



EleccateTM

INTELLIGENT **CATERING + EVENT + RENTAL** SOFTWARE

User Manual





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Introduction:

The Academy is designed to support the onboarding process for new users, providing a centralized space to learn about the application and the procedures followed across different departments. Learning materials are delivered through videos, organized into short lessons and courses for easy navigation and understanding. Users can simply enroll in the course of their choice to begin learning about a specific topic at their own pace.

User Roles:

The Academy includes three different user roles, each with specific permissions and responsibilities:

1. Student

Students have access to the Academy's learning content and can enroll in any available course or section. Once enrolled, they can view training materials and track their own progress. However, students do not have permission to create, edit, upload, or delete content within the Academy.

2. Organization Admin

Organization Admins have all the capabilities of a student, including access to courses and learning materials. In addition, they can monitor and track the progress of students within their organization, allowing them to easily review course completion and learning activity.

3. Global Admin

Global Admins have full access to the Academy and its management features. This role can create and manage learning content, upload videos, develop new courses, modify course structures and sequences, and oversee all Academy operations. Global Admins have complete administrative control over the platform.

How to provide access to an active user, to the Elecate Academy:

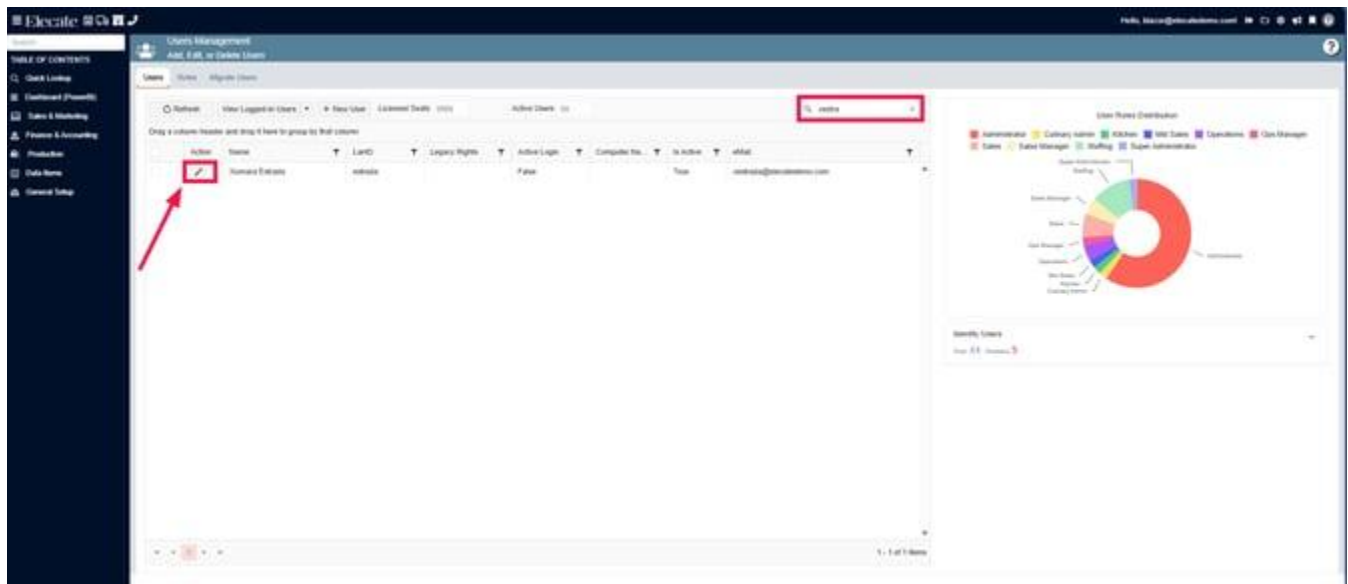
- At the top of the screen, click on the Gear Icon



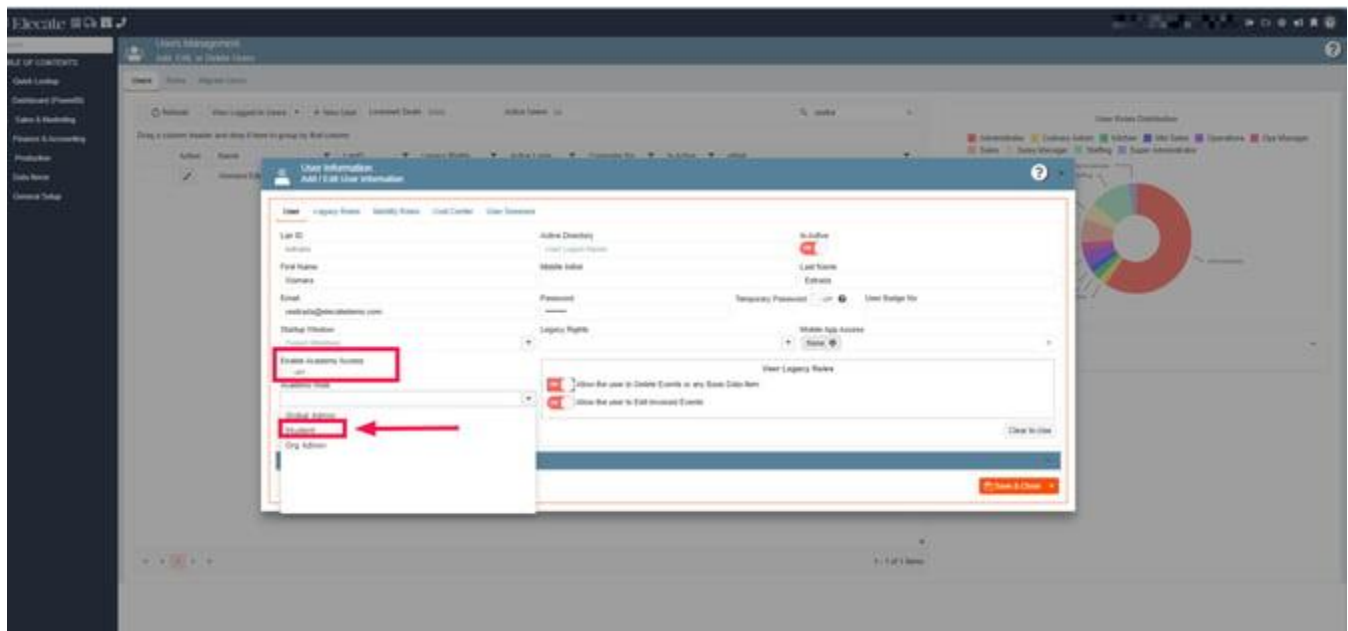
- Navigate to the second page, select Users Management



