

The Gemba Academy Learning System Manager Guide is designed to assist managers with system administration.

If you have any questions, please contact Gemba Academy Customer Care at +1(888) 439-8880 X105 or brita@gembaacademy.com.

This Guide has the following sections:

- The Manager Role Quick summary of capability
- User Groups How users are organized
- **Users** Adding users to user groups
- Learning Paths Standard learning paths; Leveled learning paths; Creation of custom learning paths
- **Publishing Tool** Adding events and announcements
- Manage Course Completion Manually marking courses complete
- Reports Report on progress of training videos and support materials
- **Reports Dashboard** Visual display of reports
- Manager Dashboard Shortcuts to manager functions



# The Manager Role

1. Go to <u>https://lms.gembaacademy.com</u> and log in as Manager for your company.

c	contact Us   FAQ   Logout   Role Manager 🔶
	Blog   Podcasts   News   New Videos
My Training Reports Admin Manager Dashboard	

- 2. Click Admin to see the Manager menu grouping.
- 3. You will see primary Manager menu boxes for Manage Courses, Manage User Groups, Manage Learning Paths, Manage Users, and Publishing Tool. We will walk through the User Groups, Users, Learning Paths, and Publishing Tool sections.





# **User Groups**

- Main User Groups is a group of learners in your company. Subgroups are how those users are organized within your company. They are hierarchical and nested, with Manager authority provided for each group beneath the level you have access to. User Groups and Subgroups control which content can be seen, custom learning paths, and communities.
- 2. **User Group Setup**: Gemba Academy Customer Care will create your main user group and any subgroups you request.
- 3. **User Group Managers**: You, as a manager, will receive your username and password. Multiple managers, can be set up upon request.
- 4. **Generic Manager/ Administrator**: Your Generic Manager/Administrator will be set up for you as well and credentials will be provided. (This role is discussed further in the Learning Paths section.)
- 5. Click on Manage User Groups to go into that management screen.



6. You will see the groups that you have Manager authority for. Generally, this is your whole company, your department, or your specific grouping of users. Yours will be different than the example below. Each group listed is a link into the users available for that group.

iroup
iemba (DEMO)
lewco Arizona Site
lewco Company (DEMO)
IEWCO DEMO
lewco Malaysia Site

- 7. In this example, there are five user groups, with the top level being the overall company group, then the three sites/subgroups within the company. Gemba Academy Customer Care can create additional subgroups under your main group if you would like.
- 8. Users, also called Learners, will be added to the main company group and then into any subgroups you would like. How to add Learners/Users to each group is covered



in the Users section of this guide. If a user is a member of a subgroup, he or she is also a member of the main company group.

9. Should you have an existing learner in the Learning System and you would like to add to them to a subgroup, you click on the subgroup you would like to move them to.

Group		
Gemba (DEMO)		
Newco Arizona Site		
Newco Company (DEMO)		
NEWCO DEMO		
Newco Malaysia Site		

10. Add or Remove Learners to the subgroup by selecting their name and clicking Add or Remove, then Save and Exit. If they are not an existing Learner yet, you will add them to the Learning System first. This is detailed in the next section labeled Users.

Manage User Group Members Group Name: Gemba (DEMO)			
Number of active users in this group: 1 Number of inactive users in this group: 0 Number of spaces left in this group: Unlimited			
First Name Last Name	User Name	Email	Clear
Sort Users By		Filter By User Group	
First Name	~	[All Groups]	~
List of Users		Users Added To This User Group	
Gina User (demouser) James User (demouser) Jennifer Scott (jennifer2@gembaacademy.com) Jennifer Scott (jennifer3@gembaacademy.com) Jennifer Scott (jennifer3@gembaacademy.com) Jennifer Scott (jennifer3@gembaacademy.com) Test Quella (Test@gembaacademy.com)	Add Remove	Joe Demo (demomanager)	



. . .

### Users

The Manage Users menu area lets you add users to your company's account, after which they can be added to various user subgroups.

