Benchmark Analytics®

Training Management System Updates

FEATURE UPDATE

What's New

Updated Training Admin Menu

We've updated the Training Management System Admin menu's look and layout to make it easier to use. Overall, navigation has remained the same, with a few key improvements to descriptions, layout, and consistency.

These changes will increase visibility of all tools available to administrators, while also prioritizing the most commonly-used areas for easier access.
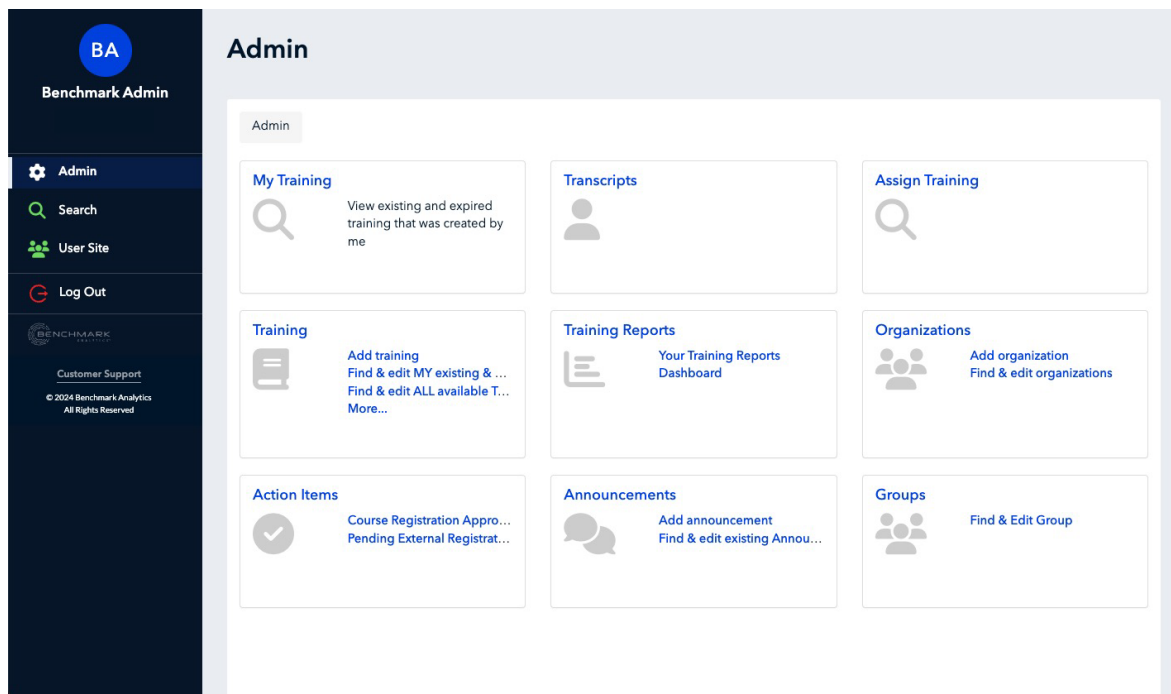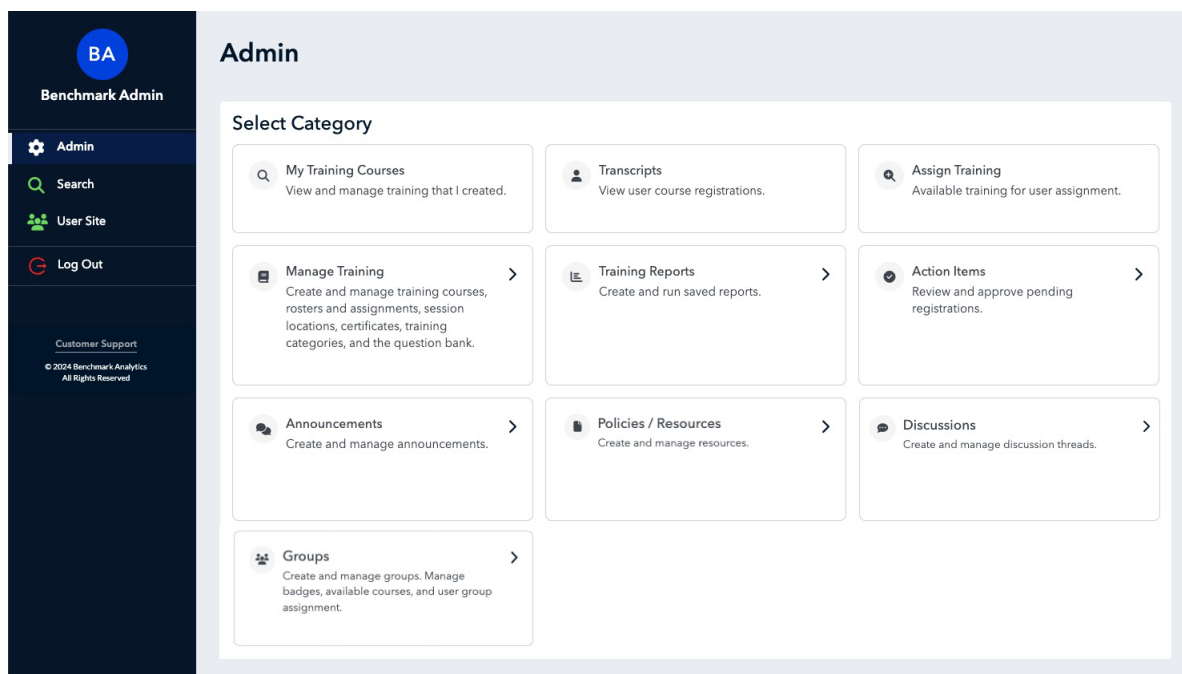
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Updated Style