- Search for the user ID, in the search bar



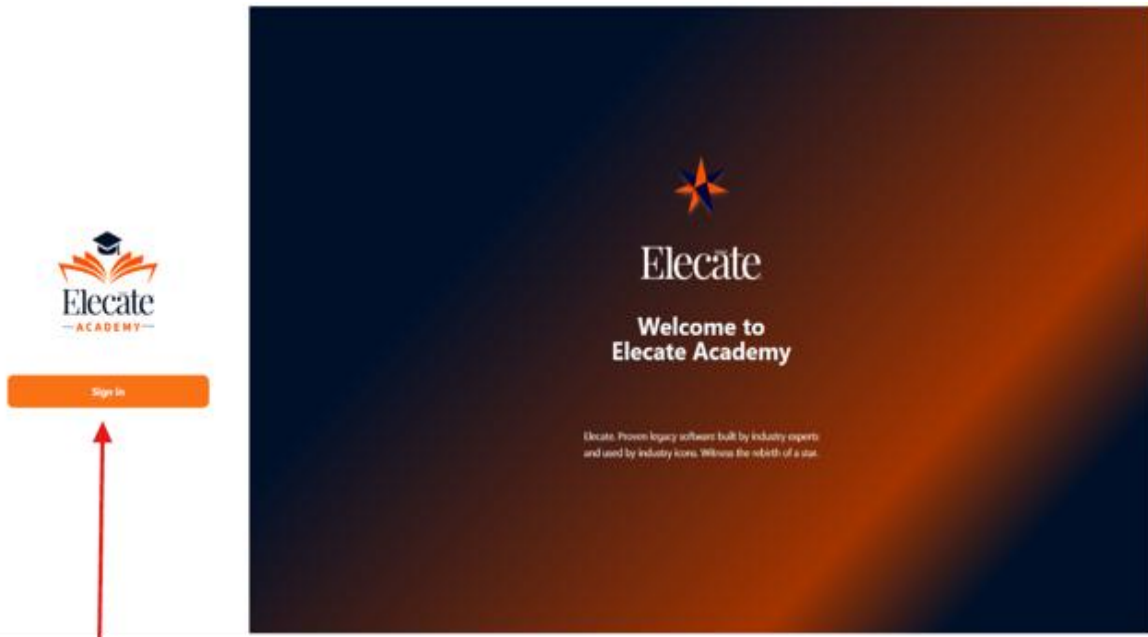
- Click on the Pen Icon to see the user's information, in the following window you need to turn ON the Toggle Enable Academy Access and in the Academy Role drop-down, you can either select Student, Organization Admin or Global Admin:



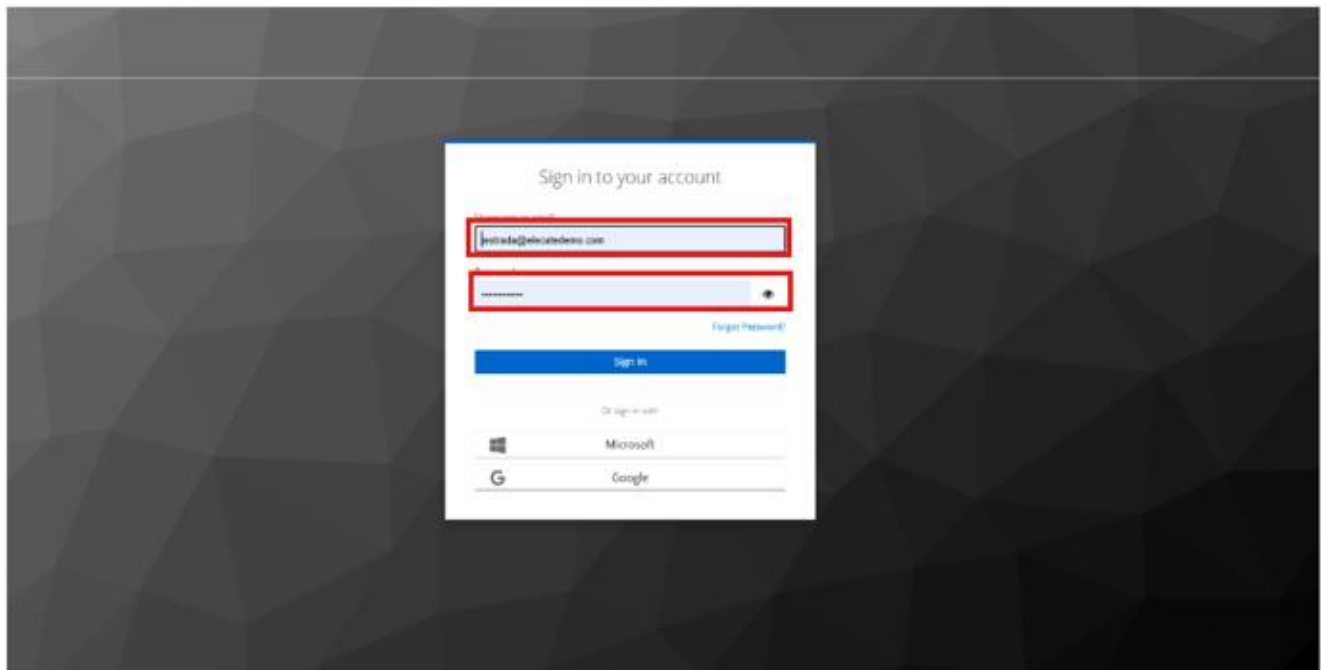
Once you have completed the steps, click on Save and Close, next the user just needs to go to the academy link, log in using the User ID and password.

First time log in (Student):

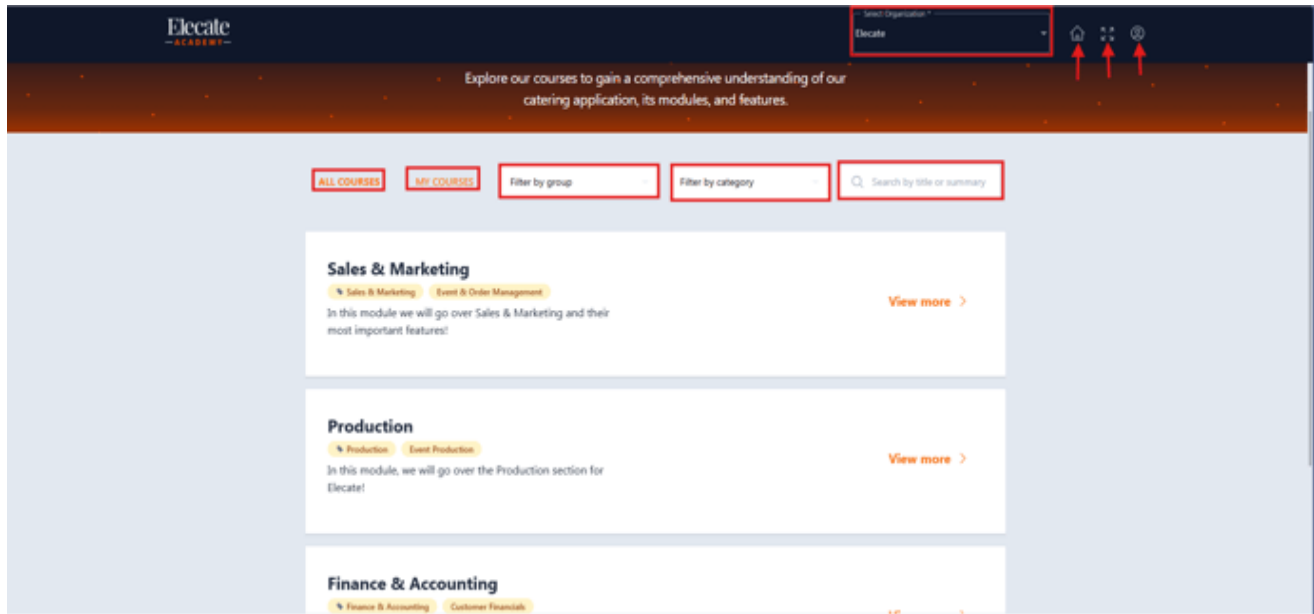
- Click on the Sign In button:



- Enter the email address, plus the password, tap on Sign In:

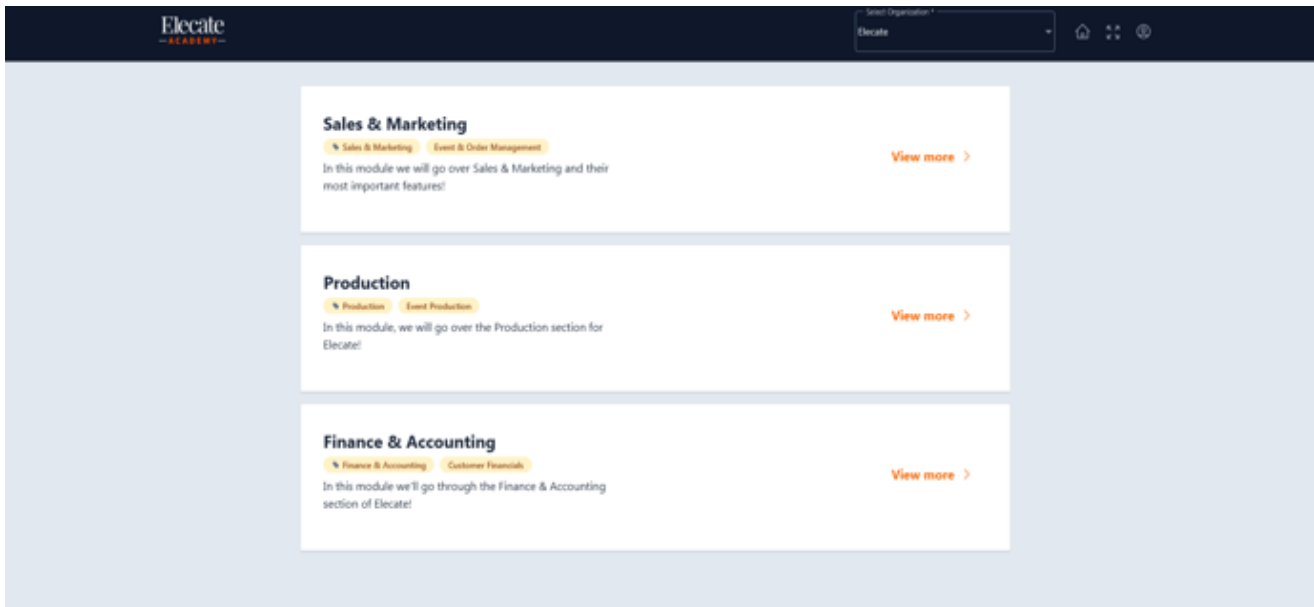


- Once the user is in the main screen, need to select an organization, next to the organization box, they can find the Home, Maximize and Profile Icon:

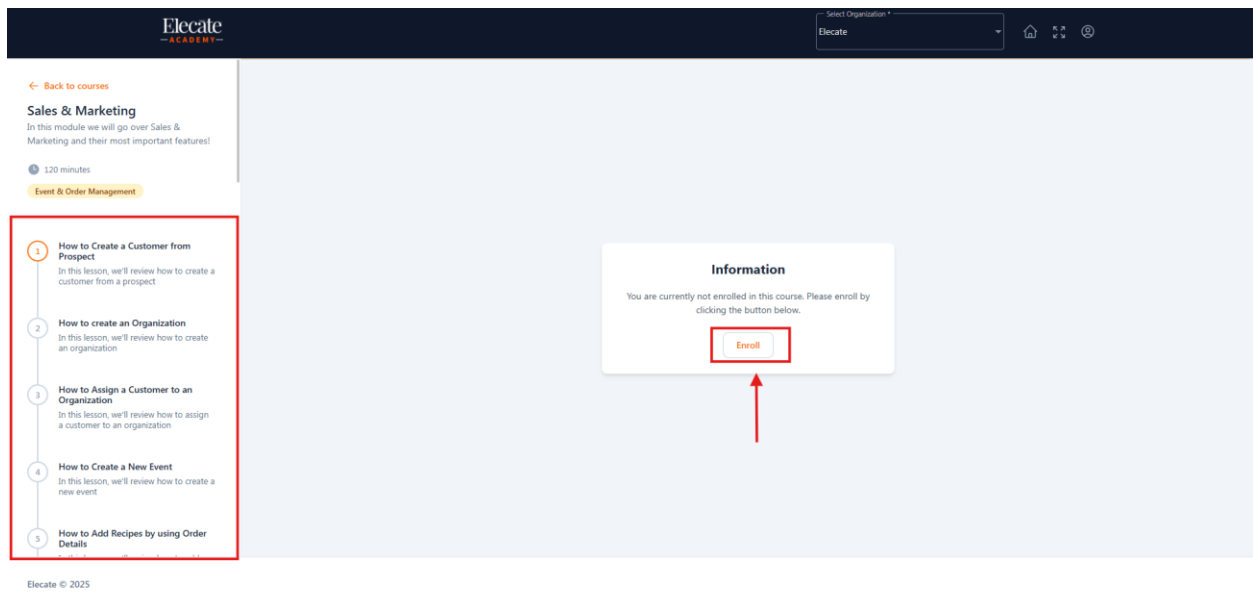


- Additionally, you can find the All Courses and My Courses options, also you can filter by group, by category and search for title or summary.

