

FranklinCovey
ALL ACCESS PASS®

Admin Guide
for All Access Pass Portal 2.2

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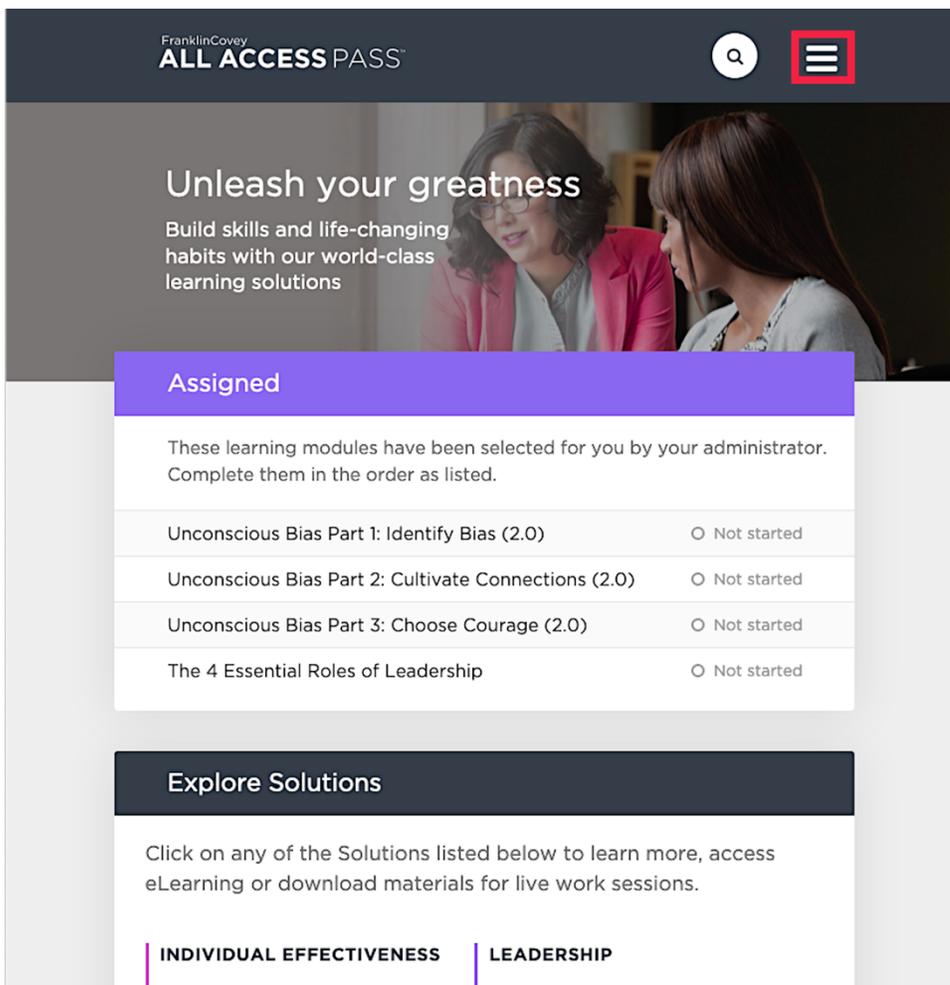
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Changing Your User Information

The User Profile page allows you to change your user information. On this page, you can change the following:

- Preferred Language
- Password
- First and Last Name
- Region

To access the User Profile page, start by opening the menu by clicking the button in the upper-right of any page.



FranklinCovey
ALL ACCESS PASS

Unleash your greatness
Build skills and life-changing habits with our world-class learning solutions

Assigned

These learning modules have been selected for you by your administrator. Complete them in the order as listed.

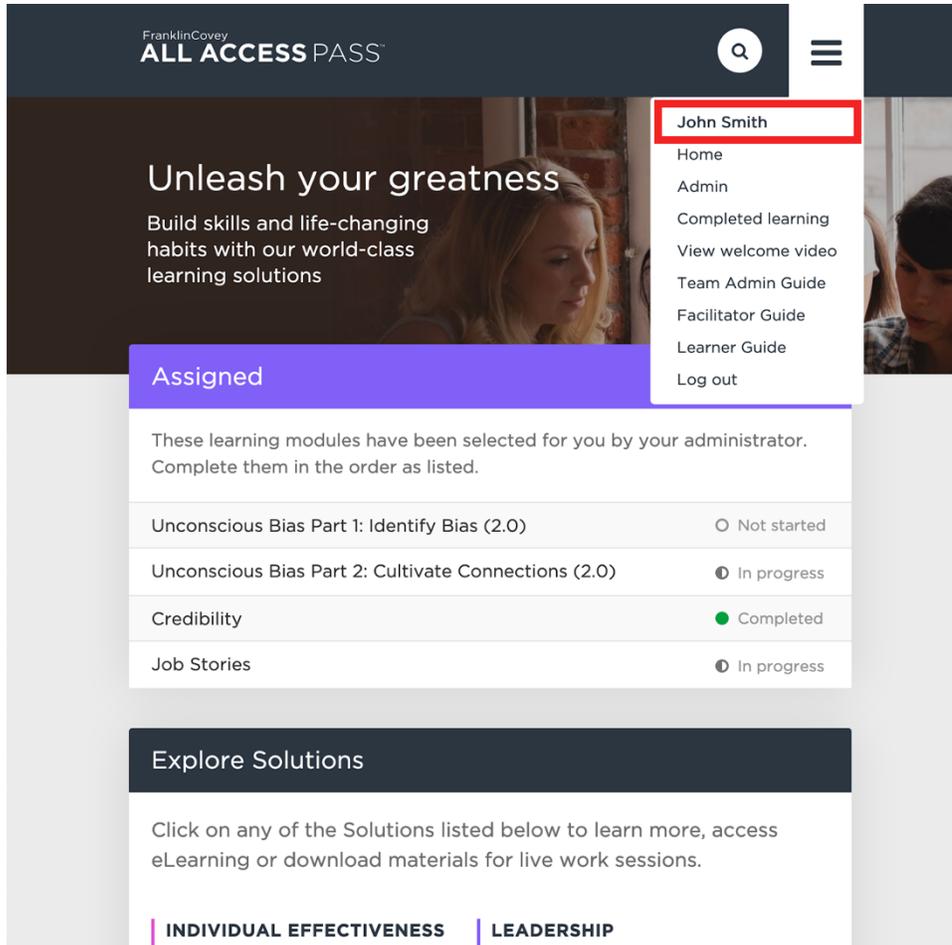
Unconscious Bias Part 1: Identify Bias (2.0)	<input type="radio"/> Not started
Unconscious Bias Part 2: Cultivate Connections (2.0)	<input type="radio"/> Not started
Unconscious Bias Part 3: Choose Courage (2.0)	<input type="radio"/> Not started
The 4 Essential Roles of Leadership	<input type="radio"/> Not started

Explore Solutions

Click on any of the Solutions listed below to learn more, access eLearning or download materials for live work sessions.

INDIVIDUAL EFFECTIVENESS | **LEADERSHIP**

When the menu appears, click on your name.



The screenshot shows the FranklinCovey ALL ACCESS PASS user interface. At the top, there is a dark blue header with the FranklinCovey logo and the text "ALL ACCESS PASS". A search icon and a menu icon are also present. Below the header, there is a main content area with a large image of a woman and the text "Unleash your greatness" and "Build skills and life-changing habits with our world-class learning solutions". A purple bar labeled "Assigned" is visible. Below this, there is a table of learning modules with their status. A dropdown menu is open, showing the user's name "John Smith" (highlighted with a red box) and a list of navigation options: Home, Admin, Completed learning, View welcome video, Team Admin Guide, Facilitator Guide, Learner Guide, and Log out. At the bottom, there is a section titled "Explore Solutions" with a list of categories: INDIVIDUAL EFFECTIVENESS and LEADERSHIP.

FranklinCovey
ALL ACCESS PASS

Unleash your greatness
Build skills and life-changing habits with our world-class learning solutions

Assigned

These learning modules have been selected for you by your administrator. Complete them in the order as listed.

Unconscious Bias Part 1: Identify Bias (2.0)	<input type="radio"/> Not started
Unconscious Bias Part 2: Cultivate Connections (2.0)	<input checked="" type="radio"/> In progress
Credibility	<input checked="" type="radio"/> Completed
Job Stories	<input checked="" type="radio"/> In progress

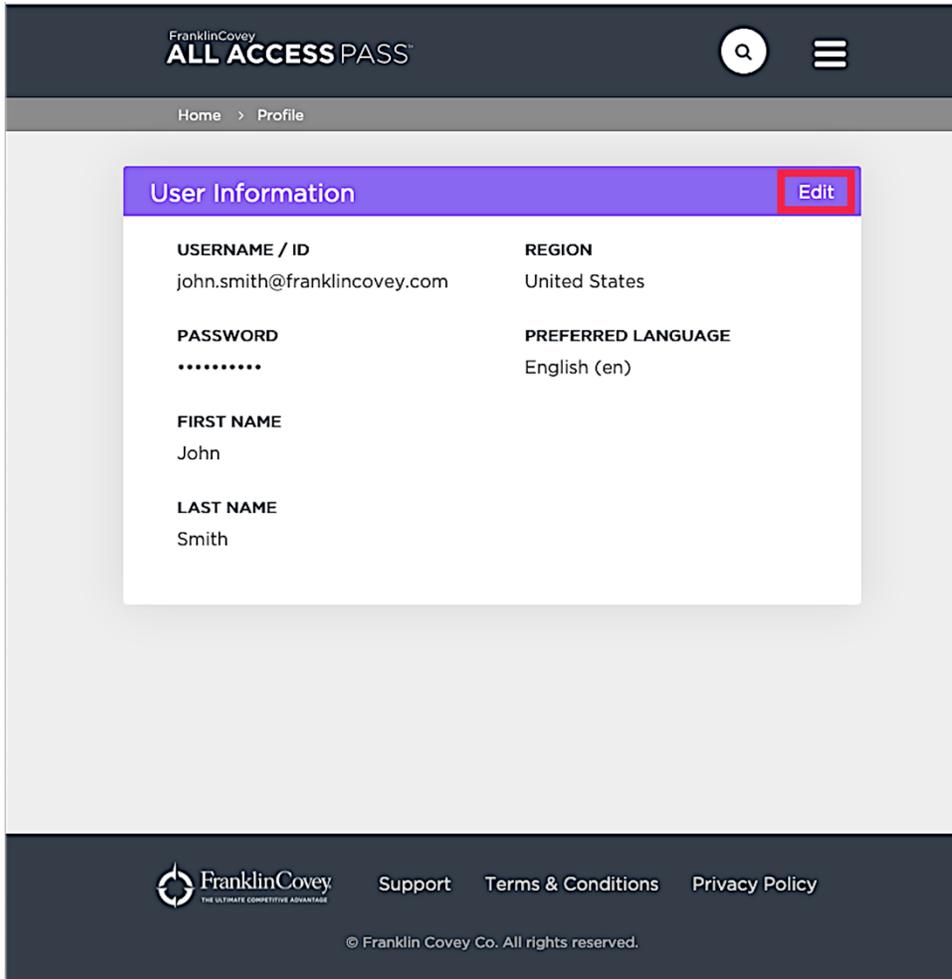
Explore Solutions

Click on any of the Solutions listed below to learn more, access eLearning or download materials for live work sessions.

INDIVIDUAL EFFECTIVENESS | **LEADERSHIP**

John Smith
Home
Admin
Completed learning
View welcome video
Team Admin Guide
Facilitator Guide
Learner Guide
Log out

Click Edit to make changes to your profile.



FranklinCovey
ALL ACCESS PASS

Home > Profile

User Information [Edit](#)

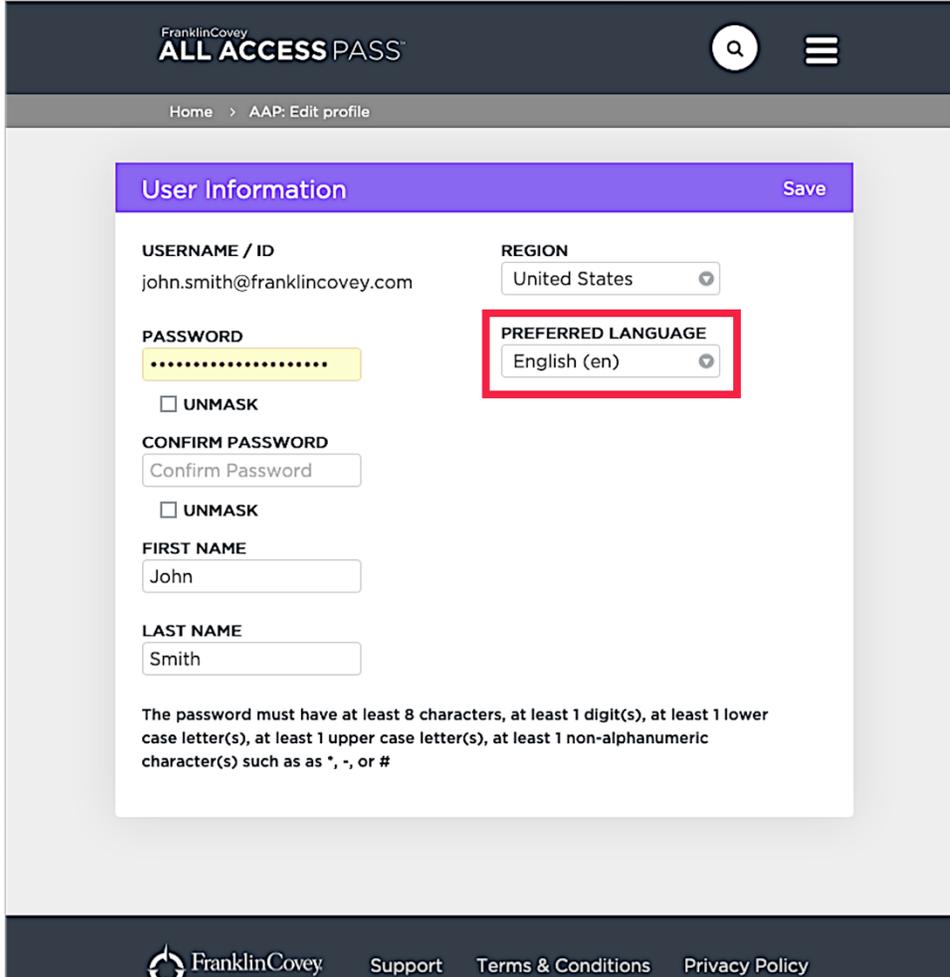
USERNAME / ID john.smith@franklincovey.com	REGION United States
PASSWORD *****	PREFERRED LANGUAGE English (en)
FIRST NAME John	
LAST NAME Smith	

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Choosing Your Preferred Language

You can choose your preferred language by using the dropdown menu.



The screenshot shows the 'User Information' section of the 'ALL ACCESS PASS' profile page. The 'PREFERRED LANGUAGE' dropdown menu is highlighted with a red box. The page includes a search icon and a menu icon in the top right corner. The breadcrumb trail is 'Home > AAP: Edit profile'. The 'Save' button is located in the top right corner of the form area. The 'PREFERRED LANGUAGE' dropdown menu is currently set to 'English (en)'. The 'REGION' dropdown menu is set to 'United States'. The 'PASSWORD' field is masked with dots, and there is an 'UNMASK' checkbox below it. The 'CONFIRM PASSWORD' field is labeled 'Confirm Password' and also has an 'UNMASK' checkbox below it. The 'FIRST NAME' field contains 'John' and the 'LAST NAME' field contains 'Smith'. A password requirement note is displayed at the bottom of the form area.

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ALL ACCESS PASS

Home > AAP: Edit profile

User Information Save

USERNAME / ID
john.smith@franklincovey.com

PASSWORD
.....
 UNMASK

CONFIRM PASSWORD
Confirm Password
 UNMASK

FIRST NAME
John

LAST NAME
Smith

REGION
United States

PREFERRED LANGUAGE
English (en)

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #

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When you have finished making changes to your profile, click Save.

Changing Your Password

To change your password, type your new password into the Password box. Type the same password into the Confirm Password box.

Tip: If you check the Unmask radio button, the password will not be hidden. Use this box to make sure that your new password is the same in both boxes.

Note: When choosing a new password, remember that the password must have at least eight characters, at least one digit, at least one lower case letter, at least one upper case letter, and at least one non-alphanumeric character (such as *, -, or #).