We've updated the color and weight of text and icons for better accessibility.

Before:
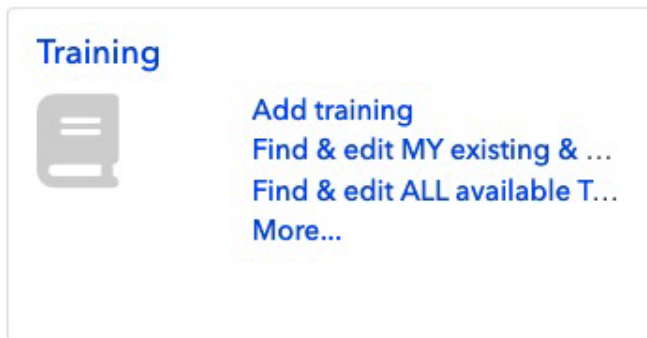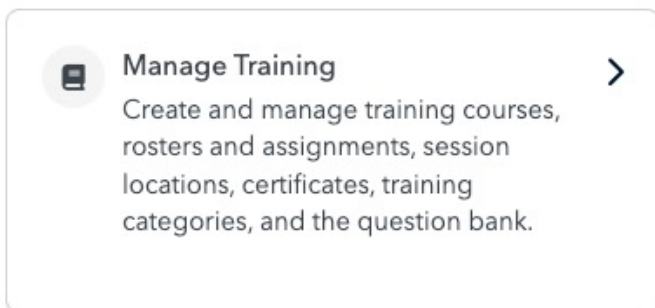

After:

Hyperlinks Have Been Replaced with Detailed Descriptions

Previously, only some tiles included hyperlinks to additional tools, leading to inconsistency. These were helpful shortcuts for some users, while others found it confusing when there wasn't a hyperlink for what they needed to do.

One example is the Training tile. Question Bank and Session Locations were hidden inside this area, and not visible at first glance:

Hyperlinks have been replaced with comprehensive descriptions to enhance clarity and usability.
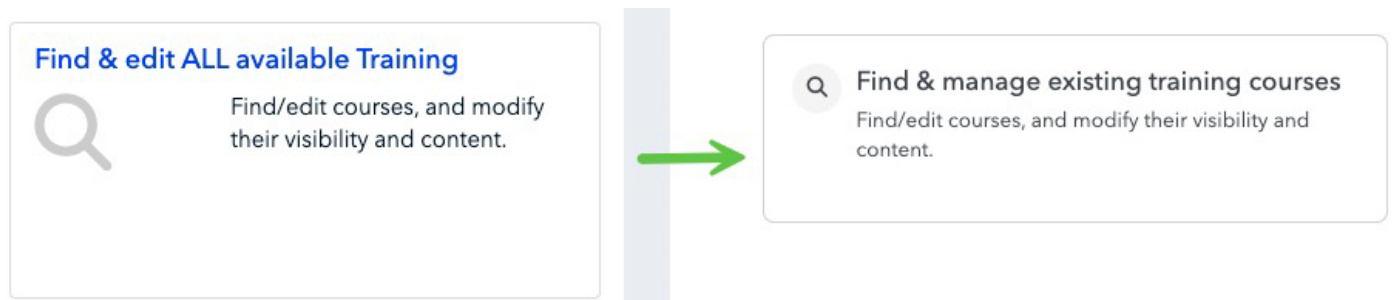
Clearer Labels

