



Enterprise Administrator's Manual

Enterprise Account Administrator

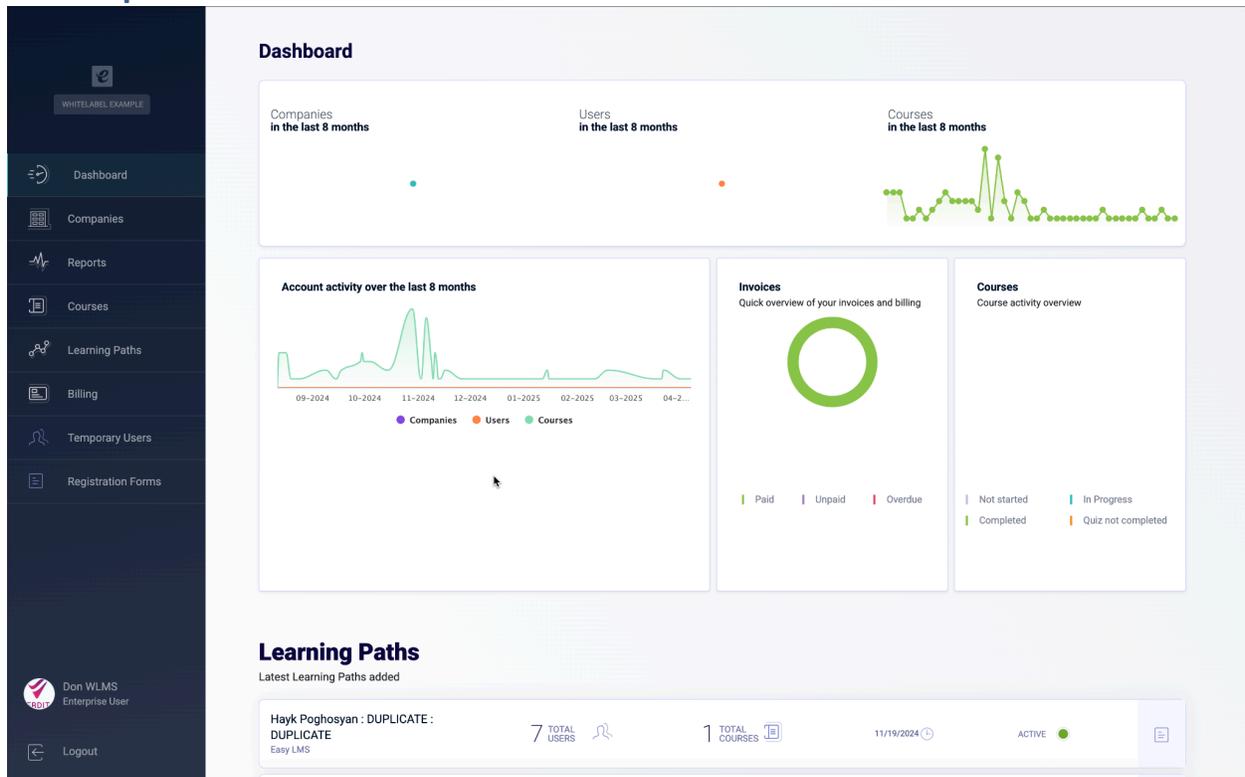
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Overview

The eLeaP Enterprise Account System is designed for consultants, organizations, and administrators managing multiple LMS accounts. It enables quick setup, course and learning path sharing, centralized reporting, and simplified user and account management—all from a unified dashboard.

1. Enterprise Dashboard Overview



The Enterprise account is a special admin-level instance set up by eLeaP.

It provides tools to:

- Create and manage multiple LMS accounts.
- Share courses and learning paths between accounts.
- Monitor usage and activity centrally.

Use Case: Perfect for consultants managing clients or organizations with multiple divisions or locations.

2. Creating New LMS Accounts

Add new company
Add a new company by filling the form below.

STEP 1
Company details

STEP 2
Admin details

Company name *

Enter Company name

Company subdomain *

Enter Company subdomain

Phone

+1 telephone

URL

The company URL

Custom Login Text

Enter Custom Login Text

Custom Welcome Text

Enter Custom Welcome Text

Add Company

Navigate to the Company sub-tab.

Steps:

1. Click “Add new company.”
2. Enter:
 - Company Name (auto-generates a subdomain, e.g., acme.eleapsoftware.com)
 - Admin Name (e.g., “HR Manager”)
 - Admin Email (e.g., info@somehrmanager.com)
 - Password (set manually)
3. Click Add Company.
4. Share the login email with the new admin.