1. Click on the Manage Users link in the Manage Users box to get started.

Profile Communities My Training Repo	ts Admin Manager Dashboard	Blog I Podcasts I News I New Videos
Manager Home		
Manage Courses	Anage User Groups	+ Manage Learning Paths
Manage Users	لائی Publishing Tool	
Learner's Transcript Report Login Activity Report	© 2009-2018 Gemba Academy LLC. All rights reserved.	

2. You will see a list of all users in your company's account.

Manage Users									
First Name	Last Name	)	Username	Email			Search	Clear	
Add User									
[All Groups]	All Status	*						Filter by ABC $\lor$	
Username 🔨	First Name	Last Name	Email	Group	Manage Status	Change Password	Login Activity	Role	
demomanager	Joe	Demo	demo@gembaacade	6	Enabled	Change Password	Login Activity	Manager	×
demomanager	Joe	Demo	demo@gembaacade	6	Enabled	Change Password	Login Activity	Learner	-
demouser	Gina	User	demo@gembaacade	3	Deacti	Change Password	Login Activity	Learner	

3. From this screen you can edit, enable/deactivate, change the password, and view the login activity of any user. You cannot delete or disable your own Username profile. Users who have the role of Learner and Manager will have more than one listing. Editing one edits both.



- 4. There are three ways to add new users:
  - a. One at a time by the manager via the Manage Users screen, or
  - b. User/Learner self-register, with a code (The code is provided to you by Gemba Academy.) associated with the appropriate User Group, or
  - c. A completed spreadsheet (CSV template provided) returned to Gemba Academy Customer Care to adjust and import for you.
- 5. Naming Convention: Please use email addresses as usernames. Usernames MUST be unique across all Gemba Academy Learning System users.
- 6. Add New Users/Learners one at a time
  - a. From the Manage Users screen you can individual users by clicking on the Add User option.

Profile	My Training	Reports	Admin	Manager Dashboard	
Manage	Users   Import	Users   De	elete Users v	via CSV   Learner's Transcript Report   Login Activity Report	
Manage	Users	/			
First Nan	ne	Last N		Username Email Search	Clear
Add Use	er				

b. You will enter all the required information as denoted with a star. The first 3 boxes will be the same information since the username is the email address. Passwords can be changed by the individual at any time from the main login page, <u>https://lms.gembaacademy.com</u> or can be reset by the manager when needed.

Manage Users   Import Users   Dele	te Users via CSV   Learner's Transcript Report   Login Activity Report
Back	
Add User	
Your Details	$\frown$
Username *	
Email *	
Confirm Email *	
Password *	
	Passwords must be a minimum of 8 alphanumeric (1 alpha character, 1 number, 1 symbol)
Confirm Password *	·



c. At the bottom of the Add User signup screen select which User Groups in your account the new person is to be assigned to. Always choose the main group and any sub group they will be in.

City	
State/Province	
Zip/Postal Code	
Country	UNITED STATES 🗸
Phone	
Mobile	
Fax	
Department	
User Group(s)	
Gemba (DEMO)     Newco Arizona Site     Newco Gombany (DEMO	
NEWCO DEMO Newco Malaysia Site	
Register Cancel	
* Required Information	

d. After you enter each click Register. This will send an auto email to the User to log in via <u>https://lms.gembaacademy.com</u>

#### 7. Add New Users via Self Registration

- a. Each User Group has a unique code that Gemba Academy Customer Care will provide to you.
- b. Email each new user, asking them to go to: <u>https://lms.gembaacademy.com</u> and click on the "Not registered yet? Sign up here" link.



TWI Job Relations Course Now Available!

c.
 d. This link will open up a sign-up form. All starred items are required by the Learning System. The first three boxes will be their email address. The Code is the User Group unique code provided by Gemba Academy Customer Care.