We've also updated some tile labels to be clearer:

"My Training" is now "My Training Courses"

Within "Manage Training" you will see that "Find & edit ALL available Training" is now "Find & manage existing training courses."

Consolidated Redundant Tiles to Reduce Clutter

There were several tiles that opened the same search window you see when clicking "My Training Courses." If you are working from a smaller screen, such as a laptop, these extra tiles pushed common tasks and tools off the screen.

We removed "Find & edit MY existing & expired Training" as a standalone tile. You can still access the search window from "My Training Courses" or "Find and manage existing training courses."

Tip: If you don't see the course you are looking for in the Search window, try removing the "My Courses Only" filter to broaden the search.
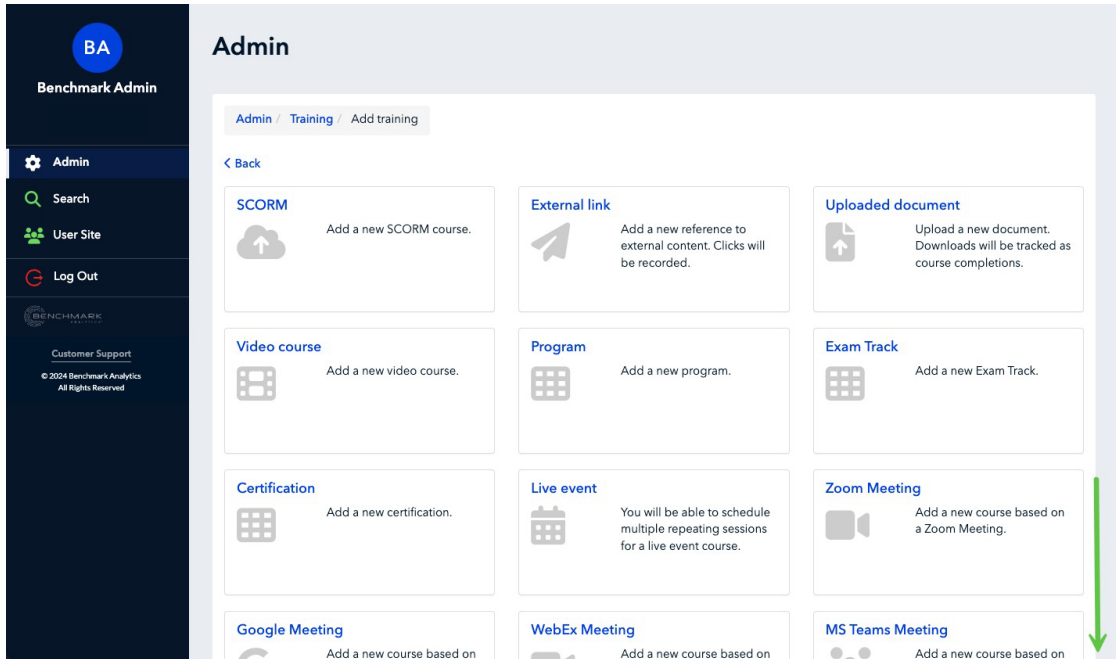

Note: the "Assign Training" tile will be temporarily unavailable while we correct an issue. You can still assign users to training courses by clicking on "My Training Courses." "Assign Training" will return in our next update.

The Most Popular Course Formats Are Easier to Add

When adding training, common course formats like Training History and Exams were at the bottom of the list, and you had to scroll to find them:

We've moved popular formats to the top, like Live Events, SCORM, and Training History. We've also grouped together related courses, like Exam and Exam Track.