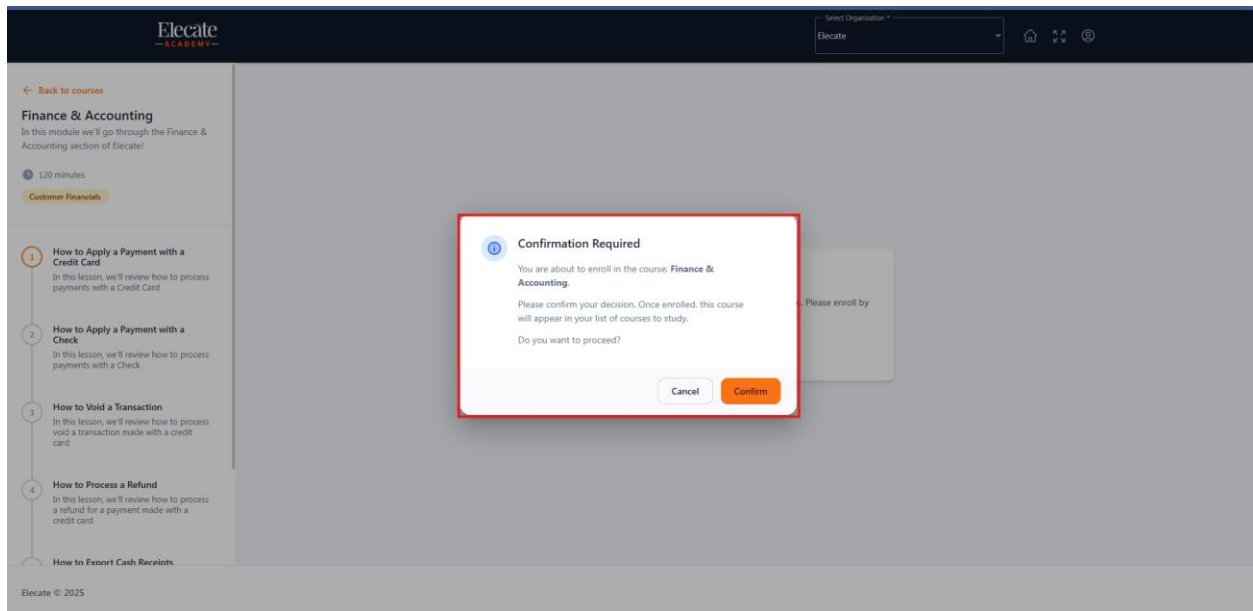
In the same screen, the user will see the available courses:



- Once the user clicks on one the courses, they will see the following screen, where they will have to click on Enroll:

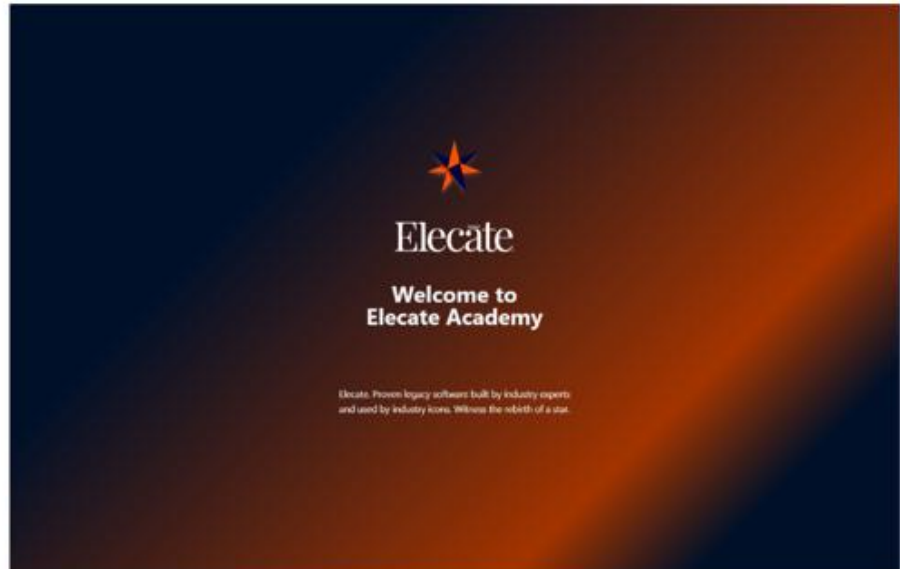


- On the left side of the screen, the user will see all the videos related to that course. When the user clicks on Enroll, the following box will appear:

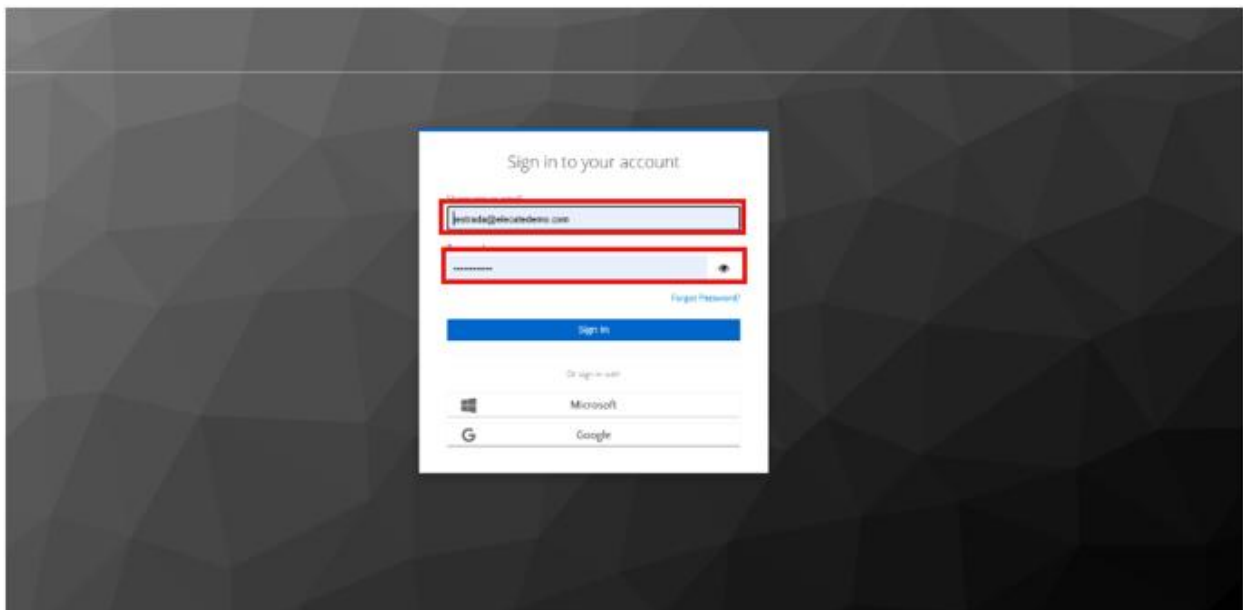


First time log in (Organization Admin.):

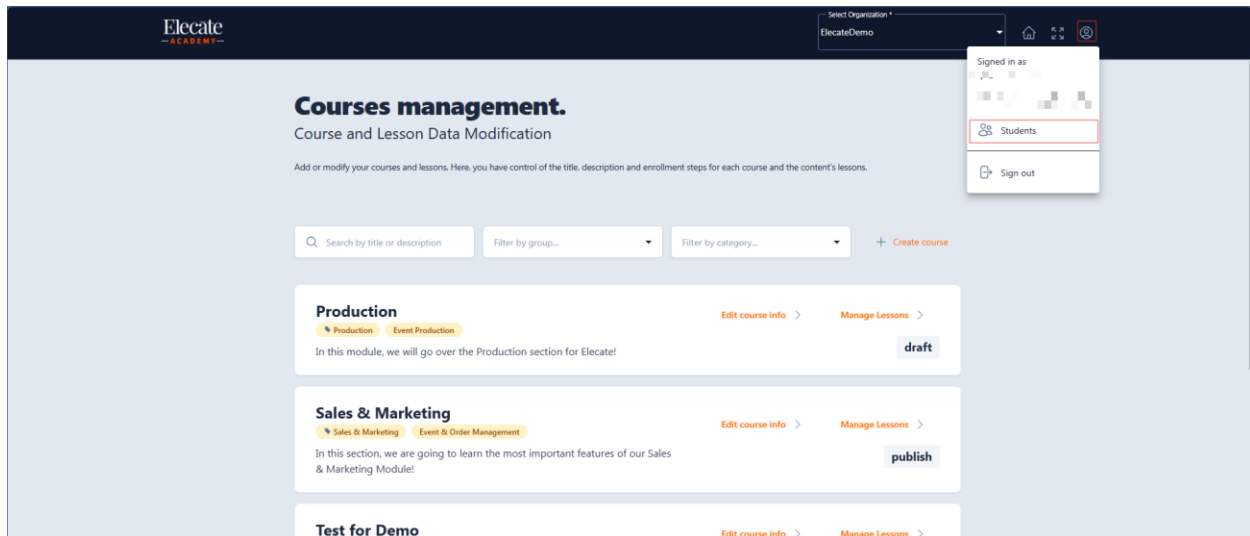
- Access to: <https://academy.elecate.net/apps/academy>
- Click on the Sign In button:



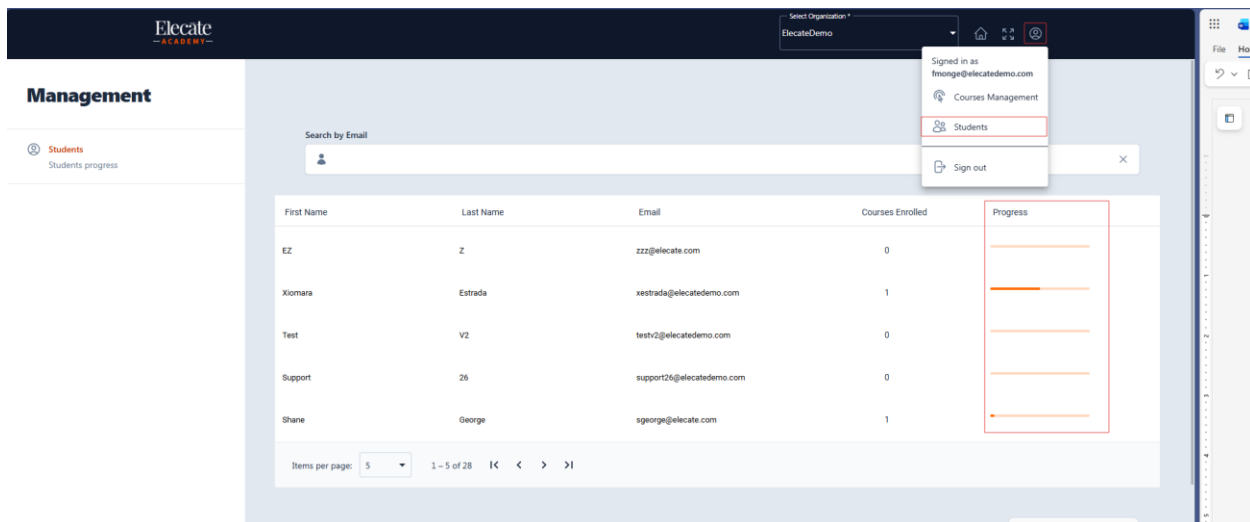
- Enter the email address, plus the password, tap on Sign In:



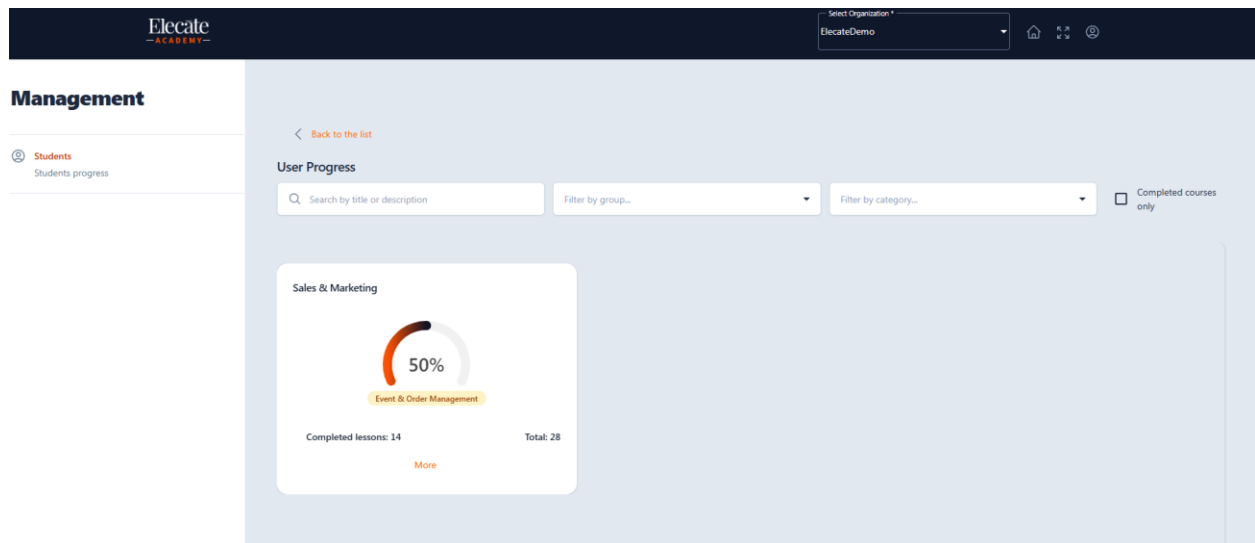
- When you click the Profile icon, you will see two options: Students and Sign Out. The options available may vary depending on your assigned role and permissions within the platform.



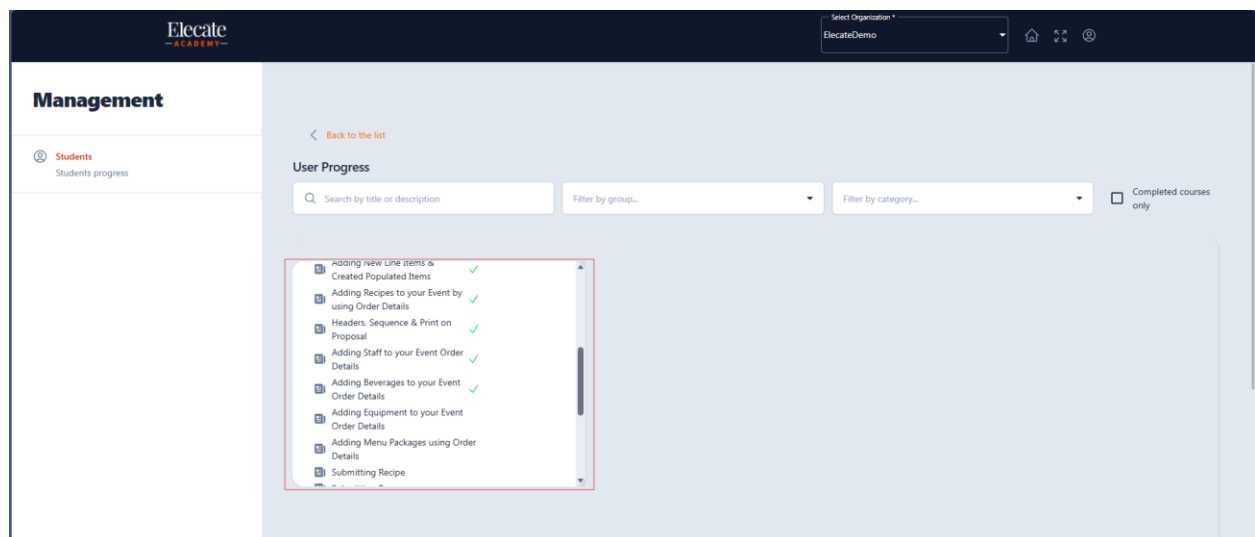
- As an Organization Admin, you can track learner activity across your organization. You can view each student's course enrollments, monitor their progress, and review their completion status in the courses they are taking. How you can see this information, click on the Profile Icon and select the Student option:



- To review the progress of a specific user, select the desired user from the list. You will be able to view their progress percentage, along with the number of completed lessons and the total number of lessons available in each enrolled course.