Note: Subdomain and admin credentials must be communicated securely to ensure proper access.

3. Editing Existing LMS Accounts

The screenshot shows the 'Companies' page in the eLeaP Enterprise Administrator interface. The page features a dark sidebar on the left with navigation options: Dashboard, Companies, Reports, Courses, Learning Paths, Billing, Temporary Users, and Registration Forms. The main content area is titled 'Companies 22 TOTAL' and includes a search bar, a 'Clear' button, and a 'Sort by Registered date' dropdown. Below this is a table of companies with columns for company name, registration date, total users, total courses, and the administrator. An 'Edit' button is visible for the 'Our Client Organization' entry.

Company Name	Registration Date	Total Users	Total Courses	Admin
Easy LMS	09/01/2011	48	404	ADMIN Don Wellborn
Our Client Organization	12/05/2016	9	12	ADMIN Sam Jo
Acme Company 2	12/28/2016	1	7	ADMIN Jane Doe
Quantum Horizon Company	07/11/2017	6	18	ADMIN John Cena
Starling Financial Partners	09/20/2017	3	13	ADMIN Test Admin
ADDINGWClient	11/20/2017	11	7	ADMIN Don Wellborn
New Client Account	04/10/2020	1	4	ADMIN Client HR Name Client HR Last Name

To update account details:

Steps:

1. Go to the Companies page.
2. Click the three-dot menu beside the account.
3. Select Edit.
4. You may:
 - Change the subdomain (notify users if changed)
 - Update login or custom fields.
5. Changes take effect immediately.

4. Managing Registration Forms & Temporary Users

Default fields

- First Name
- Last Name
- Email

Custom fields (max 3 fields)

- Role
- Client

Title

Quantum Training Registration System

Description

Register to receive your access on our system

Whitelist email domains

@eleapsoftware.com, telania.com

Save Close

This allows user self-registration into specific accounts.

Setup:

- Navigate to Registration Form tab.
- Assign a form to a specific company.
- Customize:
 - Form title & description
 - Custom fields (e.g., Role, Client)
 - Email domain whitelist (e.g., only @eleapsoftware.com)

User Flow:

1. New user fills out the registration form.
2. The system checks domain against the whitelist.
3. If valid, entry appears in Temporary Users tab.

4. Admin approves or denies the registration.
5. Approved users receive access confirmation.

5. Accessing and Supporting Client Accounts

Companies 22 TOTAL Add new company

Companies by number of users: 48 USERS, 11 USERS, 9 USERS, 6 USERS

Companies by number of courses: 404 COURSES, 18 COURSES, 13 COURSES, 12 COURSES

Companies by course completion: 630 COURSES, 15 COURSES, 12 COURSES, 2 COURSES

Search for a company by name Clear Sort by Registered date

Company Name	Registered Date	Total Users	Total Courses	Admin	Actions
Easy LMS easpldemo	09/01/2011	48 TOTAL USERS	404 TOTAL COURSES	ADMIN Don Wellborn	Login As Logout More
Our Client Organization ourclientorganization	12/05/2016	9 TOTAL USERS	12 TOTAL COURSES	ADMIN Sam Jo	Login As Logout More
Acme Company 2 acmecompany2	12/28/2016	1 TOTAL USERS	7 TOTAL COURSES	ADMIN Jane Doe	Login As Logout More
Quantum Horizon Company quantumhorizon	07/11/2017	6 TOTAL USERS	18 TOTAL COURSES	ADMIN John Cena	Login As Logout More
Starling Financial Partners starlingfinancialpartners	09/20/2017	3 TOTAL USERS	13 TOTAL COURSES	ADMIN Test Admin	Login As Logout More
ADDINGWLclient addingwlclient	11/20/2017	11 TOTAL USERS	7 TOTAL COURSES	ADMIN Don Wellborn	Login As Logout More
New Client Account newclientaccount	04/10/2020	1 TOTAL USERS	4 TOTAL COURSES	ADMIN Client HR Name Client HR Last Name	Login As Logout More

If a user reports an issue:

Steps:

1. Locate and click on the user's company in the Companies list.
2. Go to the Users tab.
3. Search and select the user.
4. Use "Login As" to view the system from their perspective.
5. After troubleshooting, log out of the user session.

Use this for real-time troubleshooting and support.

