

# The best LMS for training providers

Our mission is to make Training Post the best learning management business to business training.



## Training Post – Use Case

# Sell Training

Training Post LMS is an ideal solution for training providers and eLearning vendors who want to offer a comprehensive solution for managing training programs.

The platform's features, such as the centralised library of content, reporting capabilities, and administrative tools and APIs, provide significant benefits for training providers and their clients.





**The platform offers three key benefits for this use case:**

### **Shared Library**

A centralised location where you can access and manage a shared library of content.

### **Portals**

A unique 'portal' system enabling clients to assign courses to their employees, track their progress, and evaluate the effectiveness of their training programs.

### **API**

A powerful API to automate the sales process.

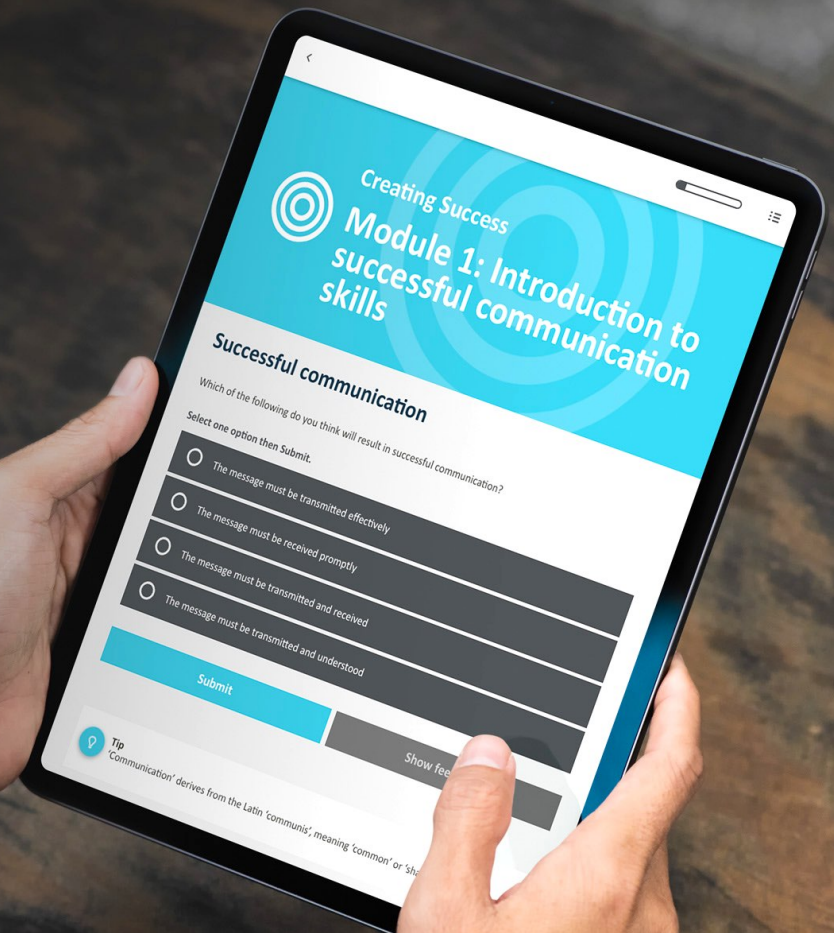
# Shared Library

As a training provider, you know that delivering high-quality training programmes is crucial to maintaining a satisfied client base. That's where the shared library of content offered by the Training Post LMS platform comes in.

By providing a range of content types to create customised training programmes, you can ensure that your clients receive engaging and interactive courses that meet their specific needs. Not only that, but you can also save time and resources by easily updating content once and having it reflected across all client accounts.

The centralised control over access to the shared library also offers you greater flexibility in managing who has access to specific courses or modules. This feature enables you to tailor training programmes to individual clients while ensuring the security and confidentiality of your content.

Finally, the shared library of content also makes it easier for you to scale your operations and take on more clients. By creating a central repository of training material, you can easily manage and distribute content to multiple clients, without the need to create and manage separate courses for each one.



# ■ Portals

One of the key features of Training Post LMS is the ability to create customised portals for each client organisation, offering a consistent user experience for their employees.