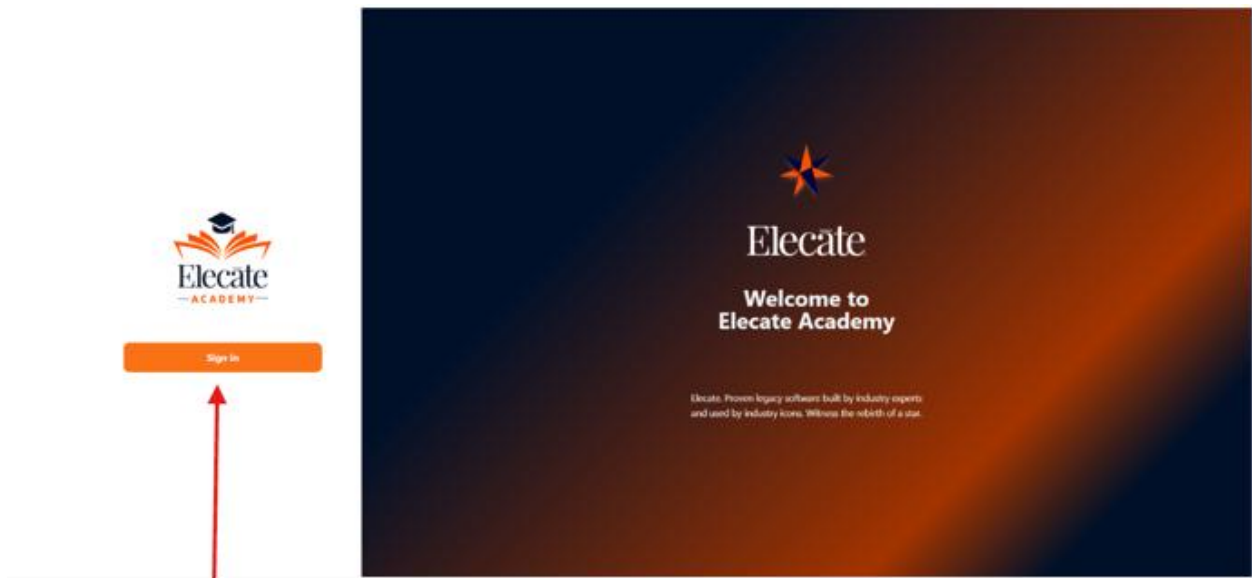


- To view the topics within a specific course and identify which ones have been completed by the student, click More. A detailed list of course topics will be displayed, with a check mark next to each topic that the student has successfully completed.

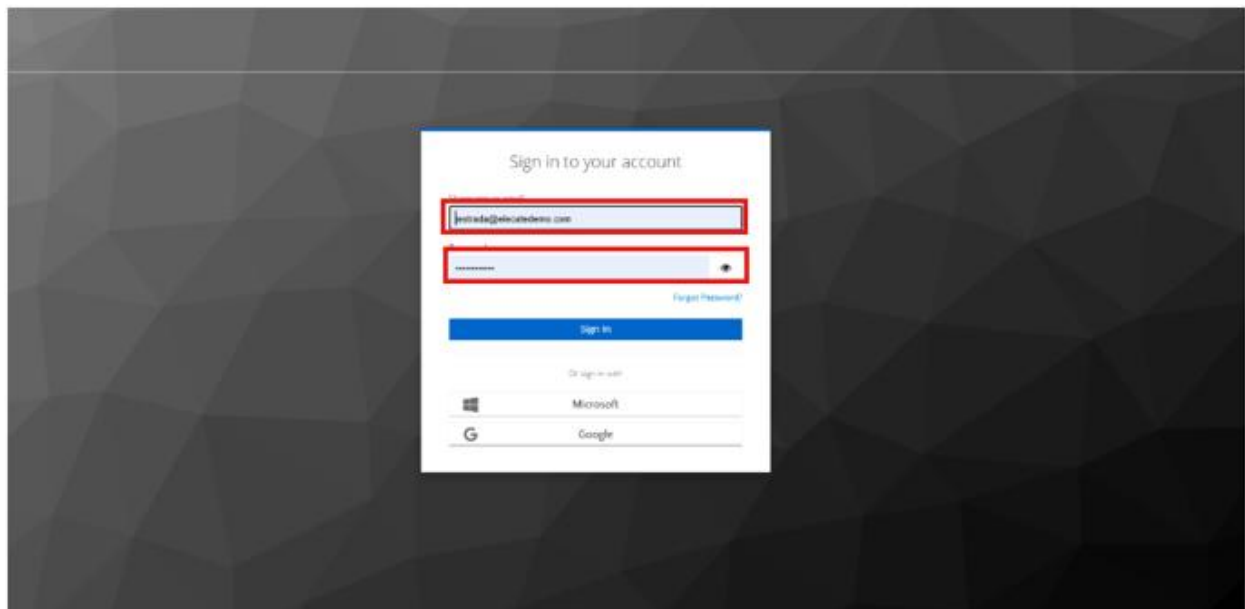


First time log in (Global Admin):