The screenshot shows the 'User Information' section of the FranklinCovey 'ALL ACCESS PASS' user profile edit page. The page has a dark blue header with the FranklinCovey logo and 'ALL ACCESS PASS' text. Below the header is a breadcrumb trail: 'Home > AAP: Edit profile'. The main content area is white with a purple header for the 'User Information' section, which includes a 'Save' button. The 'PASSWORD' and 'CONFIRM PASSWORD' fields are highlighted with a red box. The 'UNMASK' checkboxes are also visible. The 'FIRST NAME' and 'LAST NAME' fields are filled with 'John' and 'Smith' respectively. The 'REGION' dropdown is set to 'United States' and the 'PREFERRED LANGUAGE' dropdown is set to 'English (en)'. A password requirement note is at the bottom of the form.

FranklinCovey
ALL ACCESS PASS

Home > AAP: Edit profile

User Information Save

USERNAME / ID
john.smith@franklincovey.com

REGION
United States

PASSWORD
.....

UNMASK

CONFIRM PASSWORD
Confirm Password

UNMASK

PREFERRED LANGUAGE
English (en)

FIRST NAME
John

LAST NAME
Smith

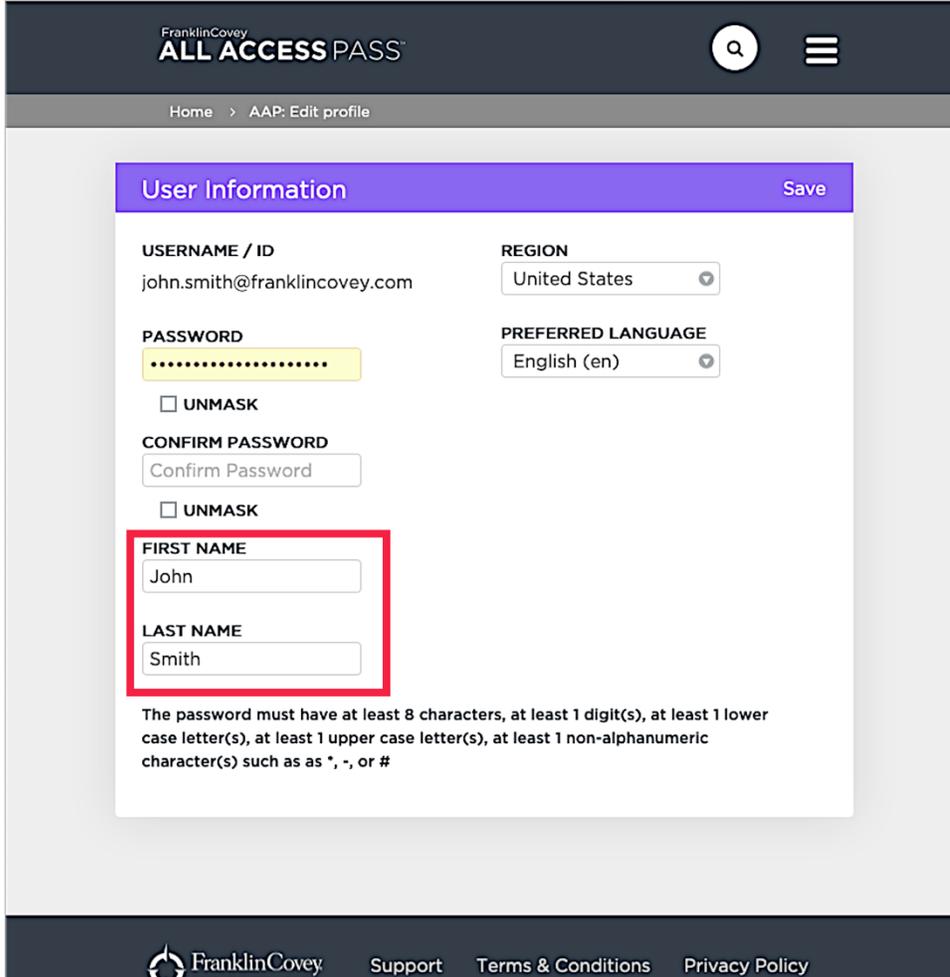
The password must have at least 8 characters, at least 1 digit, at least 1 lower case letter, at least 1 upper case letter, and at least 1 non-alphanumeric character such as *, -, or #

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When you have finished making changes to your profile, click Save.

Changing Your Name

Use the First Name and Last Name boxes to make changes to the name associated with your account.



FranklinCovey
ALL ACCESS PASS

Home > AAP: Edit profile

User Information Save

USERNAME / ID
john.smith@franklincovey.com

REGION
United States

PASSWORD
.....

UNMASK

CONFIRM PASSWORD
Confirm Password

UNMASK

FIRST NAME
John

LAST NAME
Smith

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #

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When you have finished making changes to your profile, click Save.

Finding Content

Content Assigned to You

Any learning module that has been assigned to you by your Administrator will be prominently displayed on the home page of the All Access Pass site. You can see the title of the module, as well as your progress in each one.

The screenshot shows the FranklinCovey All Access Pass website. At the top, there is a navigation bar with the FranklinCovey logo and the text "ALL ACCESS PASS". Below the navigation bar is a hero section with the headline "Unleash your greatness" and the sub-headline "Build skills and life-changing habits with our world-class learning solutions".

A red box highlights the "Assigned" section, which contains the following text: "These learning modules have been selected for you by your administrator. Complete them in the order as listed." Below this text is a table of assigned modules:

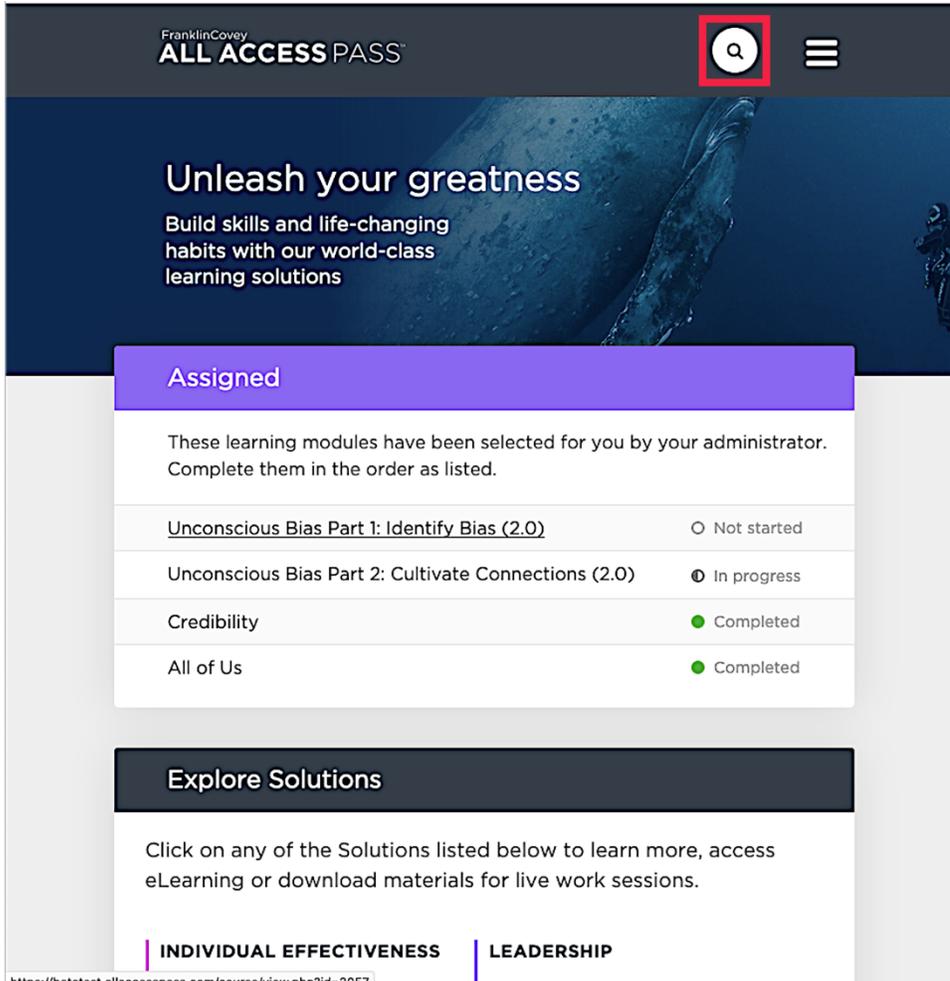
Module Title	Progress Status
<u>Unconscious Bias Part 1: Identify Bias (2.0)</u>	○ Not started
Unconscious Bias Part 2: Cultivate Connections (2.0)	◐ In progress
Credibility	● Completed
All of Us	● Completed

Below the "Assigned" section is an "Explore Solutions" section with the text: "Click on any of the Solutions listed below to learn more, access eLearning or download materials for live work sessions." At the bottom of the page, there are two tabs: "INDIVIDUAL EFFECTIVENESS" and "LEADERSHIP".

Searching and Browsing for Content

To find content that has not been assigned to you, you have two options.

1. You can use the search tool. Click on the search icon to expand the search bar. Then type the name of the content you want to find, and press <enter>.



The screenshot shows the FranklinCovey ALL ACCESS PASS interface. At the top, there is a dark navigation bar with the FranklinCovey logo and the text "ALL ACCESS PASS". A search icon (magnifying glass) is highlighted with a red square, and a hamburger menu icon is visible to its right. Below the navigation bar is a hero section with a blue background and the text "Unleash your greatness" and "Build skills and life-changing habits with our world-class learning solutions".

The main content area is divided into two sections:

- Assigned:** A purple header section containing a message: "These learning modules have been selected for you by your administrator. Complete them in the order as listed." Below this is a table of assigned modules:

Module Name	Status
<u>Unconscious Bias Part 1: Identify Bias (2.0)</u>	○ Not started
Unconscious Bias Part 2: Cultivate Connections (2.0)	◐ In progress
Credibility	● Completed
All of Us	● Completed

- Explore Solutions:** A dark header section containing the text: "Click on any of the Solutions listed below to learn more, access eLearning or download materials for live work sessions." Below this are two category links: **INDIVIDUAL EFFECTIVENESS** and **LEADERSHIP**.

At the bottom of the page, there is a URL: <https://beta-test.allaccesspass.com/courses/show.php?id=2057>

2. You can also explore on your own. On the home page, scroll down until you see the Explore Solutions box. This box contains links to learning modules organized by solution.

Explore Solutions

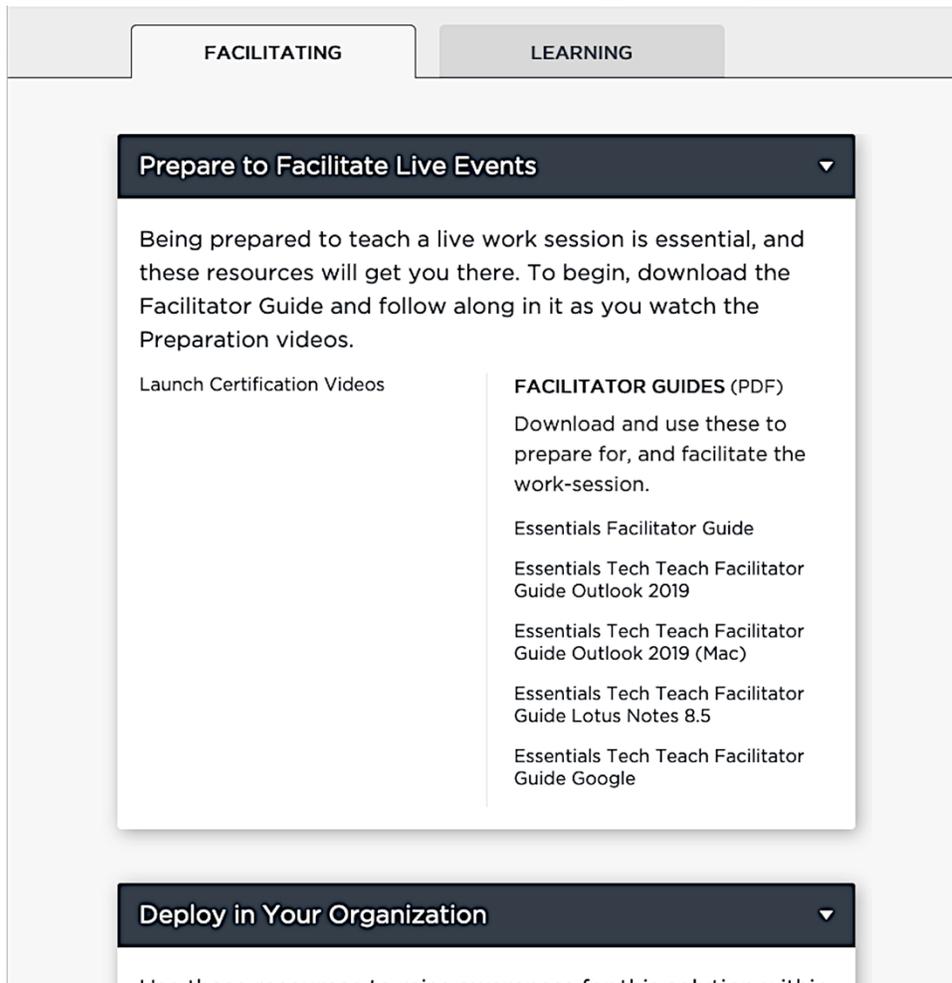
Click on any of the Solutions listed below to learn more, access eLearning or download materials for live work sessions.

<p>INDIVIDUAL EFFECTIVENESS</p> <ul style="list-style-type: none"> The 5 Choices to Extraordinary Productivity The 7 Habits of Highly Effective People: Foundations The 7 Habits of Highly Effective People: Signature Edition 4.0 Get Better: 15 Proven Practices to Build Effective Relationships at Work Presentation Advantage Project Management Essentials for the Unofficial Project Manager Speed of Trust Foundations Unconscious Bias: Understanding Bias to Unleash Potential <p>EXECUTION</p> <ul style="list-style-type: none"> The 4 Disciplines of Execution Operating System (4DX OS) <p>CUSTOMER LOYALTY</p> <ul style="list-style-type: none"> Leading Customer Loyalty 	<p>LEADERSHIP</p> <ul style="list-style-type: none"> The 4 Essential Roles of Leadership The 6 Critical Practices For Leading a Team The 7 Habits for Managers The 7 Habits Leader Implementation Find Out Why: The Key To Successful Innovation Leading at the Speed of Trust <p>SALES</p> <ul style="list-style-type: none"> Helping Clients Succeed: Filling Your Pipeline Helping Clients Succeed: Qualifying Opportunities Helping Clients Succeed: Closing the Sale
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Each solution page provides links to any downloadable materials, E-learning, or tools that are available for that solution.

As a Facilitator, the Facilitating tab provides resources to:

- **Prepare to Facilitate Live Events.** You can watch certification videos and access materials to follow along in as you prepare.
- **Deploy in Your Organization.** Access materials that will help you raise awareness for a solution within your organization.
- **Present Live Events.** Access all the materials, such as videos, participant guides, tools, and PowerPoint files that you can use when presenting.
- **Download Hi-Res Print Files** (if available). Download versions of the facilitator and learner materials formatted for professional printing.



FACILITATING LEARNING

Prepare to Facilitate Live Events ▼

Being prepared to teach a live work session is essential, and these resources will get you there. To begin, download the Facilitator Guide and follow along in it as you watch the Preparation videos.

[Launch Certification Videos](#)

FACILITATOR GUIDES (PDF)

- Download and use these to prepare for, and facilitate the work-session.
- Essentials Facilitator Guide
- Essentials Tech Teach Facilitator Guide Outlook 2019
- Essentials Tech Teach Facilitator Guide Outlook 2019 (Mac)
- Essentials Tech Teach Facilitator Guide Lotus Notes 8.5
- Essentials Tech Teach Facilitator Guide Google

Deploy in Your Organization ▼

Use these resources to raise awareness for this solution within

You also have access to all of the participant materials that your learners can access. This content is organized under the Learning tab.

FACILITATING
LEARNING

Download Materials for Live Work Sessions

Below you will find the digital versions of the participant materials for the live in-person or webinar session. If instructed to do so, please download to use in your session.