These portals enable client separation, allowing training providers to create a distinct space for each client to access training courses and materials. Training Post LMS offers an intuitive interface that makes it easy for employees to access their training courses, track their progress, and generate reports.

The portals also provide the opportunity to delegate reporting responsibilities, which is a major benefit for larger organisations. With the ability to grant specific individuals reporting permissions, clients can streamline the reporting process and ensure that the right people have access to the data they need without taking up your time as a provider.

The administrative tools available on the platform enable clients to customise the portal's branding, create user groups, and set up automated email notifications. Customised branding is a significant advantage for companies that want to maintain their unique brand identity across all their communication channels. The ability to create user groups also makes it easier to manage the learning experience for different teams or departments within an organisation. And automated email notifications ensure that employees are aware of new training opportunities or updates without the need for manual intervention.



# ■ API

In addition to its centralised library of content and portal features, Training Post LMS offers an API that enables eLearning vendors to automate the sale of their content library and portals.

This API allows vendors to seamlessly integrate their content and portal sales with their existing business processes, such as customer relationship management (CRM) systems and payment gateways.

By automating the sale of their content library and portals with Training Post LMS's API, vendors can save time and resources while improving the customer experience. The API enables vendors to streamline the sales process, from initial lead generation to closing the deal, by automating key steps such as LMS deployment and configuration.

The API also enables vendors to offer a more personalised experience for their clients. By integrating the API with their CRM systems, vendors can track customer behaviour and preferences, and offer targeted recommendations for additional products or services. This approach can help vendors increase revenue and improve customer retention rates.

Training Post LMS's API is a powerful tool for eLearning vendors looking to automate the sale of their content library and portals. By streamlining the sales process and offering a personalised experience for clients, vendors can save time, increase revenue, and improve customer satisfaction.



**Simple, flexible,  
transparent pricing,  
brilliant service - a no  
brainer**

**Elaina Smith**  
Principal Consultant - HUMANISTICS



ANNEX 1.

# Provider Dashboard

Management features to help you run your course provider business.

## CLIENT PORTALS:

### Easy to Create

Create a new client portal in less than a minute with one simple form.

Save hours setting up new clients using our ridiculously easy setup which literally takes less than a minute.

### Control User Limits

Specify how many users each organisation is allowed to add.

You have complete flexibility how many users each organisation can have - constrain them to a budget or give them room to grow.

### Unlimited Portals

Each client you set up gets their own portal by default at no extra charge.

With each client having their own portal you can provide a customised experience and delegate responsibility for reporting and management tasks.

### Allow Client Courses

Allow your clients to create their own content or upload third party material.

Offer additional value, and foster loyalty by allowing clients to use your portal as their LMS for all their learning materials.

### Allocate Courses

Share a default course library with each organisation with a single click, customise available courses on a per client basis.

Powerful and flexible. Save time by allocating default content collections to each organisation as part of the set up workflow, or offer additional content on a client by client basis all from the same dashboard.

### Unlimited Support Users

Create dedicated support users for each client, who can manage the portal without showing the client.

Get hands on with support by seeing the client portal as they do without showing up in their reports.



## Monthly Usage Reports

See the number of users and active users in each portal.

See which clients are close to needing upgrades and which need encouragement to engage with the platform.

## Temporary Disable

Disable whole client portals without deleting users or performance data. You are not billed for disabled organisations.

When an organisation subscription expires you can keep their data while a renewal is negotiated.

## Permanent Delete

Completely remove a client portal and all associated data.

Ensure data protection by completely deleting organisations that are not in use.

# PROVIDER COURSES:

## Central Content Library

Create courses in the provider dashboard and share them to one or all of your clients.

Easy administration with no need to log in to each client portal to upload new courses whenever a course changes. Make the change once and the course is synchronised across all clients.

## SCORM Support

Upload SCORM courses from any source or authoring tool.

Support for hundreds of tools and millions of courses with our inclusive SCORM support.

## Allocate Courses

Courses can be made of multiple content objects, SCORM, embedded content, learner tasks and PDFs etc.