<b>GEMBA</b> ACADEMY	Blog I Podc	asts I News I New Videos
Username *		
Email *		
Confirm Email *		
Organization		
Organization		
Title		
Supervisor Email		
	This email address will receive Registration and Completion emails for content you are registered to.	
Identification Number		
Code *		



# **Learning Paths**

- 1. Learning Paths are groups of FULL courses. The Gemba Academy three standard Learning Paths can be provided to all users or a subgroup of users. The standard Learning Paths are **School of Lean**, **School of Six Sigma**, and **Gemba Academy Live**. You may have also purchased the **Escuela Lean** Learning Path.
- You may also request the pre-created Leveled Learning Paths for the following: Lean Associate, Lean Champion, Lean Leader. These are a combination of course videos for suggested learning levels. Details on videos included can be found in the Manager Resources learning path assigned to your generic Manager login.

> Gemba Acad	lemy Live!			
Start Date	2/4/2015		Start	
Status	Incomplete		Start	
Progress	36%			
Combo Acos	lamy Managar Basauraas			
> Gemba Acad	lemy Manager Resources			
Start Date	9/20/2017		Start	
Status	Incomplete		Start	
Progress	0%			

Choose the Lean Associate/Champion/Leader. Click "Download here."

GA Learning System Manager Resources

Progress 50%	
<	
Lean Enterprise Strategy Kit	Lean Associate/Champion/Leader Learning Paths
Lean Enterprise Assessment	Download the list of courses and other content in the Lean Associate, Lean Champion, Lean Leader learning paths. If you do not have these learning paths, please <u>contact us</u> .
PowerPoint Presentations	Download here
Quiz Answers	
Lean Associate/Champion/Lead	

- 3. **Custom Learning Paths:** Logged in as the Generic Manager, you can create custom Learning Paths and assign them to your users by User Group. This means that your entire organization can share a Learning Path, or it could be assigned to a subgroup.
  - a. Please note: ONLY the person/login can edit a learning path they have created. Using the Generic Manager credentials for this function allows for sharing of these credentials to manage and edit custom Learning Paths.
  - b. Choose the Admin tab and select the Manage Learning Paths box.



		Blog   Podcasts   News   New Videos
Profile My Training Reports Admin M	anager Dashboard	
Manager Home	*	Expand/Collapse All +
Manage Courses	Manage User Groups	Manage Learning Paths
A Manage Users	چ Publishing Tool	

4. If you have already created custom Learning Paths, they will be displayed. In this example, the "(Your Company name) Onboarding" Learning Path is the only one that can be edited because it was created by this manager. (Yours list will look different.)

Learning Path List A		
(Your company name) Onboarding		
> Gemba Academy Live!		
> Gemba Academy School of Lean		
> Gemba Academy School of Six Sigma		
To create a new custom Learning Path click on Create New Learning Path		

Profile	My Training	Reports	Admin	Manager Dashboard	
All Learn	aing Paths	ate Learning	Path		
All Learn		ate Learning	Paul		

- 6. Name your custom Learning Path starting with the name of your company.
- 7. The start date will default to the day you create the learning path. You can choose to have the be a future date if you would like.
- 8. If you wish for the Learning Path to go away on a certain date, enter that in End Date, otherwise leave blank.

5.



Create Learning Path	
Learning Path Name *	
Modified By	Modified Date
Description	※ □ □ □ □ ◆ → Q、 23 単 ● □ □ □ □ ○ Ω、 23 □ ● ○ □ ○ Surce ?          Styles       -       Font       -       Size       -       A - □ ○ Source ?
Start Date	7/9/2019 End Date

9. Now that you have named your custom learning path you will choose the FULL courses you would like included.

$\overset{\bullet}{\overset{\bullet}{\overset{\bullet}{}}}$ Learning Path Information $oldsymbol{0}$ >	Earning Path Publishing Tool $0$ >
Learning Path Content () >	Manage Notes 1 >
Manage Users 0 >	Delete Learning Path 0 >

#### a. Click on Manage Courses.



b. Choose courses you would like by checking the box next to the course name.