6. Copying Courses Between Accounts

Courses 506 TOTAL

Courses by company
● 404 COURSES ● 18 COURSES ● 12 COURSES

Courses by number of users
● 21 USERS ● 20 USERS ● 20 USERS

Courses by status
● 392 ACTIVE ● 114 INACTIVE

Search for a course by name Search on all companies All [Clear](#) Sort by **Created date**

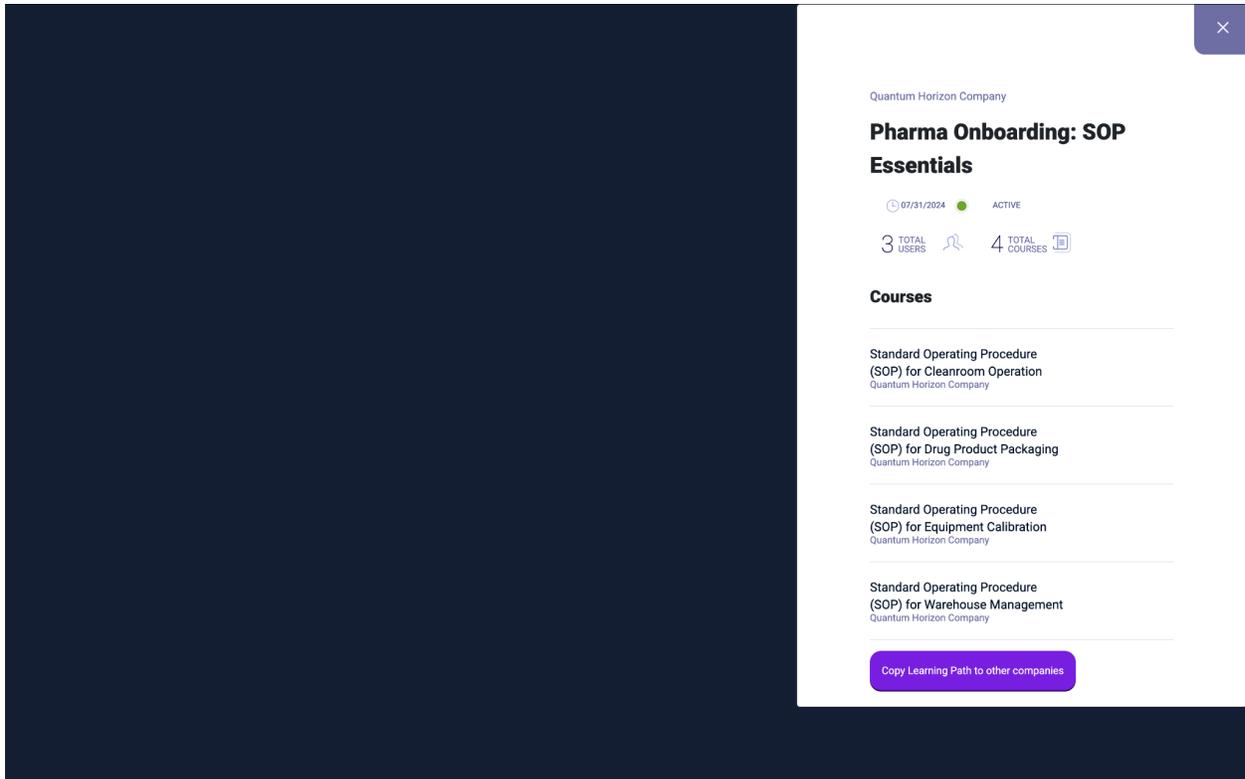
Business Management 101 Easy LMS	18 TOTAL USERS	09/01/2011	ACTIVE	<input type="button" value="Copy"/>
Business Management Soft Skills Easy LMS	14 TOTAL USERS	09/01/2011	ACTIVE	<input type="button" value="Copy"/>
eLeaP - What We Do Easy LMS	8 TOTAL USERS	09/01/2011	INACTIVE	<input type="button" value="Copy"/>
Getting Started: Sample E-Learning Course Easy LMS	7 TOTAL USERS	09/01/2011	ACTIVE	<input type="button" value="Copy"/>
Instant HR Policies Employee Handbook Easy LMS	7 TOTAL USERS	09/01/2011	ACTIVE	<input type="button" value="Copy"/>
Microsoft Word Training Easy LMS	7 TOTAL USERS	09/01/2011	ACTIVE	<input type="button" value="Copy"/>
Sales Training – Section 4 Easy LMS	8 TOTAL USERS	09/01/2011	ACTIVE	<input type="button" value="Copy"/>
Salee Training - Section 1 Easy LMS	7 TOTAL USERS	09/01/2011	ACTIVE	<input type="button" value="Copy"/>

Steps:

1. Navigate to the Courses tab of the source company.
2. Click the course.
3. Choose Copy to Another Company.
4. Select the destination company.
5. Confirm the copy.