Create your course in smaller parts, using the best tool for each module. Learners can see progress against each module. Certificates are based on whole course completion. With multi module courses you can be sure the learner has completed all the relevant learning.

## Organisation Modules

Allow organisation owners to add additional material to the end of provider course, allowing each organisation to customise the course without impacting others. They can even request learners manually confirm they have read it.

For example clients could add their fire assembly map at the end of a fire safety course?

## Completion Certificates

Define not only the look of the certificate, but also the rules for how long they last and when users are reminded about them on a per course basis.

Create a suite of great looking certificates which will encourage users to return to retake the course and keep them up to date.

## SECURITY:

### Multi Factor Authentication

All provider users can set up multi factor authentication with Authy, 1password or other MFA tools.

It is much harder for hackers to gain access to your account if they need password and a time sensitive code from an MFA device.

## ENABLE, ENHANCE and EXTEND:

### REST API

Let your developers build upon our platform using our API.

Integrate with your CRM, automate a custom sales process or build dedicated reports. Anything is possible with our provider and organisation level APIs.

### 'Magic' Links

Allow users to launch courses without remembering passwords by generating temporary login links.

# CUSTOMISATION:

## Branding

Control the default branding for your client portals including, logo, hero images and certificates. All of this can be further customised per client.

Brand your client portals as you choose. Default branding is managed from a central location so you can update all of your clients in a single click.

## Domain

Run your LMS from a custom domain.

Look like the professional outfit you are with an LMS running on a custom domain.

## Custom HTML

If you would like to integrate a web chat, analytics or other 3rd party code we can apply a custom HTML snippet to your portals.

You are free to use any web chat or analytics tool or other add on scripts and are not restricted to a single provider.

## Text & Policies

Customise help text, privacy policies and billing information.

Reduce support time by tailoring help text for the needs of your clients.



ANNEX 2.

# Organisation Portals

Management features to help you run your Organisation Portal.

## LEARNER DASHBOARD:

### Browse Course library

Customise each Organisations course library. Allocate users to courses so that they can browse and begin their learning journey.

Expand learner knowledge and give them the freedom of taking courses on their own schedule.

### See Deadlines

View course assignment deadlines at a glance from the dashboard. Making it easy for users to make informed decisions about which course needs to be completed and when.

Empowers users to manage their time effectively.

### Assigned Courses

Courses assigned by management are prioritised over browsable content.

Learners can easily identify course assignments and prioritise workflow.

### See Course Progress

See the course status – not started, in progress, or completed.

Giving users information at a glance so that they can choose where to place their focus and get the most out of their time.

### Sort and Filter Courses

Sort and filter courses by Activity, Name (A-Z), Certificate Expiry, Category, or Status.

Saving you time and making it easier to view the courses you want to see.

### View Course Modules

View each module's description and status.

Users can view upcoming content and see how close they are to completing a course.

## Launch Course

A set location where users can launch their chosen course or module.

A clear launch point for users to begin their learning journey.

## Expired Certificates

Users are alerted when a completed course certificate expires.

Keep users informed when course certificates expire so that they can keep their knowledge relevant and up to date.

# MANAGING USERS AND GROUPS:

## Groups

User groups allow you to make collections of users for administrative purposes. Each can be in as many groups as needed.

You can define course library access, assign courses and run reports on groups. Allowing you to work with more manageable numbers and work with organisational units.

## Restart

Gives the user the option to restart completed courses.

Users have the opportunity to pass a course or to better their previous learning scores.

## Retrieve Certificate

Upon completion course certificates are revealed.

Gives users a clear indication of course completion. Whilst also giving a reward for their efforts.

## Users

Users can be added simply with just a name and email address.

This makes it extremely easy to add new learners to the system.

## Invite Users

Users can be sent an email by the system either when added, or manually by system managers.

This makes it simple for learners to set their passwords and start learning immediately.

## Import Users

Add multiple users to any group with a simple CSV format.

This makes it straightforward for you to add users from any 3rd party system or a large volume of users with just a few clicks.

## Manage Course Library

Each group has its own library of content allowing you to choose which courses group members can browse.

This means users can be granted access to supporting materials as they change roles or departments by putting them in the appropriate group.