Manage	Courses

Learning Path Name: Demo Learning Path			
Co	Durses Materials		
	12345>>>		
Select	Courses		
	GA Lean > 3P Production Preparation Process		
	GA Lean > 5S Workplace Productivity		
	GA Lean > A3 Thinking		
	GA Lean > Built in Quality		
	GA Lean > Culture of Kaizen		
	GA Lean > Dealing With the Seven Deadly Wastes		
	GA Lean > Dealing With the Seven Deadly Wastes (old)		
	GA Lean > Gemba Glossary		
	GA Lean > Hoshin Planning		

c. Checking the box adds the course to the bottom of the screen where you can sequence the courses if you would like. Leave zeros if the Learner can complete the courses in any order.

$\checkmark$	GA Lean > Kaizen Way	
~	GA Lean > Kanban	
~	GA Lean > Leader Standard Work Course	
Selected	Courses/Materials for Learning Path	
Title		Sequence Number
GA Lea	n > Dealing With the Seven Deadly Wastes (old)	0
GA Lea	in > Culture of Kaizen	0
GA Lea	n > 5S Workplace Productivity	0
GA Lea	n > Leader Standard Work Course	0
GA Lea	in > Kanban	0
GA Lea	ın > Kaizen Way	0

d. Add sequence numbers if you would like the Learners to complete one course before being allowed to start the next course.



GA Lean > Dealing With the Seven Deadly Wastes (old)	
GA Lean > Culture of Kaizen	2
GA Lean > Leader Standard Work Course	3
GA Lean > 5S Workplace Productivity	4
GA Lean > Kaizen Way	5
GA Lean > Kanban	6

10. To make the new Learning Path available to users, use the links in the Manage Users box under Manage Learning Paths of the Learning Path being managed.

Demo Learning Path

ŝ	Learning Path Information >
Ĵ	Learning Path Content >
	Manage Users >

a. You may assign a Learning path to an individual Learner or you may assign it to your main group or subgroup. Use Manage User Groups to assign to a



group.

b. Choose your subgroup by choosing Expand All on the right side and the subgroup. If you choose the main group all subgroups will get the training. If you assign it to only a subgroup only learners in that subgroup will get the training.



c. Click Save and Exit.



11. To edit or delete any Learning Path you had previously created choose Mange Learning Paths.

Manager Home



12. Click on the name of the Learning Path to edit.

Learning Path List A	Date Created
(Your company name) Onboarding	10/26/2017
> Gemba Academy Live!	2/4/2015
> Gemba Academy School of Lean	2/4/2015
> Gemba Academy School of Six Sigma	2/4/2015
Demo Learning Path	1/16/2018

13. Edit desired information and click save.



# **Publishing Tool**

The Publishing Tool lets you add events and announcements associated with your account. These will be shown on the Profile pages of users in User Groups associated with your account. The message can be emailed to the learners as well. NOTE: These messages show sent from <a href="mailto:academy@gembaacademy.com">academy@gembaacademy.com</a>. If you want learners to reply to you directly specify this in the announcement message.

Welcome demomanager	FAQ   Logout Role Learner
	Blog   Podcasts   News   New Videos
Profile My Training Reports Dashboard	
View Profile   Edit Profile   Media Gallery   Friends Announcements	
Announcements	
	Search
All Event Types	
Demo Event	

1. To access the Publishing Tool, go to the main Admin link on the horizontal menu, then click on Publishing Tool in the Publishing Tool box. Previously published Events can be viewed and/or edited from here too.



2. Fill in all information about this event you would like. Choose what group(s), you would like to share this announcement with. All learners in that group will see this event/announcement.