Participant Guide (Form-Fillable)	Tech Guide Outlook 2019 (Mac)
2-Day Tech Guide Outlook 2016	Tech Guide Outlook 2013
Tech Guide Outlook 2019 (Mac)	2-day Tech Guide Outlook 2011 (Mac)
2-Day Tech Guide Google	Essentials Tech Guide Lotus Notes 7 and 8.5

Access eLearning and Tools

<p>EXCELERATORS (30-60 min.)</p> <p>Complete these mini-courses to learn the foundational principles.</p> <p>The 5 Choices - Foundation: Become Extraordinary (2.0)</p> <p>The 5 Choices - Choice 1: Act on the Important, Don't React to the</p>	<p>INSIGHTS (Less than 15 min.)</p> <p>Extend your learning with these short eLearning modules.</p> <p>Buried Alive</p> <p>The 5 Choices</p> <p>Brain Attack!</p>
--	--

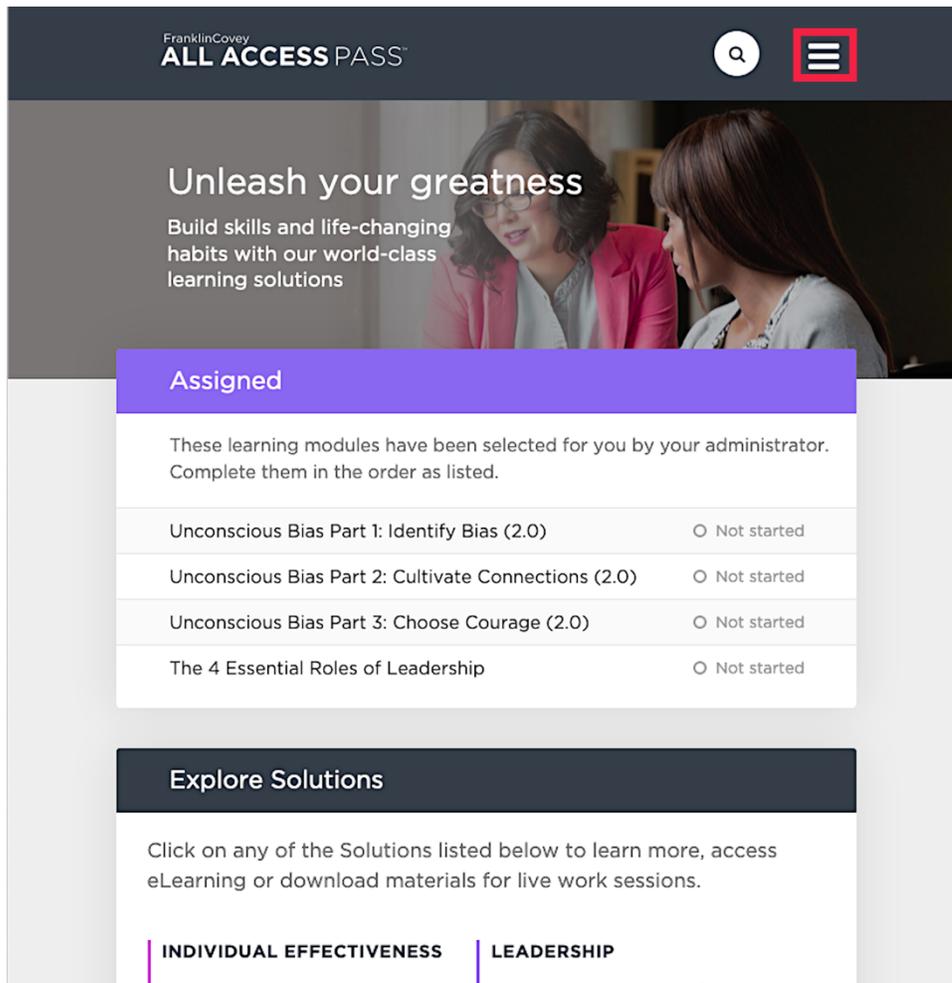
Completed Learning

You can access all of your completed content by visiting the Completed Learning page. There, modules and content that you have completed will be grouped by solution.

Note: If a module or piece of content is part of multiple solutions, you will see it listed under each solution on the Completed Learning page.

Viewing Your Completed Learning

Start by opening the menu by clicking the button in the upper-right of any page.



The screenshot shows the FranklinCovey ALL ACCESS PASS user interface. At the top, there is a search icon and a menu icon. Below the header, there is a banner with the text "Unleash your greatness" and "Build skills and life-changing habits with our world-class learning solutions". The main content area is divided into two sections: "Assigned" and "Explore Solutions".

Assigned

These learning modules have been selected for you by your administrator. Complete them in the order as listed.

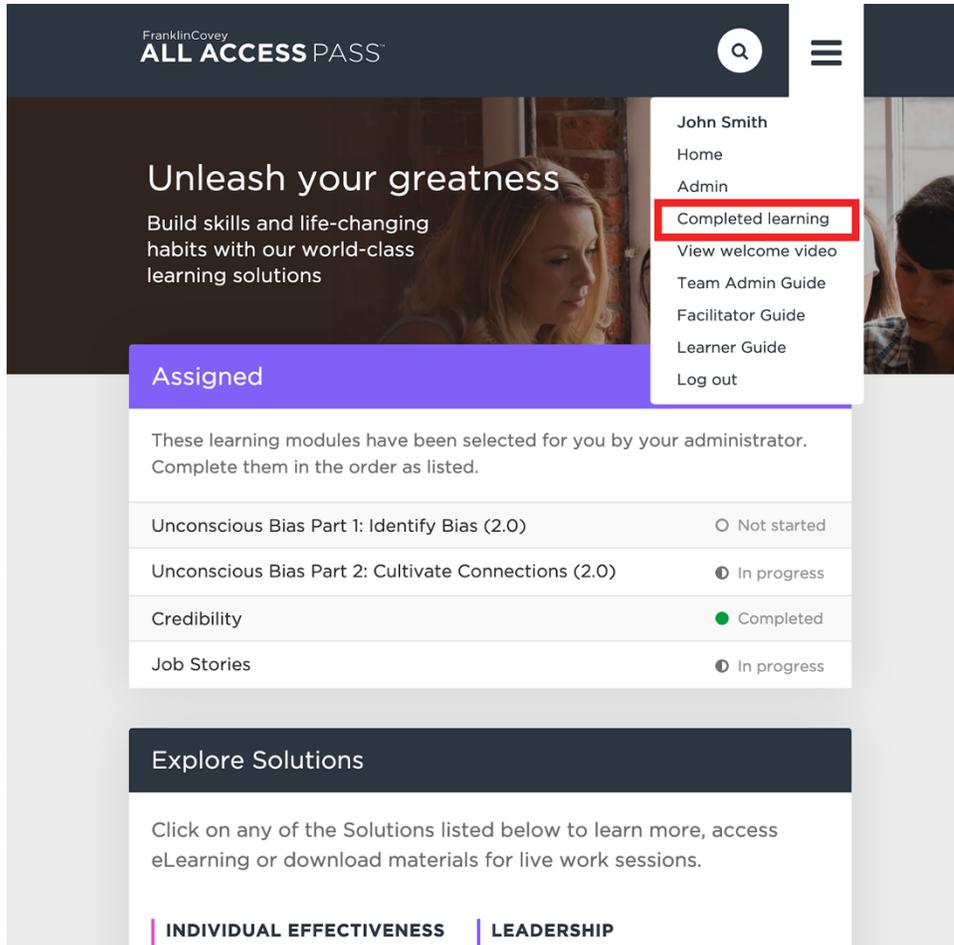
Unconscious Bias Part 1: Identify Bias (2.0)	<input type="radio"/> Not started
Unconscious Bias Part 2: Cultivate Connections (2.0)	<input type="radio"/> Not started
Unconscious Bias Part 3: Choose Courage (2.0)	<input type="radio"/> Not started
The 4 Essential Roles of Leadership	<input type="radio"/> Not started

Explore Solutions

Click on any of the Solutions listed below to learn more, access eLearning or download materials for live work sessions.

INDIVIDUAL EFFECTIVENESS | **LEADERSHIP**

When the menu appears, click on Completed Learning.



FranklinCovey
ALL ACCESS PASS

Unleash your greatness
Build skills and life-changing habits with our world-class learning solutions

Assigned

These learning modules have been selected for you by your administrator. Complete them in the order as listed.

Unconscious Bias Part 1: Identify Bias (2.0)	<input type="radio"/> Not started
Unconscious Bias Part 2: Cultivate Connections (2.0)	<input checked="" type="radio"/> In progress
Credibility	<input checked="" type="radio"/> Completed
Job Stories	<input checked="" type="radio"/> In progress

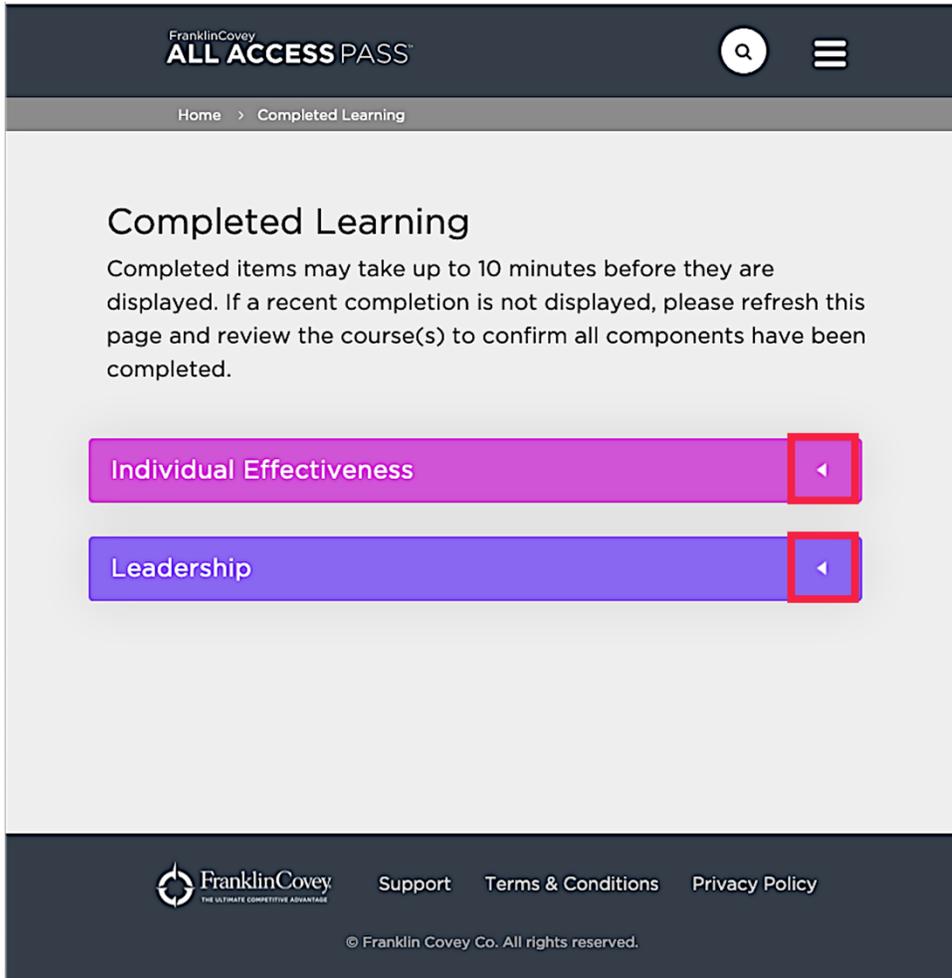
Explore Solutions

Click on any of the Solutions listed below to learn more, access eLearning or download materials for live work sessions.

INDIVIDUAL EFFECTIVENESS | **LEADERSHIP**

John Smith
Home
Admin
Completed learning
View welcome video
Team Admin Guide
Facilitator Guide
Learner Guide
Log out

You will see one or more solution names. Click the triangular expansion button on the right to expand each solution and see the list of completed learning for that solution.



The screenshot shows the FranklinCovey ALL ACCESS PASS interface. At the top, there is a dark header with the FranklinCovey logo and 'ALL ACCESS PASS' text, along with search and menu icons. Below the header is a breadcrumb trail: 'Home > Completed Learning'. The main content area is titled 'Completed Learning' and includes a paragraph: 'Completed items may take up to 10 minutes before they are displayed. If a recent completion is not displayed, please refresh this page and review the course(s) to confirm all components have been completed.' Below this text are two horizontal bars representing learning solutions. The first bar is pink and labeled 'Individual Effectiveness', and the second bar is purple and labeled 'Leadership'. Both bars have a small white left-pointing triangle on the right side, which is highlighted with a red square in the image to indicate it is a click-to-expand button. At the bottom of the page is a dark footer containing the FranklinCovey logo, 'Support', 'Terms & Conditions', 'Privacy Policy', and a copyright notice: '© Franklin Covey Co. All rights reserved.'

When expanded, you will see all of the completed content and the date on which each one was completed.

Individual Effectiveness
▼

Speed of Trust Foundations

FRANKLINCOVEY INSIGHTS (Less than 15 min.)	1 of 10 complete ▼
Credibility	Completed on 4 March 2020

Unconscious Bias: Understanding Bias to Unleash Potential

FRANKLINCOVEY INSIGHTS (Less than 15 min.)	1 of 6 complete ▼
All of Us	Completed on 4 March 2020

Leadership
▼

Leading at the Speed of Trust

FRANKLINCOVEY INSIGHTS (Less than 15 min.)	1 of 20 complete ▼
Credibility	Completed on 4 March 2020

Administration

The Admin section allows you to create and manage teams, control the content assigned to each team member, and generate reports on the activity of each user.

To access the Admin section, click on the menu in the upper-right of the page and select "Admin."

The screenshot displays the FranklinCovey ALL ACCESS PASS user interface. At the top, the logo and tagline are visible. A search icon and a menu icon are in the top right. The main content area features a banner with the text "Unleash your greatness" and "Build skills and life-changing habits with our world-class learning solutions". Below this is a section titled "Assigned" with a purple header, containing a list of learning modules with their progress status. A dropdown menu is open in the top right, listing options such as "Home", "Admin", "Completed learning", "View welcome video", "Team Admin Guide", "Facilitator Guide", "Learner Guide", and "Log out". The "Admin" option is highlighted with a red border. At the bottom, there is an "Explore Solutions" section with two categories: "INDIVIDUAL EFFECTIVENESS" and "LEADERSHIP".

FranklinCovey
ALL ACCESS PASS

Unleash your greatness
Build skills and life-changing habits with our world-class learning solutions

Assigned

These learning modules have been selected for you by your administrator. Complete them in the order as listed.

Unconscious Bias Part 1: Identify Bias (2.0)	○ Not started
Unconscious Bias Part 2: Cultivate Connections (2.0)	● In progress
Credibility	● Completed
Job Stories	● In progress

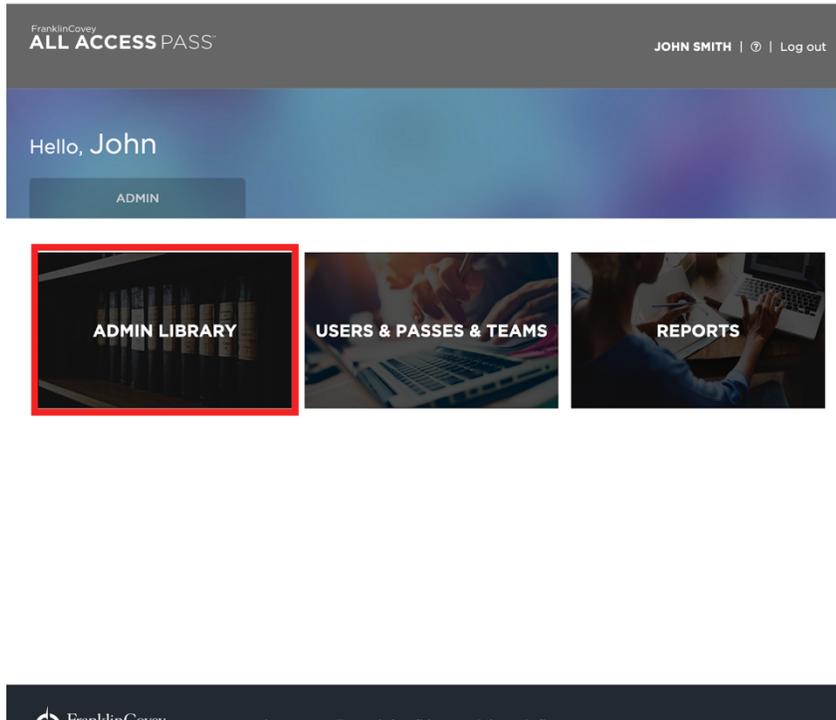
Explore Solutions

Click on any of the Solutions listed below to learn more, access eLearning or download materials for live work sessions.