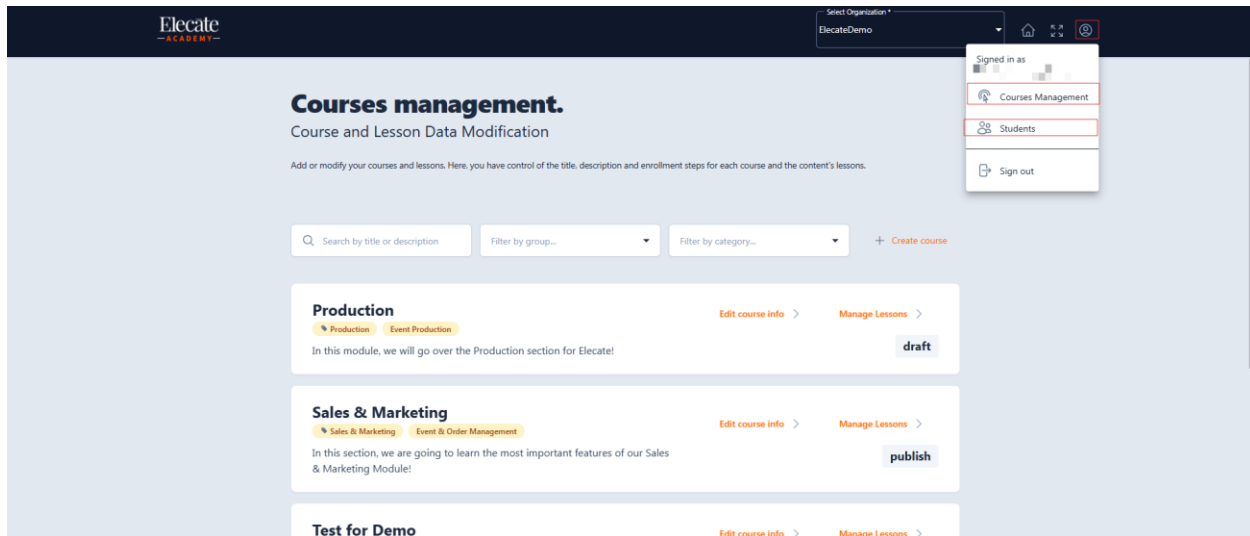
- Click on the Sign In button:



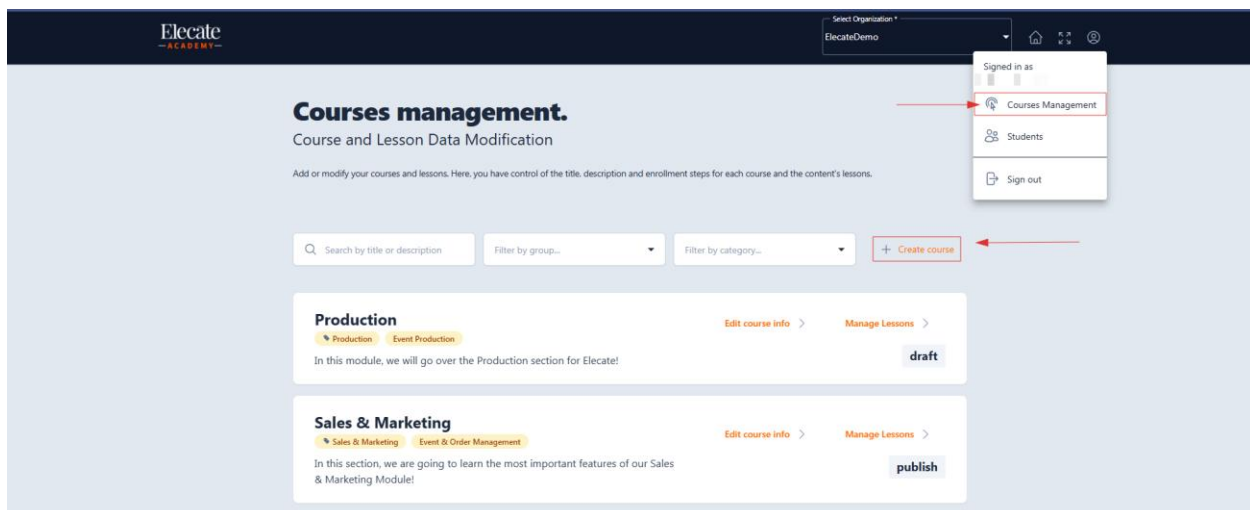
- Enter the email address, plus the password, tap on Sign In:



- When you click the Profile icon, you will see three options: Students, Courses Management and Sign Out. The options available may vary depending on your assigned role and permissions within the platform.



- As a Global Admin, you can create and manage the learning content available in the Academy, including courses and videos. To begin creating or managing content, navigate to the **Courses Management** section by clicking on Courses Management from the menu, select **Create Course**



- To create a new course, click Create Course. A course setup page will open, where you will need to provide the required information, such as the course name, description, and other applicable details. After completing all required fields, click Save to create the course.

Information regarding of the new course

Title*

Summary*

Estimated time of completion (minutes)*

0

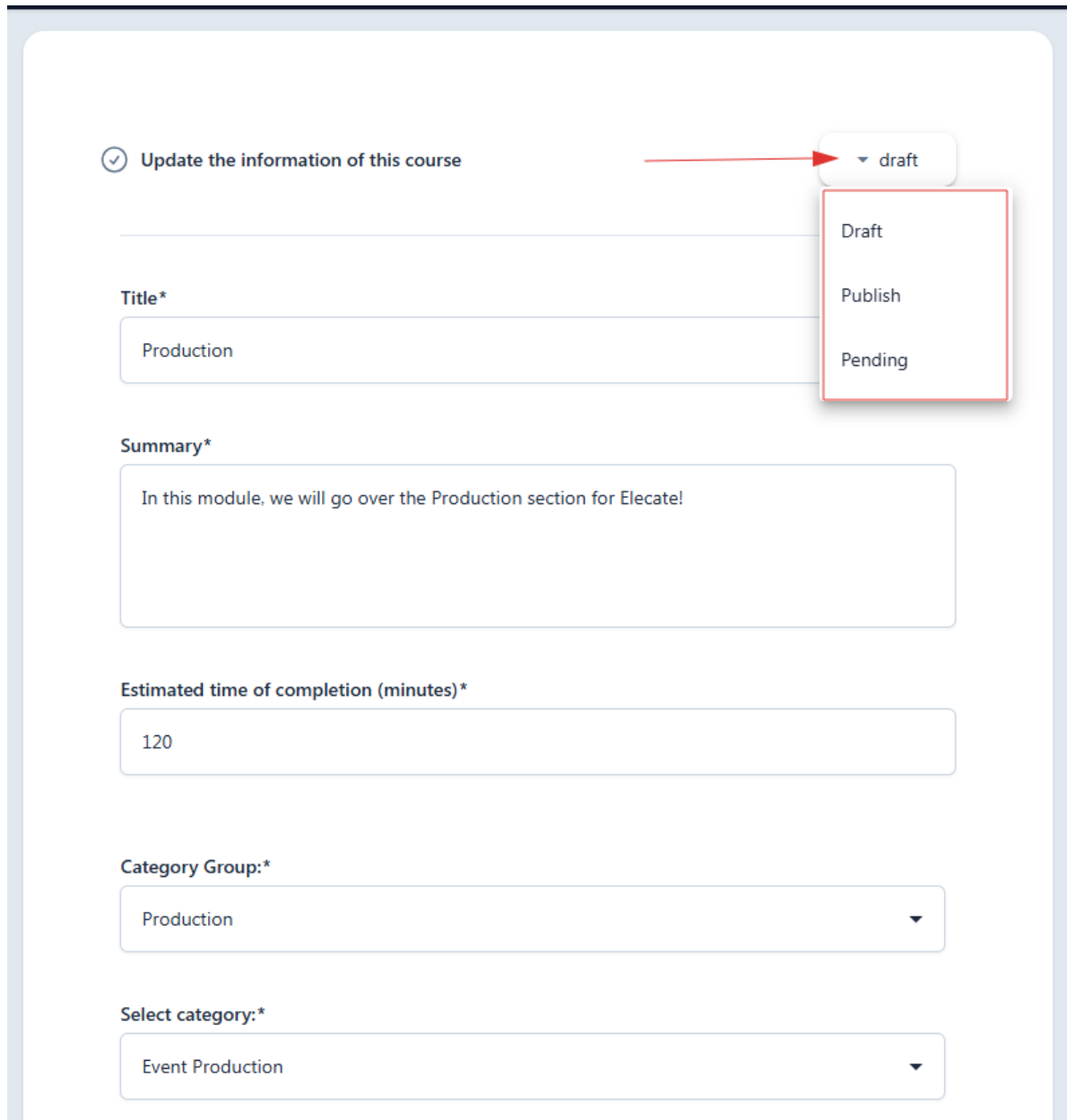
Category Group:*

Select category:*

Go back

Save

- After creating a course, you can assign one of three statuses: *Draft*, *Pending*, or *Published*. The selected status determines whether the course is visible to students in the course catalog. Only courses with the appropriate visibility status will be available for students to view and enroll in during course selection.