Event				
Create an Event to share news o	on upcoming activities or new	content that is availabl	e for registration.	
Title *	Demo Event			
Event Type *	Announcement	✓ Make of the	Visible To this item visible to members following User Groups	User Groups Demo Company Demo Company - Arizona Sita Demo Company - Associate Level
Date	7/9/2019			Demo company - Malayya Site

3. Email can be sent to the learners as well by choosing Email immediately or on a specific date. Add description(s). Click save. NOTE: These messages show sent from <a href="mailto:academy@gembaacademy.com">academy@gembaacademy.com</a>. If you want learners to reply to you directly specify this in the announcement message.

	Add to Calendar	Background Color	
Display Location	Sisplay event on profile page		
	Display event on community home page		
File Attachment 0	Find Document Clear		
Notification Email	Send Immediately		
	Add iCalendar to Notification Email		
Save			



## Manage Course Completion

Although the Learning System is designed to be used online by individuals, we recognize that some training will occasionally be performed in a group setting. It is possible for the Manager to manually mark courses as complete.

If your learners have not registered for the course, you will have to add them to the Course Roster before you can mark the course complete. If they have registered for the course skip down to the section below labeled Already Registered – Mark Course(s) Complete.

#### Not Yet Registered for The Course(s) – Add to Roster

1. From the Admin menu, click on Manage Courses in the Manage Course box.

Profile My Training Reports Admin N	lanager Dashboard	
Manager Home		
$\mathbf{N}$		Expand/Collapse All +
	<b>&amp;</b>	*
Manage Courses	Manage User Groups	Manage Learning Paths
Manage Courses View Course and Session Request	نکی	
Manage Users	Publishing Tool	

2. Click on the course name that you wish to manually mark as complete. Manage Courses





#### 3. Choose Course Roster and Manage Roster

GA Lean > 5S Workplace Productivity

€T Course Grade >
Sessions >
Belect Certificate >
This section is used to manage Learners enrolled in this course.

4. Highlight learners from your group on the left and add them to the group on the right with the Add button.

Manage Course Roster

Course Name: GA Lean > 5S N	Workplace Productivity			
First Name	Last Name		User Name	Search
Sort Users By			Filter By User Group	
First Name		~	[All Groups]	
Available Learners			Learners Enrol	led In This Course
James User (denosiser)) Jennier Sott (jennier 18 gembaaca Jennier Sott (jennier 28 gembaaca Jennier Sott (jennier 38 gembaaca Jennier Sott (jennier 48 gembaaca Test Quella (TestQuella)	idemy.com) idemy.com) idemy.com) idemy.com)	Ad	Gina User (dem Joe Demo (dem id	user) omanager)
Save Save and Exit	Cancel			

#### Already Registered – Mark Course(s) Complete

1. From the Admin menu, click on Manage Courses in the Manage Course box.

Profile My Training Reports Admin N		
Manager Home		
$\mathbf{n}$		Expand/Collapse All +
	<b>&amp;</b>	*
Manage Courses	Manage User Groups	Manage Learning Paths
Manage Courses View Course and Session Request	نکی	
Manage Users	Publishing Tool	



2. Click on the course name that you wish to manually mark as complete.



3. Click on Course Grade GA Lean > 5S Workplace Productivity

Course Grade >
Sessions >
Course Roster >
Select Certificate >

4. Choose Mark Course Completion



GA Lean > 5S Workplace Productivity



5. You can choose to mark the entire course complete for all users OR choose a learner by clicking on their name.

Learner Name (Username)		
Gina User (demouser)		
Joe Demo (demomanager)	-	
Mark all users complete		

6. If you would like to mark a part of the course complete instead, find the item you would like to mark complete. Fill in grade, date and check box to show complete. Click save.

5S Course Quiz	Content	Required	
Mark all elements completed			

# Reports

1. **Run Reports**: The Manager role has access to reports associated with their account. This can be accessed from the Reports link on the main horizontal menu. All reports have multiple filter choices. They may also be exported, emailed, and scheduled for reoccurring emails.