INDIVIDUAL EFFECTIVENESS | LEADERSHIP

Control and Assign Team Content

The Team Library page allows you to control the visibility of content on a team-by-team basis. It is also the page where you can assign and unassign content to team members. To Manage your team, click “Team Library” on the Admin page.



Assigning Content to a Team

Start by clicking on the "Currently Managing" dropdown box and select the team you want to assign the content to.

The screenshot shows the FranklinCovey Admin Library interface. At the top, it says "FranklinCovey ALL ACCESS PASS" with a menu icon. Below that is a blue header with "< BACK" and "Admin Library". The main section is titled "Managing Courses And Tools" with the instruction "Please make a selection to manage content for learners." A red box highlights the "Currently Managing:" dropdown menu, which is currently set to "Executive Team". To the right of this dropdown is a "Download Deeplink List" link. Below the dropdown is a search bar labeled "Search Library" and a "RESET FILTERS" button. There are also "VIEW:" options and a "PER PAGE: 10" dropdown. A "FILTER BY" section on the left shows "Solution Titles" and "Types" with expandable options. The "COURSES SELECTED: 0" section shows a "SELECT ALL" checkbox and a "MODIFY SELECTED:" area with icons for adding, removing, viewing, and refreshing. A preview of a course titled "3rd Alternative: Conflict Resolution" is visible at the bottom.

Now click the selection checkbox next to the content you want to assign to the team.

Currently Managing: ■ Executive Team ▼ Download Deeplink List

I would like to:
Please select an option ▼
 Q

RESET FILTERS VIEW: [Grid] [List]

PER PAGE: 10 ▼ APPLY

FILTER BY

COURSES
SELECTED: 0 + - 👁 🔗
MODIFY SELECTED:

Filter Category	Filter Value	Selection	Course Title	Description	Actions
Solution Titles	SELECT ALL	<input checked="" type="checkbox"/>	3rd Alternative: Conflict Resolution	Discover how to defuse conflict and strengthen relationships even when threatened by deep differences. Based on Stephen R. Coveys book The 3rd Alternative, this course will help participants discover four paradigms that lead t...	SHARE ASSIGN HIDE
Types		<input type="checkbox"/>	3rd Alternative: Decision Making	Apply four steps for making robust decisions. Based on Stephen R. Coveys book The 3rd Alternative, participants will learn how to capitalize on divergent thinking to reduce uncertainty, and use empathy as the unexpected...	SHARE ASSIGN HIDE
Languages		<input type="checkbox"/>	3rd Alternative: Innovation	Find the "3rd Alternative" in any creative	
Visibility		<input type="checkbox"/>			
Assignment		<input type="checkbox"/>			

Hiding and Unhiding Content

Hiding content works exactly like assigning content. Start by clicking on the "Currently Managing" dropdown box and select the team you want to assign the content to.

The screenshot shows the FranklinCovey Admin Library interface. At the top, there is a dark header with the FranklinCovey logo and the text "ALL ACCESS PASS". Below the header, there is a blue gradient bar with a "< BACK" link and the text "Admin Library".

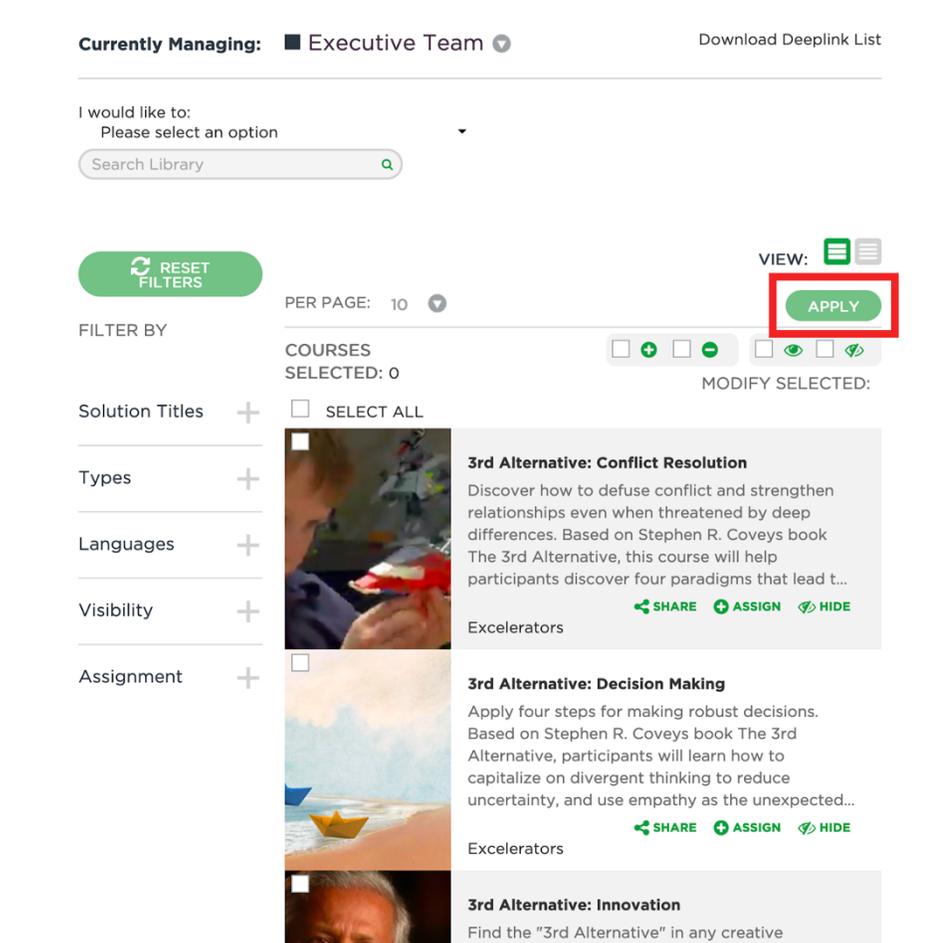
The main content area is titled "Managing Courses And Tools" and includes the instruction "Please make a selection to manage content for learners." A red box highlights the "Currently Managing:" dropdown menu, which is currently set to "Executive Team". To the right of this dropdown is a "Download Deeplink List" link.

Below the dropdown, there is a section titled "I would like to:" with a "Please select an option" dropdown and a "Search Library" input field. There is also a "RESET FILTERS" button.

The interface includes a "FILTER BY" section with expandable categories for "Solution Titles" and "Types". A "PER PAGE:" selector is set to "10". There is an "APPLY" button and a "VIEW:" selector.

At the bottom, there is a "COURSES SELECTED: 0" section with a "SELECT ALL" checkbox. Below this, there is a list of courses, with the first one being "3rd Alternative: Conflict Resolution". The description for this course reads: "Discover how to defuse conflict and strengthen relationships even when threatened by deep differences. Based on Stephen R. Coveys book".

Once you have selected the content, click "Apply" to apply the changes.



The screenshot displays the FranklinCovey interface for managing content. At the top, it shows 'Currently Managing: Executive Team' and a 'Download Deeplink List' link. Below this is a search bar with the text 'I would like to: Please select an option' and a 'Search Library' input field. A green 'RESET FILTERS' button is visible on the left. The 'FILTER BY' section includes expandable categories: Solution Titles, Types, Languages, Visibility, and Assignment. The main content area shows a list of courses under the heading 'COURSES SELECTED: 0'. Three courses are visible: '3rd Alternative: Conflict Resolution', '3rd Alternative: Decision Making', and '3rd Alternative: Innovation'. Each course entry includes a thumbnail image, a description, and action buttons for 'SHARE', 'ASSIGN', and 'HIDE'. A red box highlights the 'APPLY' button in the top right corner of the course list area.

The selected courses will now no longer appear in the Explore Solutions box. This applies to every user in the team.

Note: Any content that has been assigned to a user will still be visible in the assignment box on the user's home page. Similarly, any content that has been completed will still remain visible in the user's Completed Learning page.

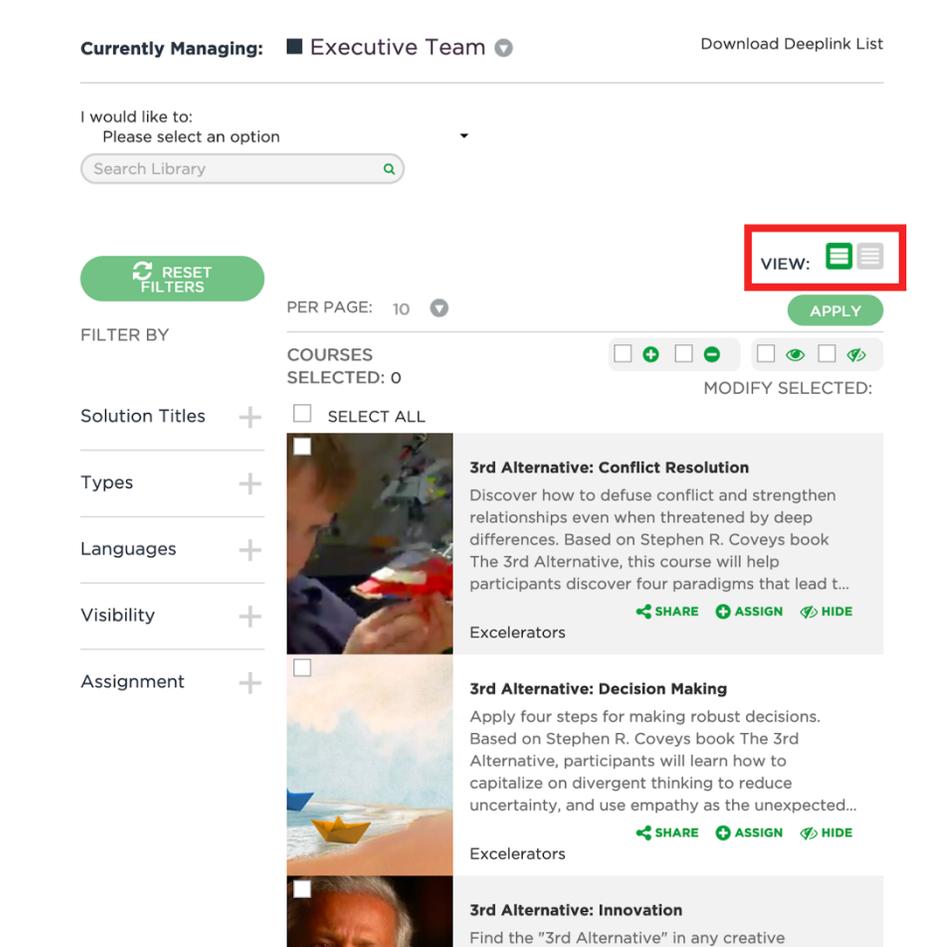
Using Filters to Make Content Management Faster

You can make the process of managing courses and tools easier by filtering the content list before you make changes to the visibility or assignment of content.

You can filter content by:

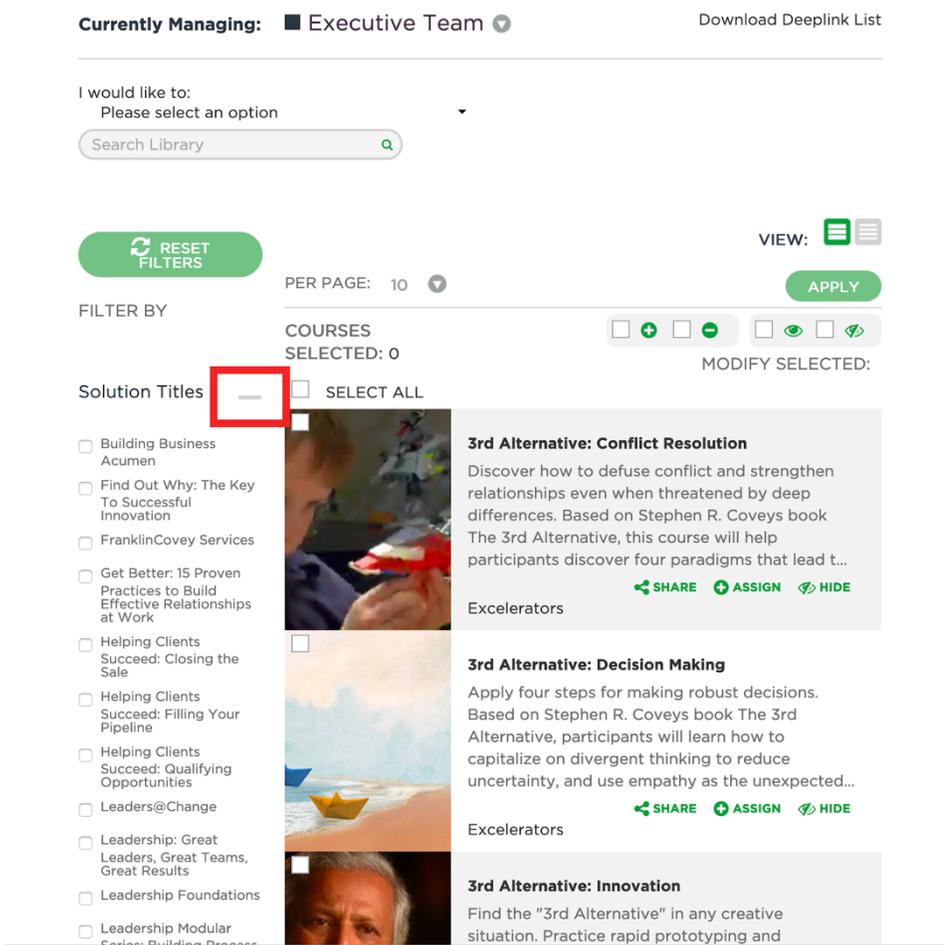
- Solution
- Content Type
- Content Language
- Visibility
- Assignment

First, select the view that is most convenient for you to work in. List View shows only the title of each course or tool. Line View shows the title, description, thumbnail, and content type (Solution, Insight, or Excelerator). For this example, we will use Line View.



The screenshot displays the content management interface for the 'Executive Team'. At the top, it shows 'Currently Managing: Executive Team' and a 'Download Deeplink List' link. Below this is a search bar with the placeholder text 'I would like to: Please select an option' and a 'Search Library' input field. A green 'RESET FILTERS' button is visible on the left. The 'VIEW' dropdown is highlighted with a red box, showing 'List View' selected. The 'PER PAGE' is set to 10, and an 'APPLY' button is present. The 'FILTER BY' section on the left includes expandable categories for Solution Titles, Types, Languages, Visibility, and Assignment. The main content area shows a list of courses with checkboxes for selection. The first course is '3rd Alternative: Conflict Resolution', followed by '3rd Alternative: Decision Making', and '3rd Alternative: Innovation'. Each course entry includes a thumbnail, title, description, and 'Excelerators' section with 'SHARE', 'ASSIGN', and 'HIDE' options.

In this example, we will assign some content from the Unconscious Bias solution to the team. Expand the "Solution Titles" filter.



Currently Managing: ■ Executive Team Download Deeplink List

I would like to:
Please select an option

Search Library

RESET FILTERS VIEW: [Grid Icon] [List Icon]

PER PAGE: 10 APPLY

FILTER BY

COURSES SELECTED: 0 MODIFY SELECTED:

Solution Titles — SELECT ALL

- Building Business Acumen
- Find Out Why: The Key To Successful Innovation
- FranklinCovey Services
- Get Better: 15 Proven Practices to Build Effective Relationships at Work
- Helping Clients Succeed: Closing the Sale
- Helping Clients Succeed: Filling Your Pipeline
- Helping Clients Succeed: Qualifying Opportunities
- Leaders@Change
- Leadership: Great Leaders, Great Teams, Great Results
- Leadership Foundations
- Leadership Modular

3rd Alternative: Conflict Resolution
Discover how to defuse conflict and strengthen relationships even when threatened by deep differences. Based on Stephen R. Coveys book The 3rd Alternative, this course will help participants discover four paradigms that lead t...
SHARE ASSIGN HIDE
Excelerators

3rd Alternative: Decision Making
Apply four steps for making robust decisions. Based on Stephen R. Coveys book The 3rd Alternative, participants will learn how to capitalize on divergent thinking to reduce uncertainty, and use empathy as the unexpected...
SHARE ASSIGN HIDE
Excelerators

3rd Alternative: Innovation
Find the "3rd Alternative" in any creative situation. Practice rapid prototyping and

Click the checkbox next to "Unconscious Bias: Understanding Bias to Unleash Potential." When you check this box, the list of courses will immediately update to display only content that is part of this solution.

Filtering Content Based on Solution

The Solution filter can help you find content that is related to achieving your goals. This can be useful when searching for content to assign to your team. To filter by solution, click the "I would like to:" dropdown box and select the solution that is most applicable.