## Export Users

Export the members of a group to CSV format.

CSVs are supported by most tools including Excel.

## Suspend Users

Suspend a user if you want to control their access but still retain their learning progress.

Allow access at a later date so that the user can continue where they left off in their learning journey

## Manage Membership

Users can be added and removed from groups at any time without losing work.

You can move users between groups to manage their course library or help with reporting needs.

# MANAGING COURSES:

## Course

Courses can be made of multiple content objects - SCORM, embedded content, learner tasks and PDFs etc.

Create course content with the right tools for effective learning.

## Manage Additional Attempts

it is possible to limit the number of attempts each user gets at each course. Of course, you can make exceptions if you need to.

Restricting attempts adds weight to learners' decisions. which in turn focuses them to complete the course within the given boundaries.

## Add Modules

Create your course in smaller parts using the best tool for each module.

Learners can see progress against each module. The course is marked as complete when all modules are done.

## Manage Availability

Course access can be controlled with a simple switch for each user group in the system.

## Manage Certificates

Courses can issue a certificate on completion. Custom designs can be set for each course as well as setting the expiry date for the certificate.

This allows users to demonstrate their completion of courses. Certificate expiry can also be used to keep learners up to date with course content.

# REPORTS:

## Assignment Reports

Specifically designed to show assignment progress, these reports make it a breeze to see who is where on their current commitments.

View the activity of learners on a given assignment. Giving you useful insights into learning behaviours and enabling you to empower learners.

## Export Reports

Reports can be downloaded in CSV format.

This makes it easy to import into other tools including Excel for further analysis or alternative formatting.

## Group Reports

Similar in design to assignment reports, group reports show progress on content in the course library.

This provides useful insights into course popularity and user learning habits.

## Weekly Report Email

Assignments can be configured to send a weekly report to all users with reporting access.

Receiving a weekly summary of assignment activity can highlight areas of concern. Direct links in the email will take users to the relevant report for detailed information.

## Course Reports

This course-first report will let you know how every user is getting on in detail, summary charts also indicate course activity over time and completion ratios across the learner population. This can be narrowed down by user group if desired.

Giving focused insights on learning habits on a per course basis.



# MANAGING ASSIGNMENTS:

## Assignments

Assign users to specific courses. Add due dates and give useful reminders.

Makes it clear to learners which courses to complete.

## Promotional Date

Set the date you want the assignment to be promoted by email.

Useful when combining additional marketing.

## Due Date

Each assignment can specify a date that learners should complete the learning.

Ensure that training is completed on time.

## Reminder Email

Configurable emails notify learners when assignment deadlines are imminent.

Helps to ensure work is completed on time by notifying users who have not yet completed their learning.

## Availability Date

Schedule content for staged releases and prevent users from accessing the material after a specific date.

Allows administrators to pre plan content and keeps the learner's experience clear. Also allows those selling content to manage access time.

# ORGANISATION:

## Billing

View contact details and active user information.

View the necessary billing information and usage statistics to run your client portal.

## Assignment Due Reminders

Set the first and second email reminders for assignments.

Prompting users to complete their learning in the right time frame.

## User Information Fields

Request custom data about your learners.

Fine-tune the content you put in front of your users. Giving them a more personalised learning experience.

## Branding

Control default branding including, logo, hero images, and certificates.

Brand your client portal as you choose.

## Single Sign On (SSO)

Training Post Supports sign on via Active Directory.

Users of Active Directory can log into Training Post seamlessly and don't have to remember any additional passwords.

## API

Training Post has an extensive API that allows custom integration with virtually any third-party tool. Multiple Tokens can be granted with different scopes, privileges, and expiry dates.

## Emails

All emails sent by the system can be fully customised with HTML and CSS. A system of tokens lets you include system data.

All messaging can be kept on brand, both in design and language.

## Self Sign-Up

Managers can enable self sign-up based on email domains.

Enabling users to sign-up when they are ready. Saving you time by not having to add them to the system manually.

Our APIs mean virtually any form of integration is possible if you know how to use them or know someone who does. If you would like help with an integration project please let us know.



**Thank you**

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