Courses retain their structure: videos, quizzes, glossary, etc.

7. Copying Learning Paths Between Accounts

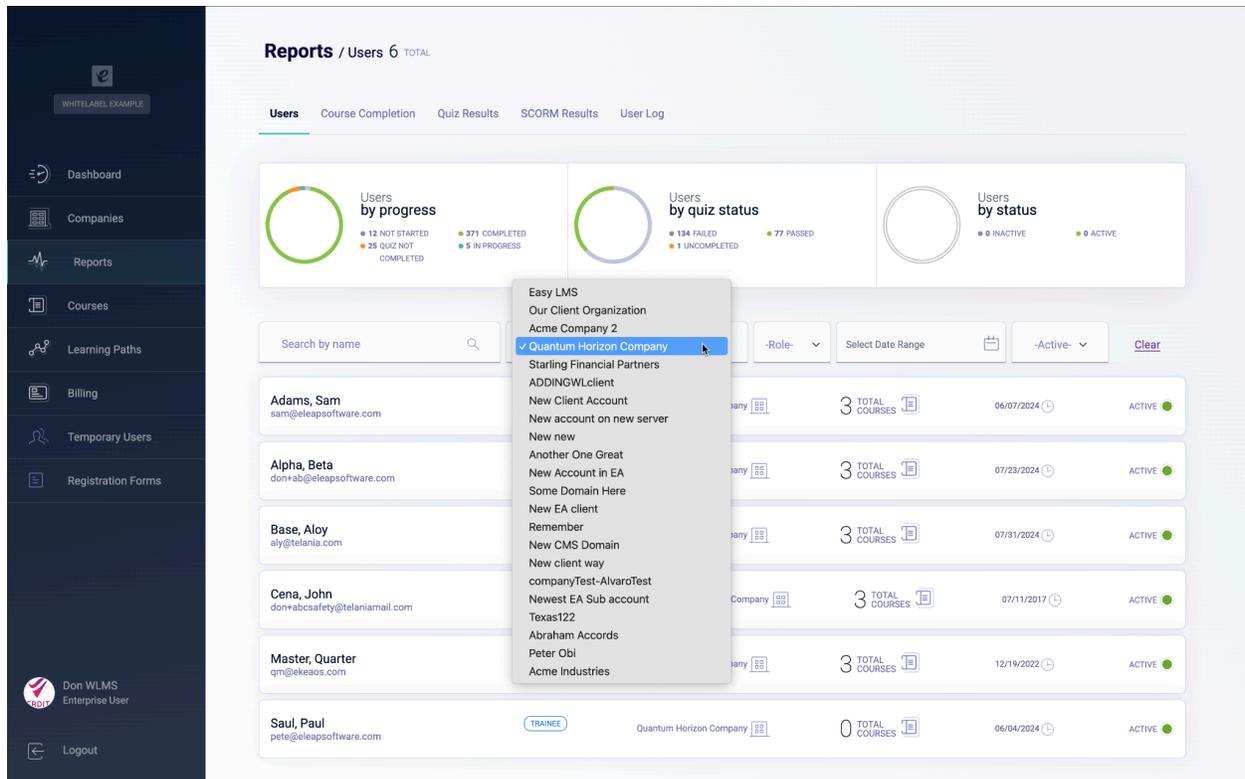


Steps:

1. Open the Learning Paths tab in the source company.
2. Select a Learning Path.
3. Click Copy.
4. Choose the destination company.
5. Confirm copy.

Useful for onboarding sequences, role-based training, or client-specific paths.

8. Reporting in the Enterprise Account



The Reports tab provides a centralized view of high-level data across accounts.

Sub-tabs include:

- Users – View user counts by company.
- Course Completion – Monitor learning progress.
- Quiz Results – Filter by company or date range.
- SCORM Results – Track SCORM course performance.
- User Log – Audit user additions/deletions for billing.

For in-depth reports, access individual LMS instances.

Need Help?

If you have questions about any features in the eLeaP Enterprise Account System, contact your support representative or email support@eleapsoftware.com.