Currently Managing: ■ Executive Team ▼ Download Deeplink List

I would like to:
Please select an option ▼

🔍

↻ RESET FILTERS

VIEW: ☰ ☰

PER PAGE: 10 ▼ APPLY

FILTER BY COURSES SELECTED: 0

Solution Titles +

Types +

Languages +

Visibility +

Assignment +

SELECT ALL

+ - 👁 👁

MODIFY SELECTED:

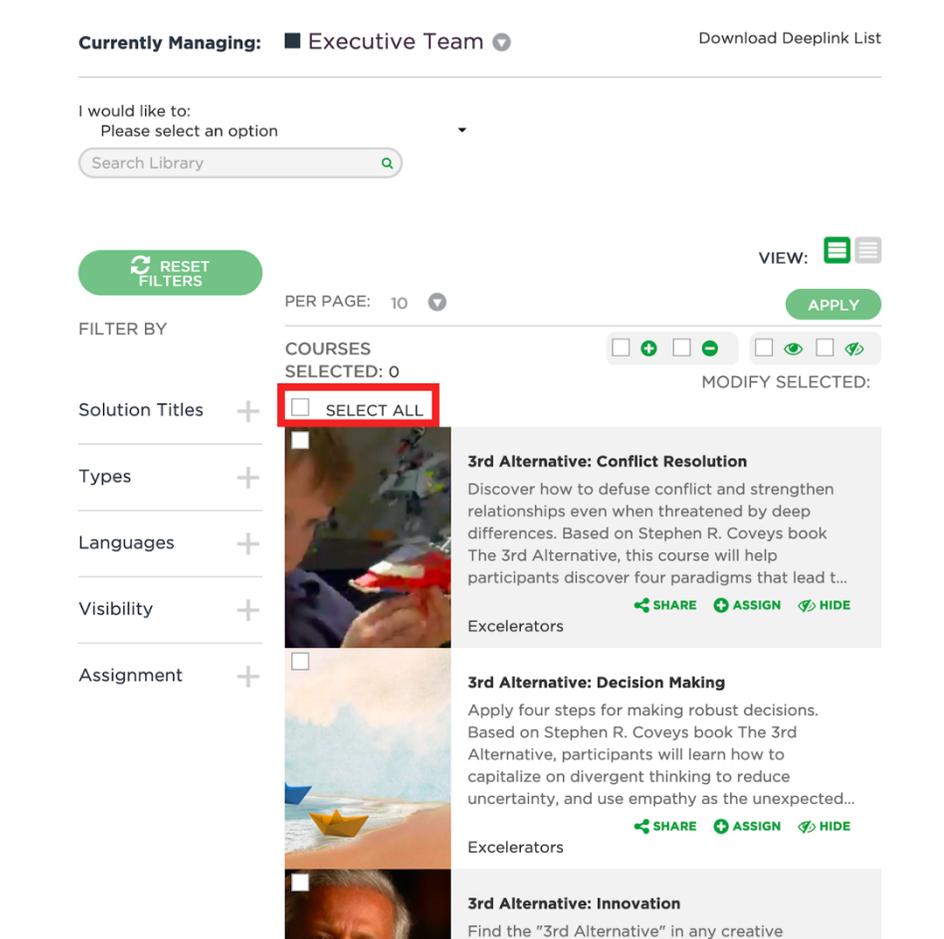
<input type="checkbox"/>		<p>3rd Alternative: Conflict Resolution</p> <p>Discover how to defuse conflict and strengthen relationships even when threatened by deep differences. Based on Stephen R. Coveys book The 3rd Alternative, this course will help participants discover four paradigms that lead t...</p> <p style="text-align: right; margin-top: 5px;"> ↻ SHARE ➕ ASSIGN 👁 HIDE </p> <p>Excelerators</p>
<input type="checkbox"/>		<p>3rd Alternative: Decision Making</p> <p>Apply four steps for making robust decisions. Based on Stephen R. Coveys book The 3rd Alternative, participants will learn how to capitalize on divergent thinking to reduce uncertainty, and use empathy as the unexpected...</p> <p style="text-align: right; margin-top: 5px;"> ↻ SHARE ➕ ASSIGN 👁 HIDE </p> <p>Excelerators</p>
<input type="checkbox"/>		<p>3rd Alternative: Innovation</p> <p>Find the "3rd Alternative" in any creative</p>

Making Changes to Many Objects at Once

Filters make it possible to make changes to multiple content objects at the same time. For example, let's say that you want to unassign all content that has been assigned to your team.

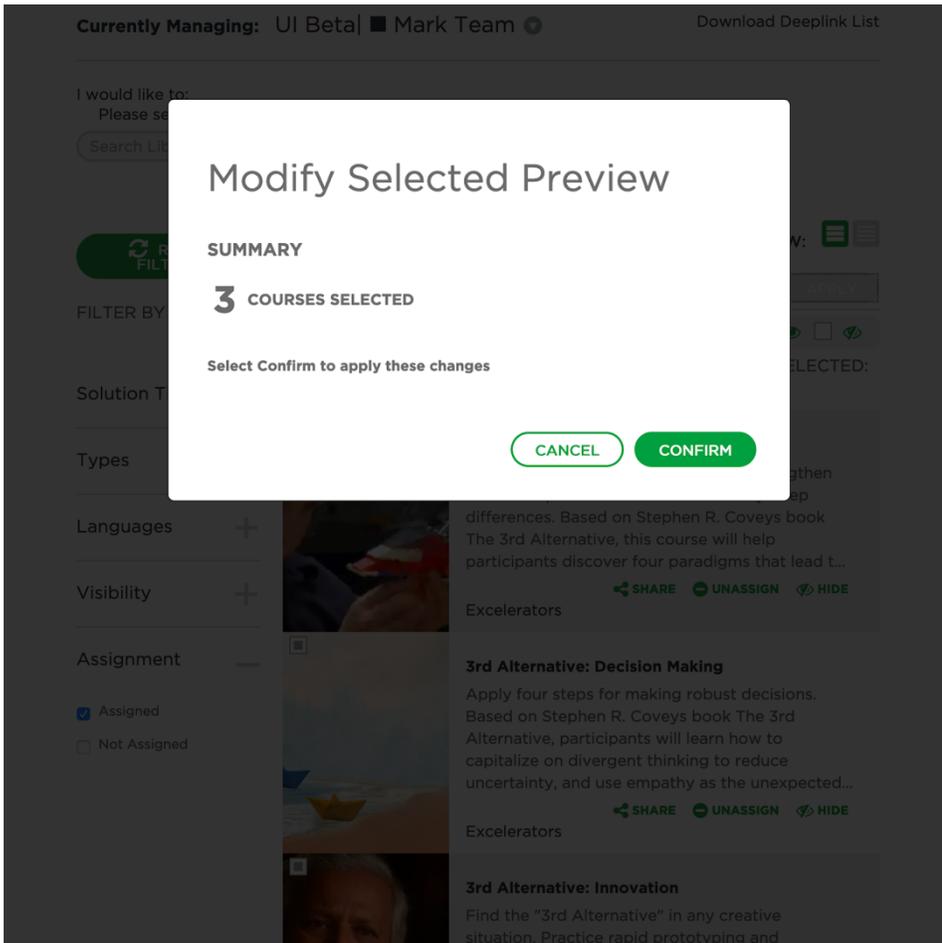
Start by filtering the list to show only content that has been assigned.

When the list of content updates, click the "Select All" checkbox to select every content object. The selected courses number will update to show you how many courses were selected.



The screenshot displays the FranklinCovey content management interface. At the top, it shows 'Currently Managing: Executive Team' and a 'Download Deeplink List' button. Below this is a search bar with the text 'I would like to: Please select an option' and a 'Search Library' input field. A 'RESET FILTERS' button is visible on the left. The 'FILTER BY' section on the left lists categories like Solution Titles, Types, Languages, Visibility, and Assignment. The main content area shows a list of courses. The 'COURSES SELECTED: 0' indicator is visible, and the 'SELECT ALL' checkbox is highlighted with a red box. The course list includes '3rd Alternative: Conflict Resolution', '3rd Alternative: Decision Making', and '3rd Alternative: Innovation'. Each course entry has a checkbox, a thumbnail image, a description, and action buttons for SHARE, ASSIGN, and HIDE.

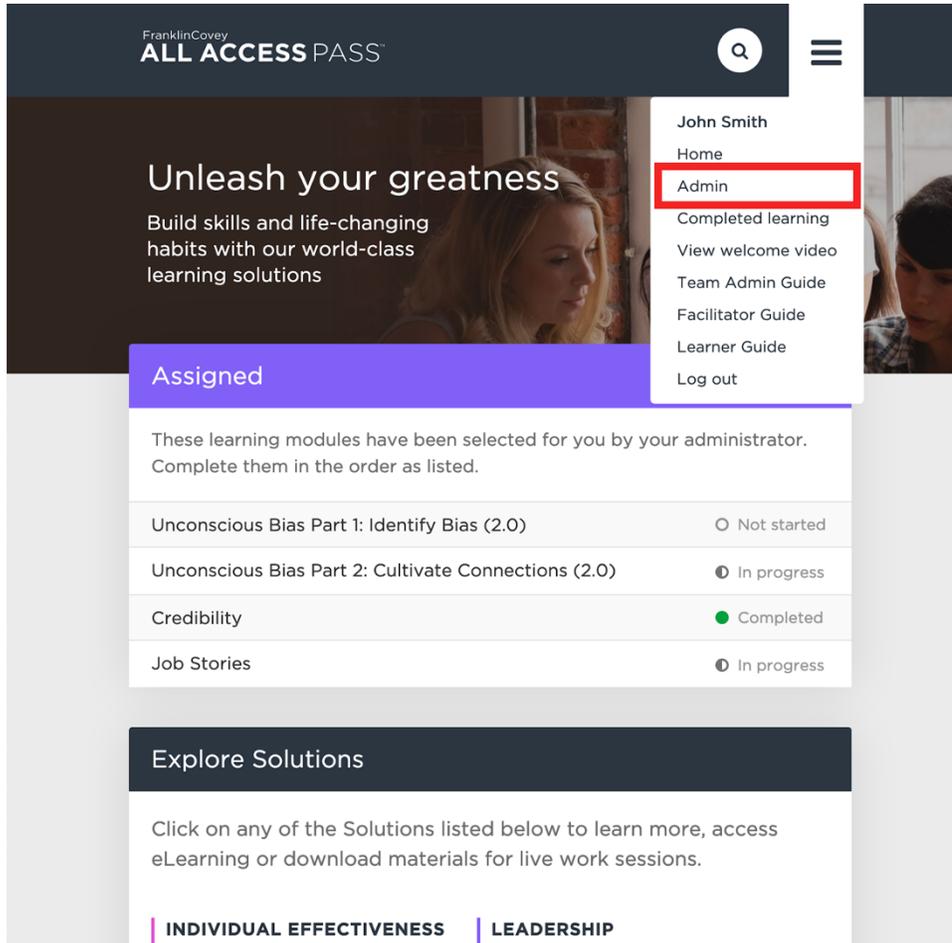
A confirmation dialog will appear. It summarizes the changes that are about to be made. If the changes look correct, click “Confirm” to apply the changes to the team. All selected courses will no longer appear in the “Assigned” box for any user on your team.



Deep Links

Deep links are links that, when clicked, take the user directly to specific content in the All Access Pass platform. To find the deep link for a selected course, do the following:

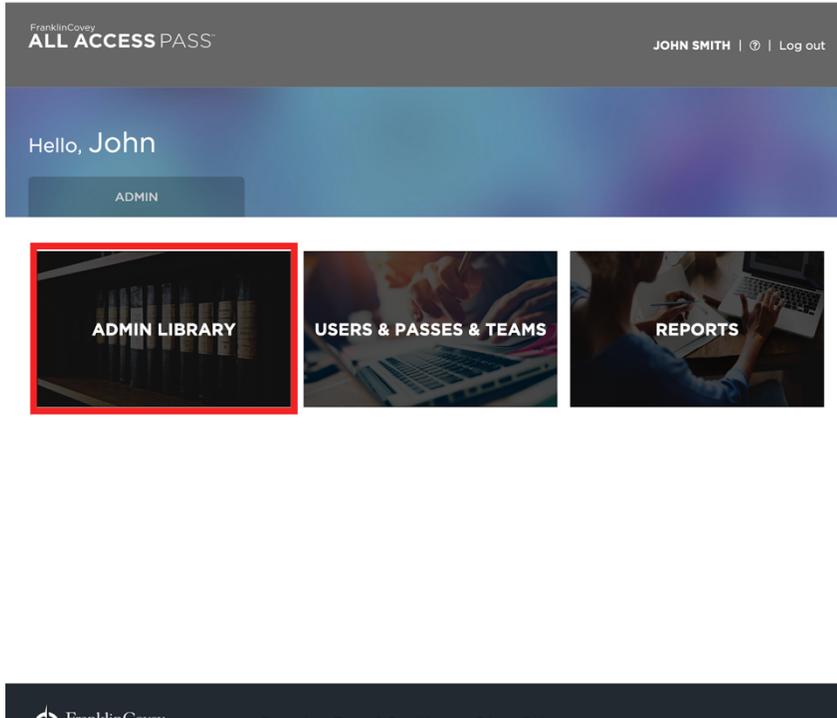
First, click on the menu in the upper-right of the page and select "Admin."



The screenshot shows the FranklinCovey All Access Pass user interface. At the top, the logo and "ALL ACCESS PASS" are visible. A search icon and a menu icon are in the top right. The main content area features a banner with the text "Unleash your greatness" and "Build skills and life-changing habits with our world-class learning solutions". Below this is a section titled "Assigned" with a purple header, containing a list of learning modules with their progress status. At the bottom, there is an "Explore Solutions" section with two categories: "INDIVIDUAL EFFECTIVENESS" and "LEADERSHIP". A dropdown menu is open in the top right, showing the user's name "John Smith" and several options, with "Admin" highlighted by a red box.

Learning Module	Progress Status
Unconscious Bias Part 1: Identify Bias (2.0)	○ Not started
Unconscious Bias Part 2: Cultivate Connections (2.0)	● In progress
Credibility	● Completed
Job Stories	● In progress

Select Team Library to display the Managing Courses and Tools page.



Find the content that you want to generate a deep link for and click "Share." The deep link to the content will be copied to your clipboard.

Currently Managing: ■ Executive Team ▼ Download Deeplink List

I would like to:
 Please select an option ▼

RESET FILTERS

VIEW:

PER PAGE: 10 ▼ APPLY

FILTER BY

Solution Titles +

Types +

Languages +

Visibility +

Assignment +

SELECT ALL

**COURSES
SELECTED: 0**

+ - eye refresh

MODIFY SELECTED:

<input type="checkbox"/>		<p>3rd Alternative: Conflict Resolution</p> <p>Discover how to defuse conflict and strengthen relationships even when threatened by deep differences. Based on Stephen R. Coveys book The 3rd Alternative, this course will help participants discover four paradigms that lead t...</p> <p style="text-align: right;"> SHARE ASSIGN HIDE </p> <p>Excelerators</p>
<input type="checkbox"/>		<p>3rd Alternative: Decision Making</p> <p>Apply four steps for making robust decisions. Based on Stephen R. Coveys book The 3rd Alternative, participants will learn how to capitalize on divergent thinking to reduce uncertainty, and use empathy as the unexpected...</p> <p style="text-align: right;"> ASSIGN HIDE </p> <p>Excelerators</p>
<input type="checkbox"/>		<p>3rd Alternative: Innovation</p> <p>Find the "3rd Alternative" in any creative</p>

Tip: You can download a spreadsheet containing the deep links for all content on the All Access Pass platform. Just click "Download Deeplink List." The file will be generated as an Excel spreadsheet (.xlsx).

Currently Managing: ■ Executive Team ▼ Download Deeplink List

I would like to:
Please select an option ▼

Q

RESET FILTERS VIEW: [Grid Icon] [List Icon]

PER PAGE: 10 ▼ APPLY

FILTER BY

- Solution Titles +
- Types +
- Languages +
- Visibility +
- Assignment +

COURSES
SELECTED: 0

+ - 👁 🔗

MODIFY SELECTED:

SELECT ALL

 **3rd Alternative: Conflict Resolution**
Discover how to defuse conflict and strengthen relationships even when threatened by deep differences. Based on Stephen R. Coveys book The 3rd Alternative, this course will help participants discover four paradigms that lead t...
SHARE ASSIGN HIDE
Excelerators

 **3rd Alternative: Decision Making**
Apply four steps for making robust decisions. Based on Stephen R. Coveys book The 3rd Alternative, participants will learn how to capitalize on divergent thinking to reduce uncertainty, and use empathy as the unexpected...
SHARE ASSIGN HIDE
Excelerators

 **3rd Alternative: Innovation**
Find the "3rd Alternative" in any creative

Managing Users, Passes, and Teams

Users, passes, and teams are all managed within the Admin section of the All Access Pass platform. As a Client Admin, you can:

- Create, edit, activate, and deactivate users
- Control which users are assigned to your passes
- Organize users into teams

Managing Users

The User Management page allows you to find, edit, and even log in as any of your users. To get started, click on the menu in the upper-right of the page and select "Admin."