The screenshot shows a web form for updating course information. At the top, there is a header with a checkmark icon and the text "Update the information of this course". To the right of this header is a dropdown menu currently set to "draft". A red arrow points from the header text to the dropdown menu. The dropdown menu is open, showing three options: "Draft", "Publish", and "Pending". Below the header, the form contains several input fields: "Title*" with the value "Production", "Summary*" with the text "In this module, we will go over the Production section for Elecate!", "Estimated time of completion (minutes)*" with the value "120", "Category Group:*" with the value "Production", and "Select category:*" with the value "Event Production".

✓ Update the information of this course

▼ draft

Draft

Publish

Pending

Title*

Production

Summary*

In this module, we will go over the Production section for Elecate!

Estimated time of completion (minutes)*

120

Category Group:*

Production

Select category:*

Event Production

Pending:

Select Pending when the module requires review before being published. This status allows another person to verify the information and make any last-minute updates or corrections before the content becomes visible to students.

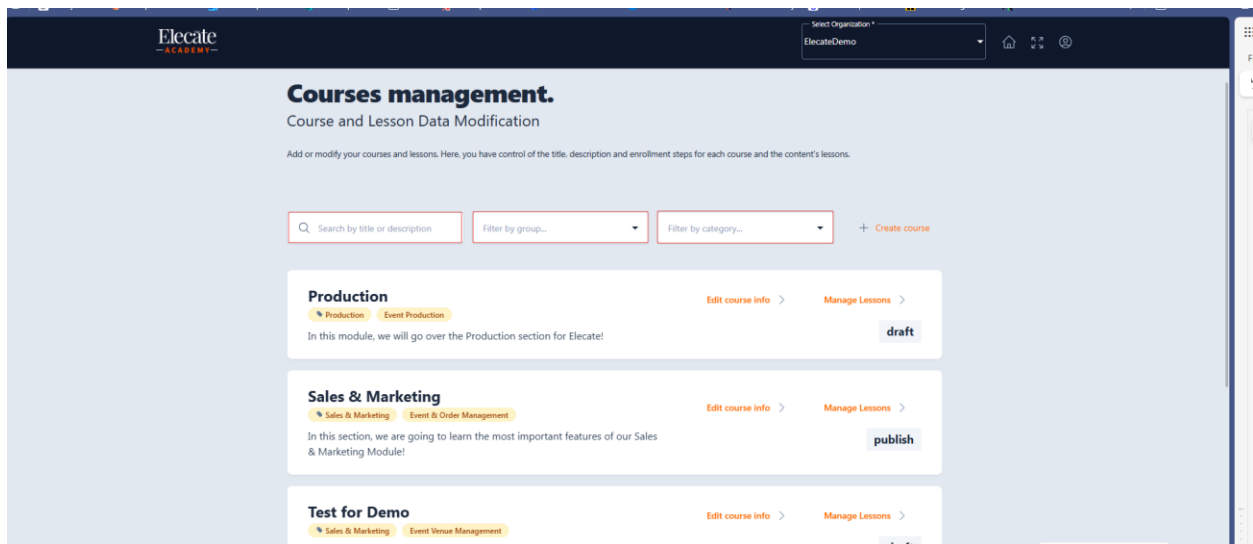
Published:

Select Published once all required information has been completed and reviewed. When a module is published, the content becomes visible and accessible to students.

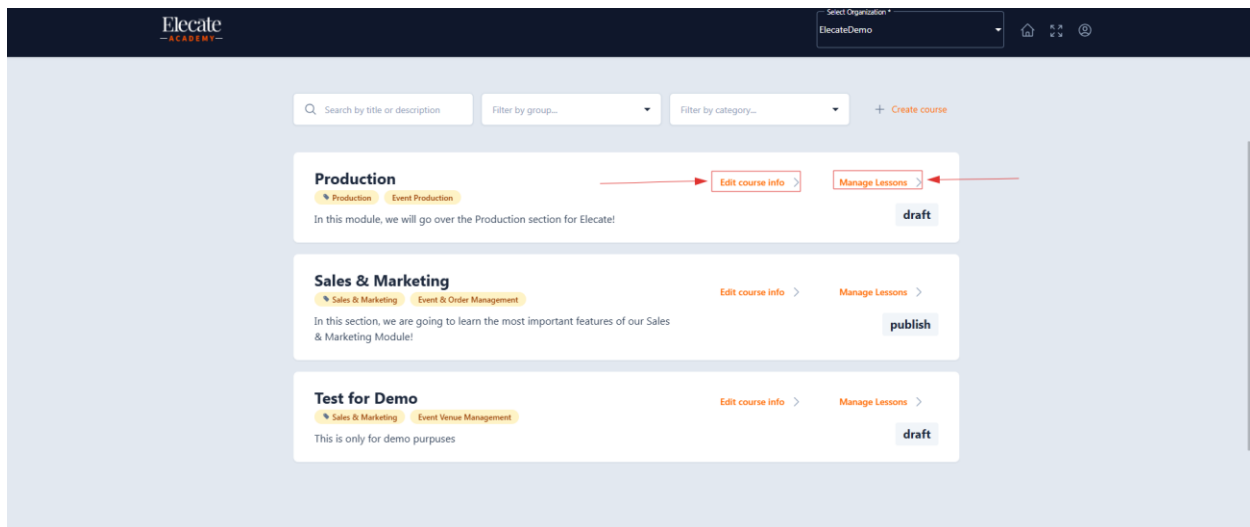
Draft:

Select Draft when the module is still being created, or additional information needs to be added. Content in Draft status is only visible to Global Admins and cannot be viewed by students until it is published.

- On the Main Screen of the Course Management window, you can either search by Title or Description, Filter by Group or Filter by Category:



- On the main *Course Management* screen, you can view all existing courses within the Academy. From this section, you can manage your courses by selecting either *Edit Course Info* to update course details or *Manage Lessons* to add, modify, or organize the lessons associated with a course.



- When you select *Manage Lessons*, the lesson management screen will appear. From this page, you can organize the lessons within the course by changing their order, as well as adding or deleting lessons. This allows you to keep course content up to date and ensure lessons are presented in the correct sequence for learners.

