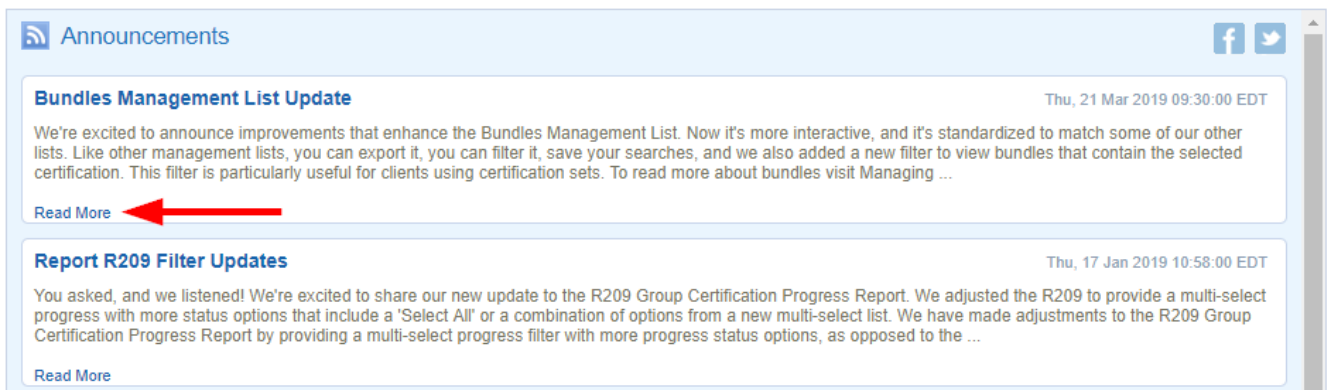
These accounts apply towards the license. Select the current pie slice to view a summary of the account statuses (i.e. registered, registration pending, and disabled).



- **Available** shows the number of accounts available.

## Announcements

This area shares information about the learning management system such as new modules, development, and improvements. New announcements have an indicator. **Select Read More** to view the entire announcement.



The screenshot shows an 'Announcements' section with two items. The first item, 'Bundles Management List Update', has a red arrow pointing to its 'Read More' link. The second item, 'Report R209 Filter Updates', also has a 'Read More' link at the bottom.

**Announcements**

**Bundles Management List Update** Thu, 21 Mar 2019 09:30:00 EDT

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