FranklinCovey
ALL ACCESS PASS

Unleash your greatness
Build skills and life-changing habits with our world-class learning solutions

Assigned

These learning modules have been selected for you by your administrator. Complete them in the order as listed.

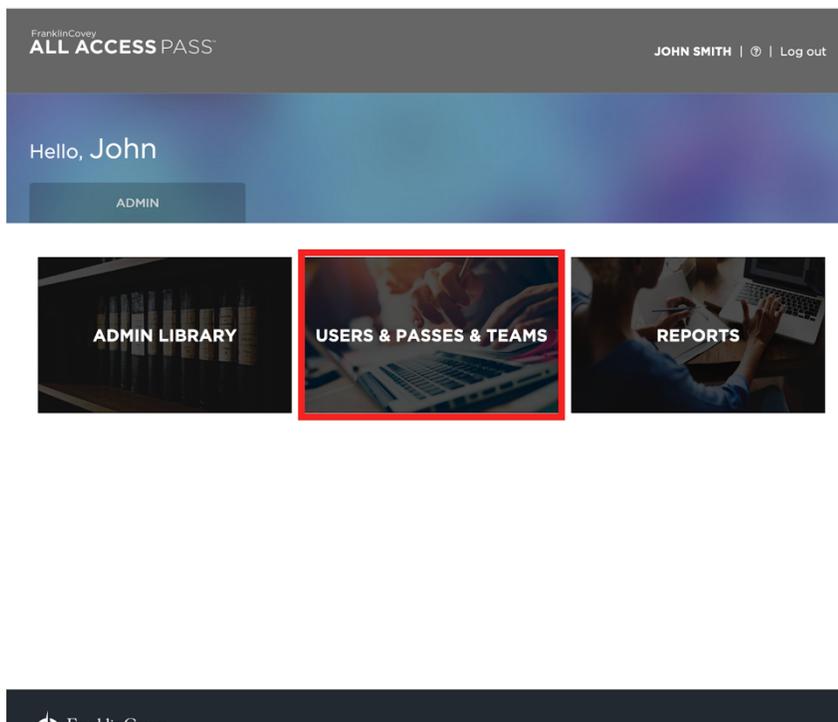
Unconscious Bias Part 1: Identify Bias (2.0)	○ Not started
Unconscious Bias Part 2: Cultivate Connections (2.0)	● In progress
Credibility	● Completed
Job Stories	● In progress

Explore Solutions

Click on any of the Solutions listed below to learn more, access eLearning or download materials for live work sessions.

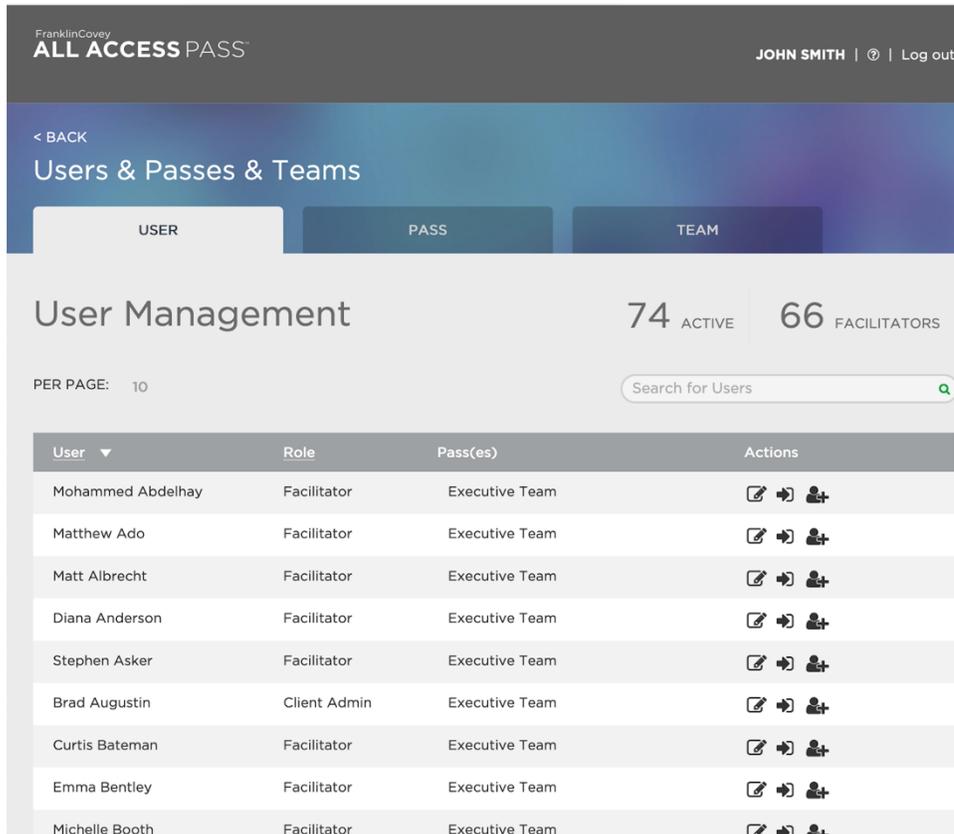
INDIVIDUAL EFFECTIVENESS | LEADERSHIP

Click on “Users & Passes, & Teams.”



You will be taken to the User Management section, where all of your users will be displayed. The list shows active and inactive users, including learners, facilitators, and other client admins.

Note: The User Management page is intended for managing users that have already been created. To create a new user, you will need to click on the “Pass” or “Team” tab.



FranklinCovey
ALL ACCESS PASS™

JOHN SMITH | ⓘ | Log out

< BACK
Users & Passes & Teams

USER PASS TEAM

User Management 74 ACTIVE 66 FACILITATORS

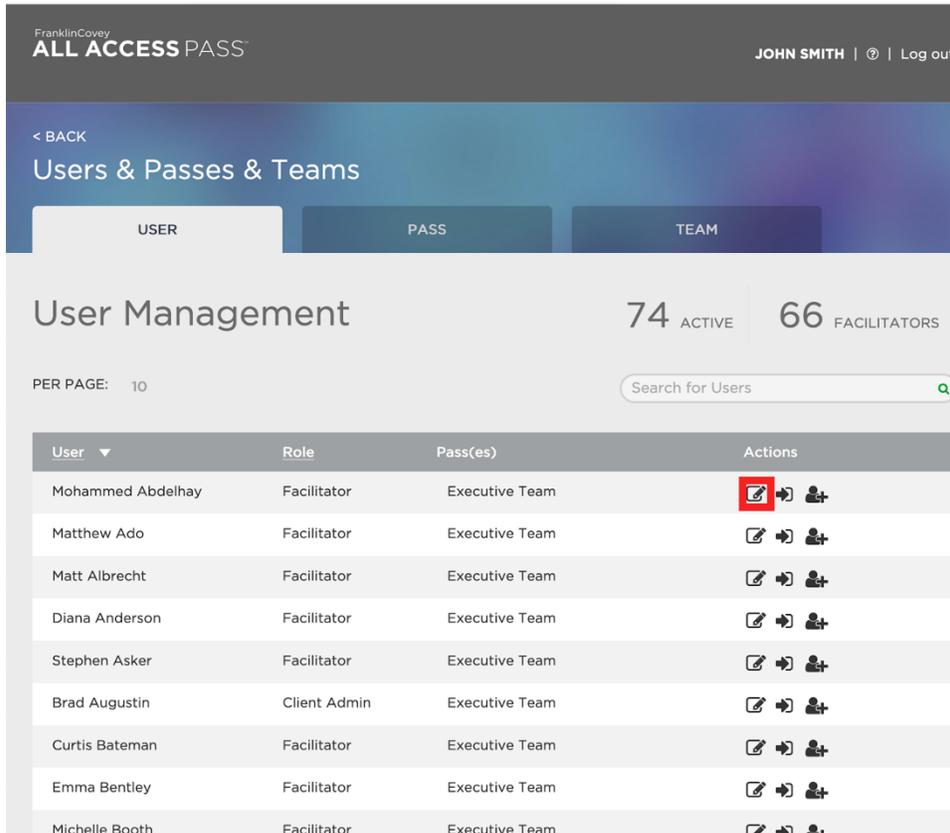
PER PAGE: 10 Search for Users

User	Role	Pass(es)	Actions
Mohammed Abdelhay	Facilitator	Executive Team	  
Matthew Ado	Facilitator	Executive Team	  
Matt Albrecht	Facilitator	Executive Team	  
Diana Anderson	Facilitator	Executive Team	  
Stephen Asker	Facilitator	Executive Team	  
Brad Augustin	Client Admin	Executive Team	  
Curtis Bateman	Facilitator	Executive Team	  
Emma Bentley	Facilitator	Executive Team	  
Michelle Booth	Facilitator	Executive Team	  

Editing a User's Information

To edit a user's information, click on the "Edit" icon as shown below. Just like when editing your own information, you will be able to modify the user's

- Preferred Language
- Password
- First and Last Name
- Region



FranklinCovey
ALL ACCESS PASS

JOHN SMITH |  | Log out

< BACK
Users & Passes & Teams

USER PASS TEAM

User Management 74 ACTIVE 66 FACILITATORS

PER PAGE: 10 Search for Users 

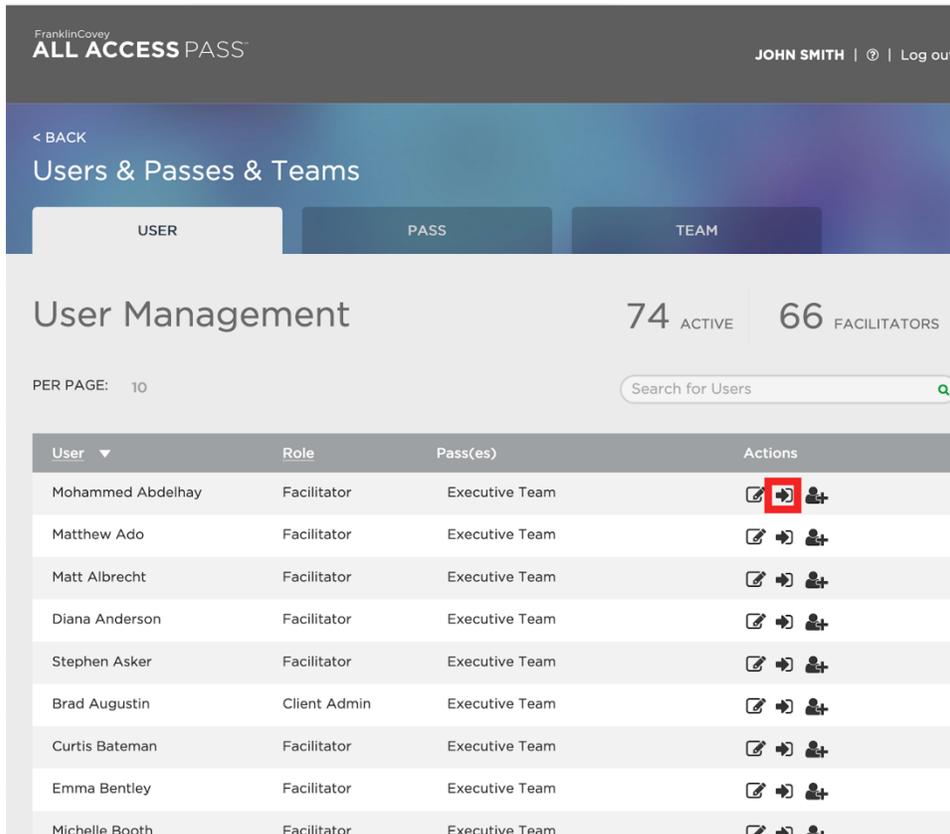
User	Role	Pass(es)	Actions
Mohammed Abdelhay	Facilitator	Executive Team	  
Matthew Ado	Facilitator	Executive Team	  
Matt Albrecht	Facilitator	Executive Team	  
Diana Anderson	Facilitator	Executive Team	  
Stephen Asker	Facilitator	Executive Team	  
Brad Augustin	Client Admin	Executive Team	  
Curtis Bateman	Facilitator	Executive Team	  
Emma Bentley	Facilitator	Executive Team	  
Michelle Booth	Facilitator	Executive Team	  

Logging in as a user

As a Client Admin, you can log in as any of your users. To do this, click on the “Log In As” icon next to the user you want to log in as.

Note: After you click the button, you will be logged in as that user, and all activities you perform on the site will be as if they were performed by that user.

When you are finished, be sure to log out!



FranklinCovey
ALL ACCESS PASS™

JOHN SMITH |  | Log out

< BACK
Users & Passes & Teams

USER PASS TEAM

User Management 74 ACTIVE 66 FACILITATORS

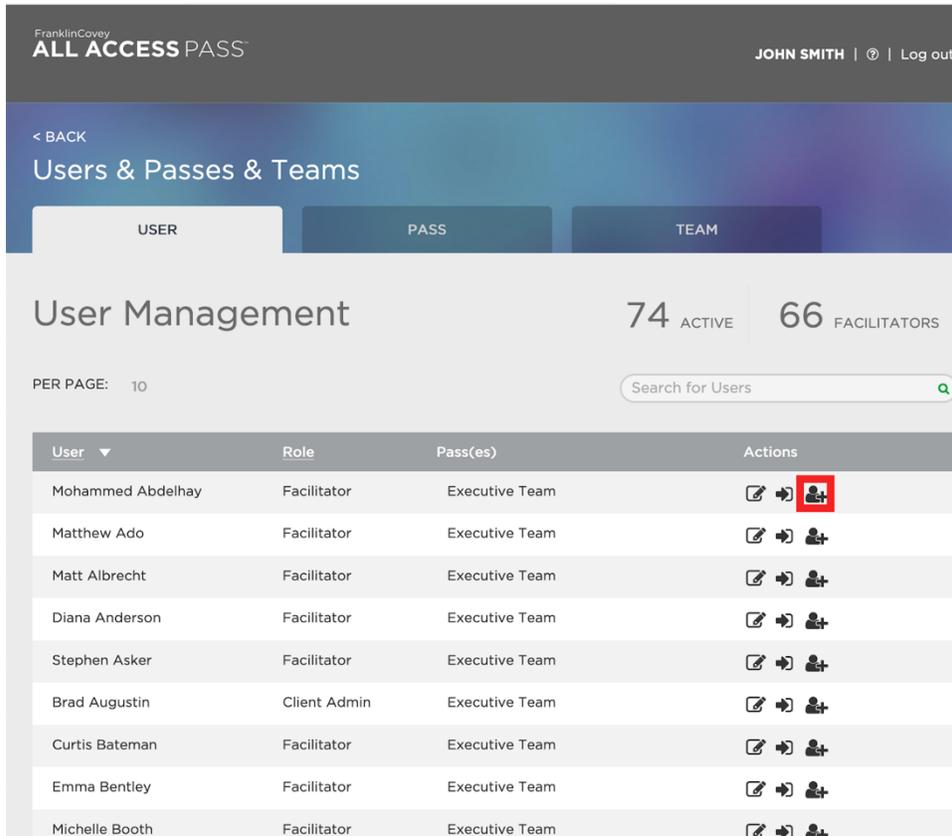
PER PAGE: 10

User	Role	Pass(es)	Actions
Mohammed Abdelhay	Facilitator	Executive Team	  
Matthew Ado	Facilitator	Executive Team	  
Matt Albrecht	Facilitator	Executive Team	  
Diana Anderson	Facilitator	Executive Team	  
Stephen Asker	Facilitator	Executive Team	  
Brad Augustin	Client Admin	Executive Team	  
Curtis Bateman	Facilitator	Executive Team	  
Emma Bentley	Facilitator	Executive Team	  
Michelle Booth	Facilitator	Executive Team	  

Changing a User's Role

As a Client Admin, you can change the role of any user. Just click the "Set Role" icon shown below. This will allow you to change a user's role to any of the following:

- Client Admin
- Facilitator
- Learner



FranklinCovey
ALL ACCESS PASS

JOHN SMITH | 🔒 | Log out

< BACK
Users & Passes & Teams

USER PASS TEAM

User Management 74 ACTIVE 66 FACILITATORS

PER PAGE: 10

User	Role	Pass(es)	Actions
Mohammed Abdelhay	Facilitator	Executive Team	  
Matthew Ado	Facilitator	Executive Team	  
Matt Albrecht	Facilitator	Executive Team	  
Diana Anderson	Facilitator	Executive Team	  
Stephen Asker	Facilitator	Executive Team	  
Brad Augustin	Client Admin	Executive Team	  
Curtis Bateman	Facilitator	Executive Team	  
Emma Bentley	Facilitator	Executive Team	  
Michelle Booth	Facilitator	Executive Team	  

Managing Passes

To manage your passes, start by clicking on the menu in the upper-right of the page and select "Admin."