Profile My Training Reports Ad	min Manager Dashboard	
Dashboard Report List		
Program, Course and Material Reports Course Completion	<ul> <li>User Reports</li> <li>Learner Transcript</li> </ul>	Catalog Reports Expense Report
<sup>4</sup> Course Progress CP Report - Reg Date	<sup>4</sup> Manage User Report MU Report - no date filter	
Grade Book Learning History Report	Manager Activity Report Manager Report	Administration Reports Inactivity Report
Learning Path Report Material Completion Report	Report Card User Login Report	Scheduled Reports
	User Registration	

**Course Progress Report**: List of users, the courses they are registered for, percentage of the course they have completed and the user groups they are in. Choose the Registration Date filter. Choose the range of dates you would like to see up to a six month range. Click Apply.



Course Progress 1/1/2019 to 6/30/2019	Report						Heport List I Expand Create New Bookmark Manage Bookmarks Change Theme
Filter(s): Select Filter(s)		Go			/		() () () () () () () () () () () () () (
Date Range Criteria:	Date 🛊				,		
Date Filter Date Range	ŧ						
View a report 01/01/2019 from:	Throug	h: 06/30/2019	App	bly			
Course Name	Course Progress	Registration Date	Date Last Viewed	Completion Date	Expiration Date	Due Date	User Group Name
Demo, Joe (demomanager)	brita+demoman	ager@gembaacade	my.com/ Demo C	ompany, Demo Co	ompany - Arizon	a Site	
GA Lean > Eight Types of Waste in Healthcare	0.00%	5/31/2019					Demo Company, Demo Company - Arizona Site
GA Lean > Kata in the Classroom	0.00%	2/14/2019	02/15/2019 03:47 PM				Demo Company, Demo Company - Arizona Site
GA Lean > Leader Standard Work Course	0.00%	5/3/2019	05/03/2019 01:02 PM				Demo Company, Demo Company - Arizona Site
GA Lean > Lean Accounting Course	0.00%	2/20/2019					Demo Company, Demo Company - Arizona Site
GA Lean > Standard Work Course	36.36%	1/9/2019	02/15/2019 09:51 AM				Demo Company, Demo Company - Arizona Site
GA Lean > Training Within Industry -							

**Learning Path Report**: List of learning paths and users, and amount completed. Choose "No Date Filter" on this report to get the best results. Click on the Learning Path name to see details. You can also click on the individual learner's username to get details on the individual's courses progress. Clicking on the course will give you the learner's progress with in that specific course.

Learning Path Report 12/25/2017 to 1/24/2018				Cust	omize Layout   Report List   Expand Create New Bookmark Manage Bookmarks Change Theme
Filter(s):	Select Filter(s)	▼ Go			o 🔝 📼 🎦 🦕 🔊
Date Range Criteria:	No Date Filter \$				
View a report from:	12/25/2017 🛗 T Date Range	hrough: 01/24/2	018 🗰 Apply Da	te Filter Type:	
A Page 1	of 1 00 00				
L.	a ung Path	Nu	mber Of Enrolled		Number Of Completed
Newco Onboarding		1		0	



Learning Path Details Cemba Academy School of Lean 6/10/2019 to 7/10/2019						•	Learning Path Report Customize La				ayout Report List I Expand Create New Bookmark Manage Bookmarks Change Theme		
Date Rar Criteria:	nge	No Date Filter								<b>I</b>	🥰 csv 💭		
Learning			First	Last	Eprolled	Registration	Completed	Completed	Completion	User	Lastiongedin		
Path		obornamo	Name	Name	Linoitou	Date	oompieted	Percentage	Date	Name	Luonoggeun		
> Gemba Academy School of Lean	iemba idemy iool of in		Joe	Demo	*	7/11/2017	×	13%		Demo Company, Demo Company - Arizona Site	7/10/2019		
Learnin 6/10/2018 Date Rang Criteria:	ng Pat nanage	h User Deta 2019 Date Filter \$	ails			L							
⊲⊲ ⊲ Page	1 of 2	$^{2}$ $\triangleright$ $\triangleright$ $\triangleright$				_							
Learning Path	Item Type	Item Hame	Enrelled	Completed	Completed								
Academy Schoo of Lean	a 📎	With the Seven Deadly Wastes		\ ×	40%								
> Gemba Academy School of Lean	a 📎	GA Llan > Kaizen Way	~	/ × /	14%								
> Gemba Academy School of Lean	a 📎	GA Lean Transforming Tour Value Streams		×	33%								
> Gemba Academy Schoo of Lean	a 📎	GA Lean > Practical Problem Solving	~	×	0%								
> Gemba Academy Schoo of Lean	a 📎	GA Lean > Seven Quality Control Tools	~	×	0%								
<ul> <li>Gemba Academy Schoo of Lean</li> </ul>	a 📎	GA Lean > A3 Thinking	~	×	0%								
> Gemba Academy Schoo of Lean	a 📎	GA Lean > Just in Time Course	~	×	0%								