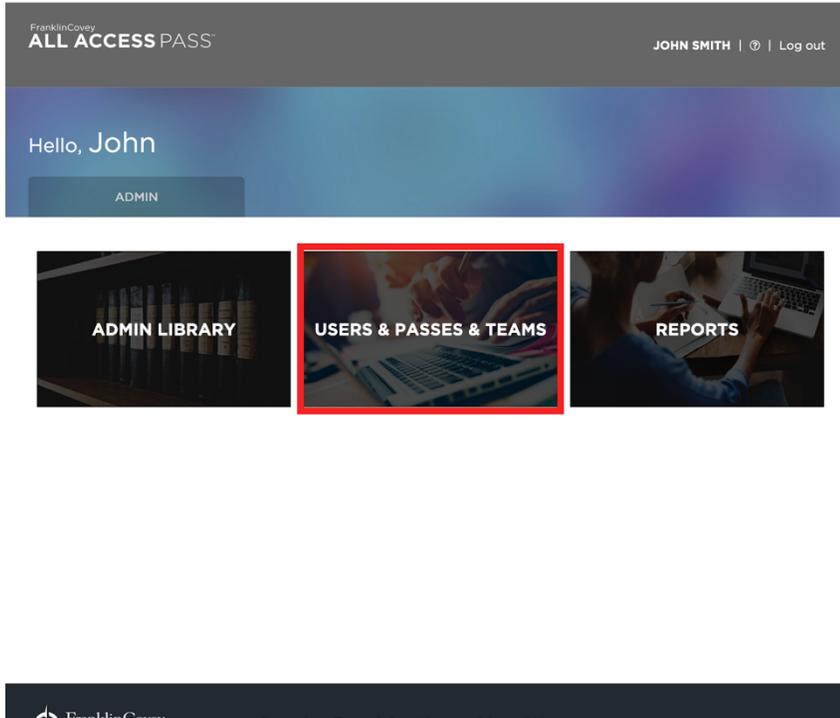
The screenshot shows the FranklinCovey ALL ACCESS PASS user interface. At the top, there is a dark header with the FranklinCovey logo and the text "ALL ACCESS PASS". A search icon and a hamburger menu icon are also present. The main content area features a large banner with the text "Unleash your greatness" and "Build skills and life-changing habits with our world-class learning solutions". Below the banner, there is a purple bar labeled "Assigned" with a sub-header "Assigned". Underneath, a message states: "These learning modules have been selected for you by your administrator. Complete them in the order as listed." A table lists four learning modules with their completion status:

Unconscious Bias Part 1: Identify Bias (2.0)	<input type="radio"/> Not started
Unconscious Bias Part 2: Cultivate Connections (2.0)	<input checked="" type="radio"/> In progress
Credibility	<input checked="" type="radio"/> Completed
Job Stories	<input checked="" type="radio"/> In progress

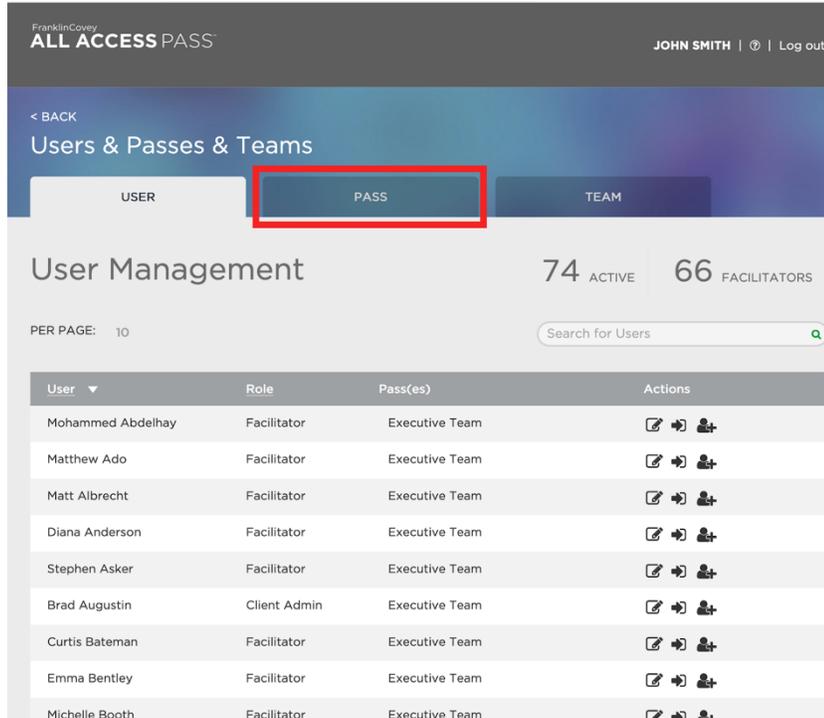
Below the table, there is a section titled "Explore Solutions" with the text: "Click on any of the Solutions listed below to learn more, access eLearning or download materials for live work sessions." At the bottom, there are two tabs: "INDIVIDUAL EFFECTIVENESS" and "LEADERSHIP".

In the upper right corner, a user profile dropdown menu is open for "John Smith". The menu items are: Home, Admin (highlighted with a red box), Completed learning, View welcome video, Team Admin Guide, Facilitator Guide, Learner Guide, and Log out.

Click "Users & Passes & Teams."



On the Users & Passes & Teams page, click the “Pass” tab.



FranklinCovey ALL ACCESS PASS JOHN SMITH | Log out

< BACK Users & Passes & Teams

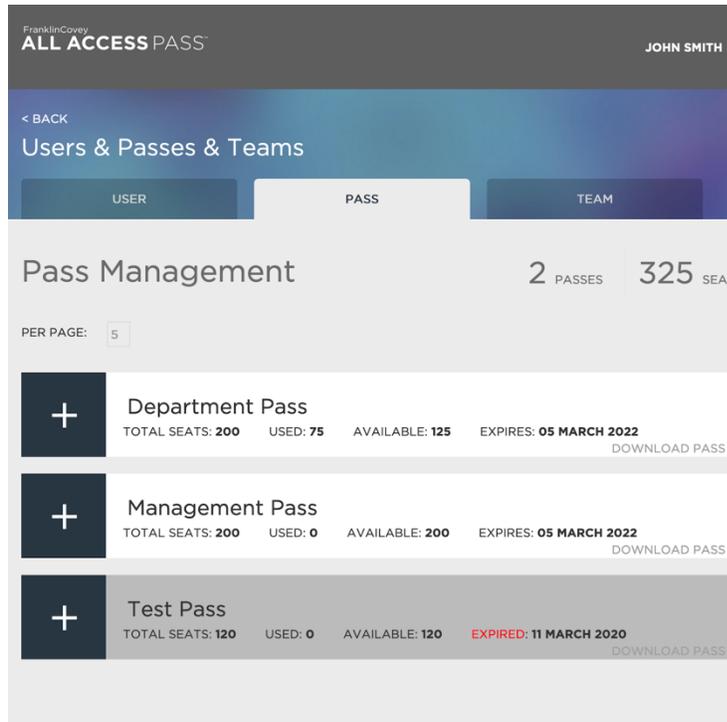
USER PASS TEAM

User Management 74 ACTIVE 66 FACILITATORS

PER PAGE: 10 Search for Users

User	Role	Pass(es)	Actions
Mohammed Abdelhay	Facilitator	Executive Team	  
Matthew Ado	Facilitator	Executive Team	  
Matt Albrecht	Facilitator	Executive Team	  
Diana Anderson	Facilitator	Executive Team	  
Stephen Asker	Facilitator	Executive Team	  
Brad Augustin	Client Admin	Executive Team	  
Curtis Bateman	Facilitator	Executive Team	  
Emma Bentley	Facilitator	Executive Team	  
Michelle Booth	Facilitator	Executive Team	  

You will be taken to the Pass Management page. From here you can see all of the passes that have been created for your organization, how many seats are used and available, and when the pass expires.



The screenshot shows the 'Pass Management' page in the FranklinCovey system. At the top, it displays 'FranklinCovey ALL ACCESS PASS' and the user 'JOHN SMITH'. Below this is a navigation bar with '< BACK' and 'Users & Passes & Teams'. There are three tabs: 'USER', 'PASS' (which is selected), and 'TEAM'. The main content area shows 'Pass Management' with a summary of '2 PASSES' and '325 SEATS'. A 'PER PAGE: 5' dropdown is visible. Three pass types are listed:

Pass Type	Total Seats	Used	Available	Expires
Department Pass	200	75	125	05 MARCH 2022
Management Pass	200	0	200	05 MARCH 2022
Test Pass	120	0	120	EXPIRED: 11 MARCH 2020

Each pass entry includes a '+', a 'DOWNLOAD PASS U' link, and a 'PASS U' link.

Assigning Existing Users to a Pass

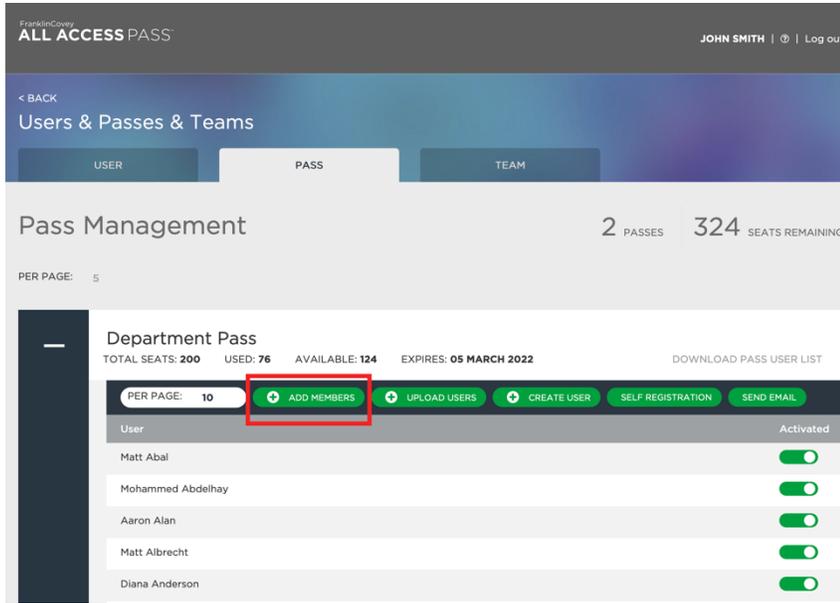
On the Pass Management page, start by expanding the pass you wish to add the user to.

The screenshot shows the FranklinCovey 'ALL ACCESS PASS' management interface. At the top, it displays 'FranklinCovey ALL ACCESS PASS' and the user 'JOHN SMITH'. Below this is a navigation bar with '< BACK' and 'Users & Passes & Teams'. There are three tabs: 'USER', 'PASS', and 'TEAM', with 'PASS' selected. The main heading is 'Pass Management', followed by summary statistics: '2 PASSES' and '325 SEATS'. A 'PER PAGE: 5' dropdown is visible. The pass list includes:

- Department Pass**: TOTAL SEATS: 200, USED: 75, AVAILABLE: 125, EXPIRES: 05 MARCH 2022. A red box highlights the '+' icon to its left.
- Management Pass**: TOTAL SEATS: 200, USED: 0, AVAILABLE: 200, EXPIRES: 05 MARCH 2022.
- Test Pass**: TOTAL SEATS: 120, USED: 0, AVAILABLE: 120, EXPIRES: 11 MARCH 2020.

Each pass entry has a 'DOWNLOAD PASS U' link on the right.

Click the “Add Members” button.



FranklinCovey
ALL ACCESS PASS JOHN SMITH |  | Log out

< BACK
Users & Passes & Teams

USER PASS TEAM

Pass Management 2 PASSES 324 SEATS REMAINING

PER PAGE: 5

Department Pass
TOTAL SEATS: 200 USED: 76 AVAILABLE: 124 EXPIRES: 05 MARCH 2022 DOWNLOAD PASS USER LIST

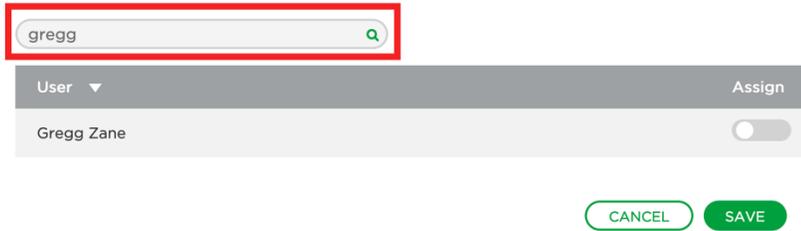
PER PAGE: 10 **+ ADD MEMBERS** + UPLOAD USERS + CREATE USER SELF REGISTRATION SEND EMAIL

User	Activated
Matt Abal	<input checked="" type="checkbox"/>
Mohammed Abdelhay	<input checked="" type="checkbox"/>
Aaron Alan	<input checked="" type="checkbox"/>
Matt Albrecht	<input checked="" type="checkbox"/>
Diana Anderson	<input checked="" type="checkbox"/>

The “Assign Users” dialog will appear. Search for the user you want to add to the pass.

Note: The Assign Users dialog box will only display users who are not already assigned to this pass.

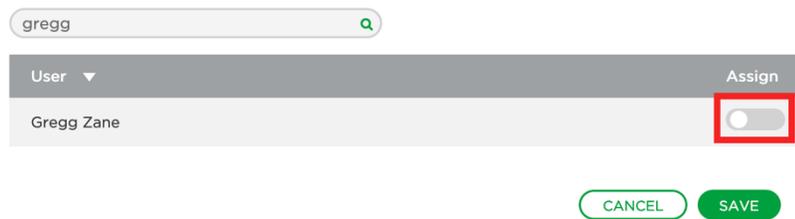
ASSIGN USERS



User	Assign
Gregg Zane	<input type="checkbox"/>

Next, click the assign button to assign the user to the pass.

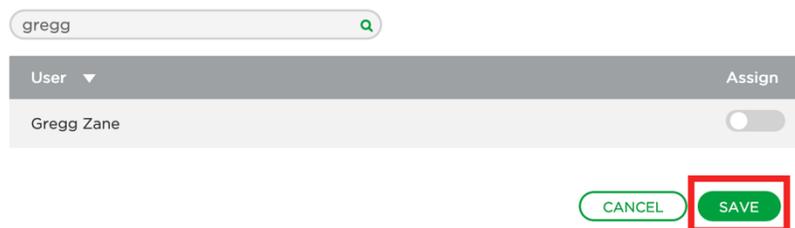
ASSIGN USERS



User	Assign
Gregg Zane	<input checked="" type="checkbox"/>

Finally, click “Save” to save your changes. The user is now a member of the pass.

ASSIGN USERS



User	Assign
Gregg Zane	<input type="checkbox"/>

Uploading New Users to a Pass

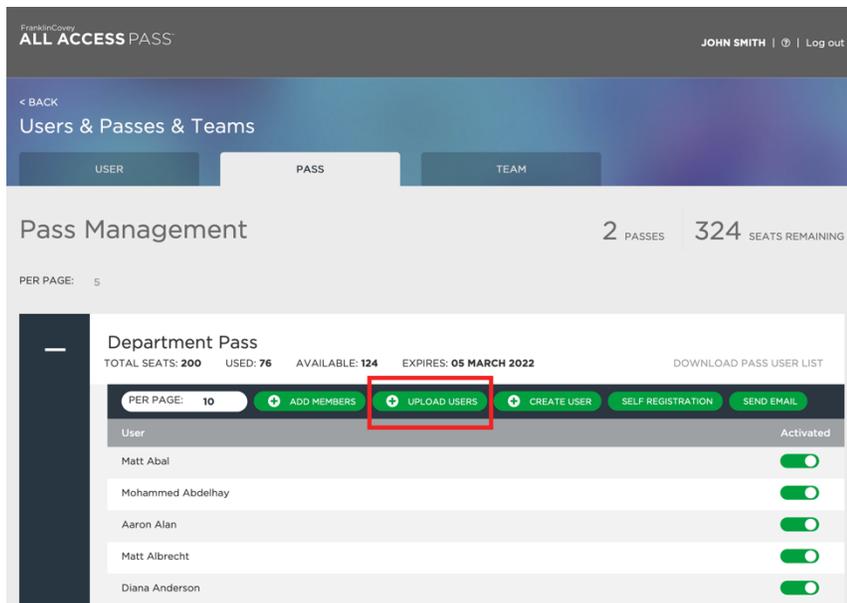
On the Pass Management page, start by expanding the pass you wish to upload the users to.