**Manage User Report**: List of users and user profile details. Customize Layout can be used to change the fields shown.

Manage	e Use	er			Customize	Layout R Cre	eport Lis ate New Ianage E Chan	t I Expand Bookmark Bookmarks Ige Theme
Filter(s): Date Rang Criteria:	e No	t Filter(s) ▼ • Date Filter \$ f1 ▷ ▷▷	Go			<b>(3)</b>	) 🖾 (	csv 💮
First Name	Last Name	Username	Email	Role	User Group Name	Account Status	# of Logins	Last Login Date
Joe	Demo	demomanager	brita+demomanager@gembaacademy.com	Learner, Manager	Demo Company - Arizona Site	Activated	625	7/10/2019
Gina	User	demouser	demo@gembaacademy.com	Learner	Demo Company, Demo Company - Arizona Site	Activated	1	5/25/2015
James	User	demouser1	demo@gembaacademy.com	Learner	Demo Company, Demo Company - Malaysia Site, Demo Company - Associate Level	Activated		

**Report Card Report**: List of users. Clicking on the user will display a list of courses they have completed.



Report Ca	ard						Customize	Layout   Re Crea	port List   Expand Ite New Bookmark Nanage Bookmarks Change Theme
Filter(s):	Select Filter(s)		Go					) 🙆 🟹	🧐 Csv 💮
Date Range Criteria:	No Date Filte	er 🛊							
N Page 1	of 1 DD								
User Name	First Name	Last Name	Email	Organization	Date Registered	Date Completed	Us	er Group Name	
demomanager	Joe	Demo	demo@gembaacademy.com		11/7/2017	10/25/2017	Newco Company (DEMO),	Newco Arizona Si	te, Gemba (DEMO)
demouser	Gina	User	demo@gembaacademy.com		5/25/2015	4/8/2016	Newco Company (DEMO),	Newco Arizona Si	te
User: Total Credit Hou Filter(s): Date Range Criteria:	demon rs: 0.00 Select Filter(s) No Date Fi	nanage	r (Joe Demo) ▼ Go	>					eate New Bookmark Manage Bookmarks Change Theme
<k <="" page<="" th=""><th>of 2 &gt; &gt;</th><th>&gt;</th><th>O a market a d</th><th>Benister</th><th>les Dete</th><th>Lation Date</th><th>Questa</th><th>Freedlard</th><th>Date Loat Manual</th></k>	of 2 > >	>	O a market a d	Benister	les Dete	Lation Date	Questa	Freedlard	Date Loat Manual
and Loop > 3P Brody	Name	Process	Completed	Registrat	12/2/2016	Jompieuon Date	Grade	Enrolled	Date Last viewed
GALcon > 55 Work	place Productivity	100855			2/10/2015	4/9/2016	100.00		05/02/2010 01·20 PM
GALean > 43 Think	ing				1/20/2016	4/0/2010	100.00		00/00/2019 01.29 FW
GA Loan Ruilt in C	niy Wality				2/11/2015				05/21/2010 02·21 DM
CA Lean > Culture	tuanty of Koizon				0/11/2015				03/31/2019 02.21 PM
GA Lean > Culture C	ii Kaizen		Local Action of the second sec		10/5/2015				

**User Login Report:** List of users, amount of time spent on the site during last login and total Time spent on Site.

User	User Login Report						omize Layout i He Creat Ma	e New Bookmark inage Bookmarks Change Theme
Filter(s	s):	Select Filter(s)	Go				<b>(</b>	🥰 Csv 💭
Date F Criteria	Range a:	No Date Filter 🛊						
< <  <  P	age 1	of 1 [> [>]>						
First Name	Last Name	Username	User Group Name	Number of Login Instances	User Last Login	User First Login	Time spent logged in during last login	Total Time spent on Site
Joe	Demo	demomanager	Demo Company, Demo Company - Arizona Site	625	07/10/2019 09:13:49	02/19/2015 12:56:43	17 Minutes 37 Seconds	36 Days 4 Hours 41 Minutes 6 Seconds
Test	Quella	TestQuella	Gemba Academy Company, Demo Company, Demo Company - Arizona Site, GATest	43	07/03/2019 09:28:20	05/24/2017 13:23:04	2 Minutes 5 Seconds	1 Days 5 Hours 4 Minutes 29 Seconds
Jennifer	Scott	jennifer1@gembaacademy.com	Demo Company	1	08/28/2017 18:03:56	08/28/2017 18:03:56 08/28/2017		0 Days 0 Hours 0 Minutes 0 Seconds



User Regi	stration W2015			Customize Layout   Cr	Report List   Expand eate New Bookmark Manage Bookmarks Change Theme		
Filter(s):	Select Filter(s)		Go			<b>(</b>	🥸 Esv 🔅
View a report from:	01/01/2015	Through:	1/25/2015	Apply Date Filter	Type: Date Range	\$	
44 4 Page 1 of 1 >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>							
User Name	First Name	Last Name	Organization	User Group	Registration Date	Last Logged In	# of Logins
demomanager	Joe	Demo		3	2/19/2015	11/25/2015	124
demouser	Gina	User		2	2/19/2015	5/25/2015	1

2. **Scheduled Reports**: You can create a scheduled report by going to the report and clicking on the gear icon at the top right corner. This will open a screen where you can select report format, email address to send it to, and schedule.

Filter(s):	Select Filter(s)	🔄 🗠 🖄 🔝
Date Range Criteria:	No Date Filter	

## **Reports Dashboard**

**1. Reports Dashboard**: You will click the Dashboard within the Reports tab to access various editable visual reports.

Materials by Cor	npletion
Material	Complete
in to Lean Quiz	1
en Event Quiz	1
zen Event Week Quiz	1
sizen Overview Quiz	1
izen Post Event Quiz	1
izen Preparing Quiz	1
n Roles Quiz	1
en System Point Quiz	1
en Commandments Quiz	1

**2.** Add your reports to your dashboard by choosing Expand and the gear symbol then add the report graphs you like.

Profile C	Communities	My Training	Reports	Admin	Manager Dashboard		
Dashboar	Report	t List				Reset Dashboard   Expand   Change Them	e

Change Theme

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3. To customize this report choose the gear symbol with the graph box.



4. Hovering over the graph will show the data collected.



5. You may add, delete and modify your reports at any time.

# **Manager Dashboard**

The Manager Dashboard has convenient shortcuts to the functions found within the Admin tab in the main horizontal bar. Your User Groups, Learning Paths and Announcements are listed on the page.

Manager Dashboard	
User Groups	Learning Path List
Group	
Gemba (DEMO)	
Newco Arizona Site	Name
Newco Company (DEMO)	(Your company name) Onboarding
NEWCO DEMO	> Gemba Academy Live!
Newco Malaysia Site	> Gemba Academy School of Lean
	> Gemba Academy School of Six Sigma
Program List	Demo Learning Path