The screenshot shows the FranklinCovey 'ALL ACCESS PASS' management interface. At the top, it displays the user name 'JOHN SMITH'. Below this is a navigation bar with '< BACK' and 'Users & Passes & Teams'. There are three tabs: 'USER', 'PASS', and 'TEAM', with 'PASS' currently selected. The main heading is 'Pass Management', followed by summary statistics: '2 PASSES' and '325 SEATS'. A 'PER PAGE: 5' dropdown is visible. The pass list includes:

- Department Pass**: TOTAL SEATS: 200, USED: 75, AVAILABLE: 125, EXPIRES: 05 MARCH 2022. A red box highlights the '+' icon to its left.
- Management Pass**: TOTAL SEATS: 200, USED: 0, AVAILABLE: 200, EXPIRES: 05 MARCH 2022.
- Test Pass**: TOTAL SEATS: 120, USED: 0, AVAILABLE: 120, EXPIRES: 11 MARCH 2020.

Each pass entry has a 'DOWNLOAD PASS U' link on the right side.

Click the “Upload Users” button.



The screenshot shows the FranklinCovey ALL ACCESS PASS management interface. At the top, it displays the user name JOHN SMITH and a Log out option. The main navigation bar includes tabs for USER, PASS, and TEAM. The current view is 'Pass Management', showing 2 PASSES and 324 SEATS REMAINING. Below this, there's a 'Department Pass' section with statistics: TOTAL SEATS: 200, USED: 76, AVAILABLE: 124, and EXPIRES: 05 MARCH 2022. A 'DOWNLOAD PASS USER LIST' link is also present. A toolbar contains several action buttons: PER PAGE: 10, ADD MEMBERS, **UPLOAD USERS** (highlighted with a red box), CREATE USER, SELF REGISTRATION, and SEND EMAIL. Below the toolbar is a table of users with their names and activation status.

User	Activated
Matt Abal	<input checked="" type="checkbox"/>
Mohammed Abdelhay	<input checked="" type="checkbox"/>
Aaron Alan	<input checked="" type="checkbox"/>
Matt Albrecht	<input checked="" type="checkbox"/>
Diana Anderson	<input checked="" type="checkbox"/>

The “Upload Users” dialog will appear to guide you through the process of uploading users.

Important: Be sure to click the “Import Instructions” link and read the instructions completely before beginning. These instructions will help you create a valid import file.

Upload Users

DOWNLOAD TEMPLATE

[XLS TEMPLATE](#)

[IMPORT INSTRUCTIONS](#)

UPLOAD FILE

[+ CHOOSE FILE](#)

Name	Size
------	------

CANCEL

CONTINUE

Tip: You can download a template of the import file and fill it out with your user information to make the import process easier. Clicking the “XLS Template” link will download the template for you.

Upload Users

DOWNLOAD TEMPLATE

[XLS TEMPLATE](#)

[IMPORT INSTRUCTIONS](#)

UPLOAD FILE

[+ CHOOSE FILE](#)

Name	Size
------	------

CANCEL

CONTINUE

When you are ready to import your users, click “Choose file” and select your import file:

Upload Users

DOWNLOAD TEMPLATE

[XLS TEMPLATE](#)

[IMPORT INSTRUCTIONS](#)

UPLOAD FILE



Name	Size
------	------



The All Access Pass system will scan your file and display a few rows of data to allow you to verify that the file is valid. When you’re ready to start importing, click “Continue.”

Upload Users

DOWNLOAD TEMPLATE

[XLS TEMPLATE](#)

[IMPORT INSTRUCTIONS](#)

UPLOAD FILE



Name	Size
------	------



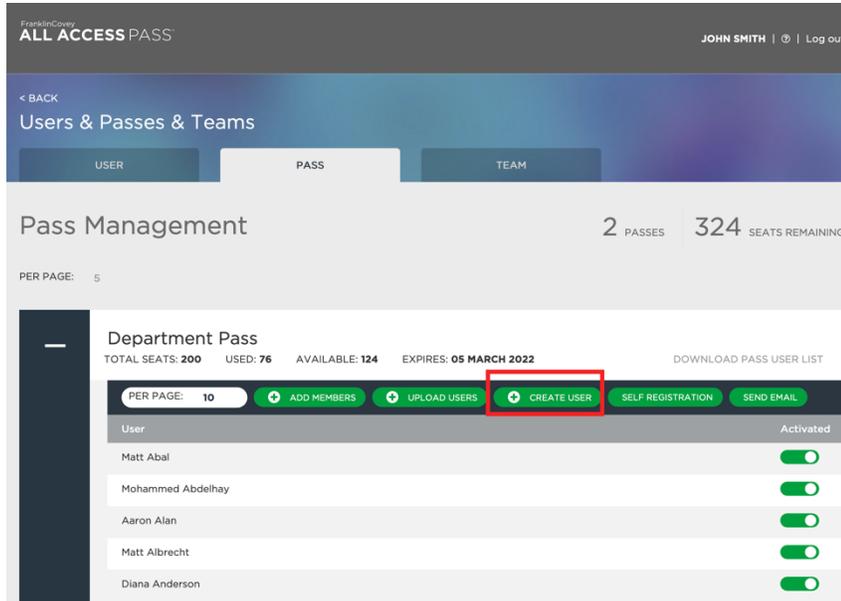
Quickly Create a Single User

You can easily add a single user without creating an upload file. On the Pass Management page, start by expanding the pass you wish to add the user to.

The screenshot shows the FranklinCovey 'ALL ACCESS PASS' management interface. At the top, it displays 'FranklinCovey ALL ACCESS PASS' and the user 'JOHN SMITH'. Below this is a navigation bar with '< BACK' and 'Users & Passes & Teams'. There are three tabs: 'USER', 'PASS', and 'TEAM'. The 'PASS' tab is selected. The main section is titled 'Pass Management' and shows '2 PASSES' and '325 SEATS'. A 'PER PAGE: 5' dropdown is visible. Below this is a list of three passes, each with a '+' icon in a dark square to its left. The first pass, 'Department Pass', is highlighted with a red box around its '+' icon. The second pass is 'Management Pass' and the third is 'Test Pass'. Each pass entry includes details like 'TOTAL SEATS', 'USED', 'AVAILABLE', and 'EXPIRES'.

Pass Name	Total Seats	Used	Available	Expires
Department Pass	200	75	125	05 MARCH 2022
Management Pass	200	0	200	05 MARCH 2022
Test Pass	120	0	120	EXPIRED: 11 MARCH 2020

Click the “Create User” button.



The “Create User” dialog box will appear.

Create User

FIRST NAME*

LAST NAME*

EMAIL ADDRESS*

SEND EMAIL NOTIFICATION (LINKS WILL EXPIRE IN 96 HOURS.)

MAKE USER A FACILITATOR

Type in the user’s first name, last name, and email address and click “Create.”

Create Self-Registration Emails

Another way to create users is to create self-registration emails. Instead of creating emails, you can send the self-registration email to your users. Their account is created when they click on the registration link.

On the Pass Management page, start by expanding the pass you wish to add the users to.

FranklinCovey
ALL ACCESS PASS JOHN SMITH |

< BACK
Users & Passes & Teams

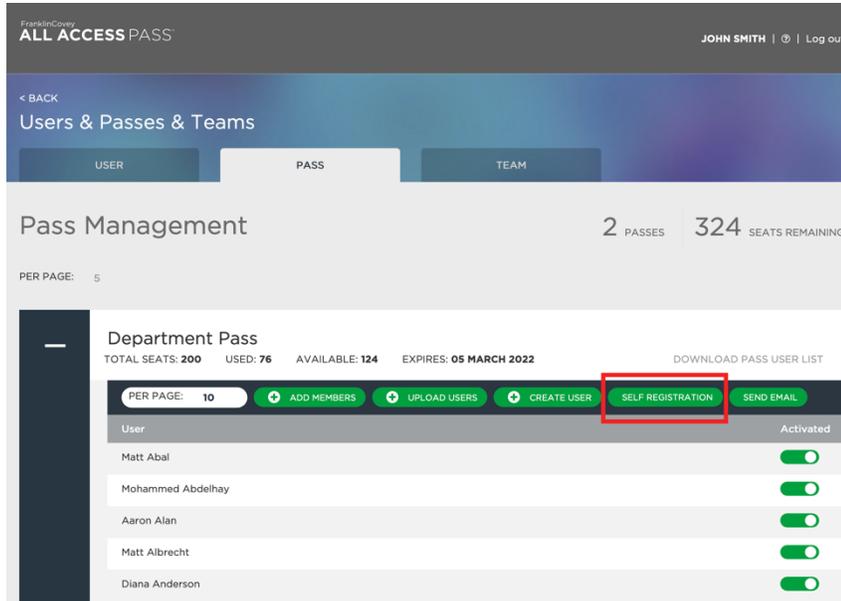
USER PASS TEAM

Pass Management 2 PASSES 325 SEATS

PER PAGE: 5

Pass Type	Total Seats	Used	Available	Expires
Department Pass	200	75	125	05 MARCH 2022
Management Pass	200	0	200	05 MARCH 2022
Test Pass	120	0	120	EXPIRED: 11 MARCH 2020

Click the “Self Registration” button.



The Self Registration dialog box will appear, which displays the subject and body of a self-registration email. Copy the text in this dialog box, paste it into your email client of choice, and send it to the users you want to create accounts for. When they click the “Register” link, they will be guided through the process of creating their account, and they will be assigned to the pass automatically.

SELF REGISTRATION

Copy the subject line and text below and email this to the individuals you would like invite to self-register into this pass.

SUBJECT: Registration Details | FranklinCovey All Access Pass

Hello,

You have been approved to register for the FranklinCovey All Access Pass, a service that will help you improve your skills and capabilities. This pass will give you access to some of the world's most effective training solutions including live, webinar and self-paced options.

Please click the link below to officially register and activate your pass.

[Register](#)

Once you have registered you can login to your account anytime at: <https://betatest.allaccesspass.com/>

Please do not share the links, these resources are intended for your personal use only.

I hope you enjoy your learning experience.

[CANCEL](#)

Click “Cancel” To dismiss the dialog box when you’re done.

Sending a Welcome Email

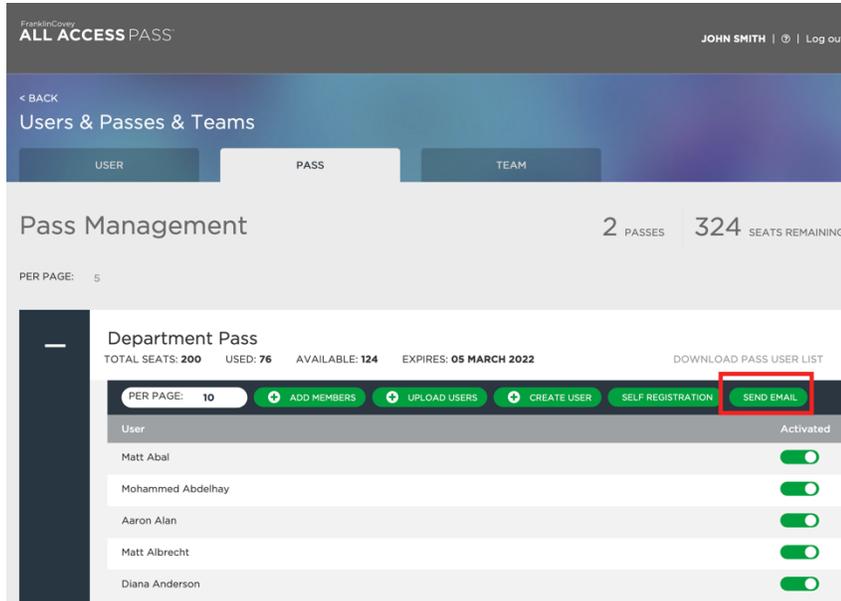
When users are registered in the All Access Pass platform, they are sent a welcome email that provides them with a link to the AAP website, as well as a link to reset their password if necessary. You can send this email manually at any time.

On the Pass Management page, start by expanding the pass that contains the user you want to send the email to.

The screenshot displays the 'Pass Management' interface. At the top, it shows 'FranklinCovey ALL ACCESS PASS' and the user 'JOHN SMITH'. Below this is a navigation bar with '< BACK' and 'Users & Passes & Teams'. There are three tabs: 'USER', 'PASS', and 'TEAM'. The 'PASS' tab is active. The main content area shows 'Pass Management' with '2 PASSES' and '325 SEATS'. A 'PER PAGE: 5' dropdown is visible. The list of passes includes:

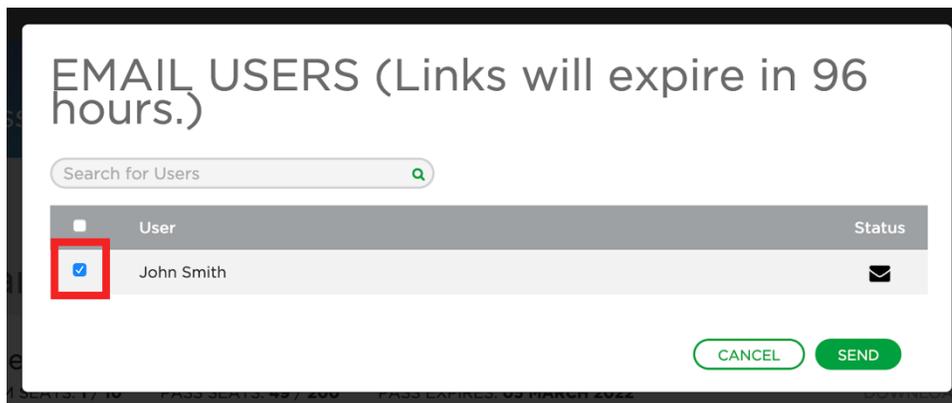
- Department Pass**: TOTAL SEATS: 200, USED: 75, AVAILABLE: 125, EXPIRES: 05 MARCH 2022. A red box highlights the expand icon (+).
- Management Pass**: TOTAL SEATS: 200, USED: 0, AVAILABLE: 200, EXPIRES: 05 MARCH 2022.
- Test Pass**: TOTAL SEATS: 120, USED: 0, AVAILABLE: 120, EXPIRES: 11 MARCH 2020.

Click the "Send Email" button.



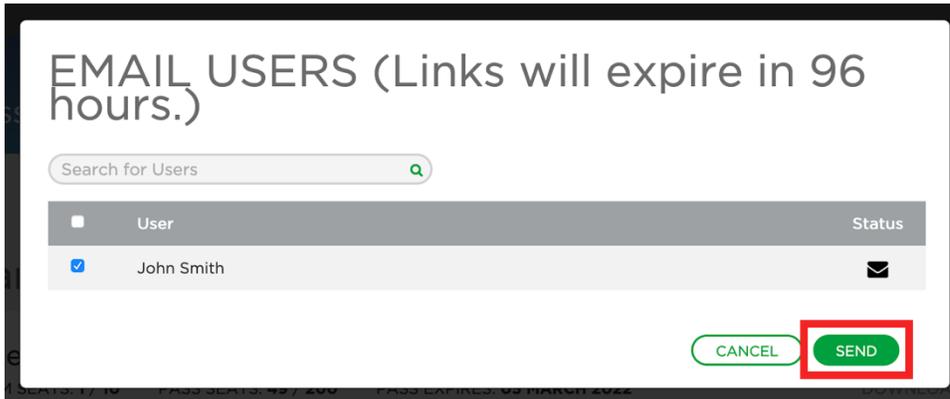
Click the checkbox next to the user or users you wish to send the email to.

Tip: You can click the checkbox next to "User" in the header to select every user assigned to this pass.



Click "Send" to send the emails to the selected users.

Note: the links in the welcome email are only valid for 96 hours.



Deactivating a User

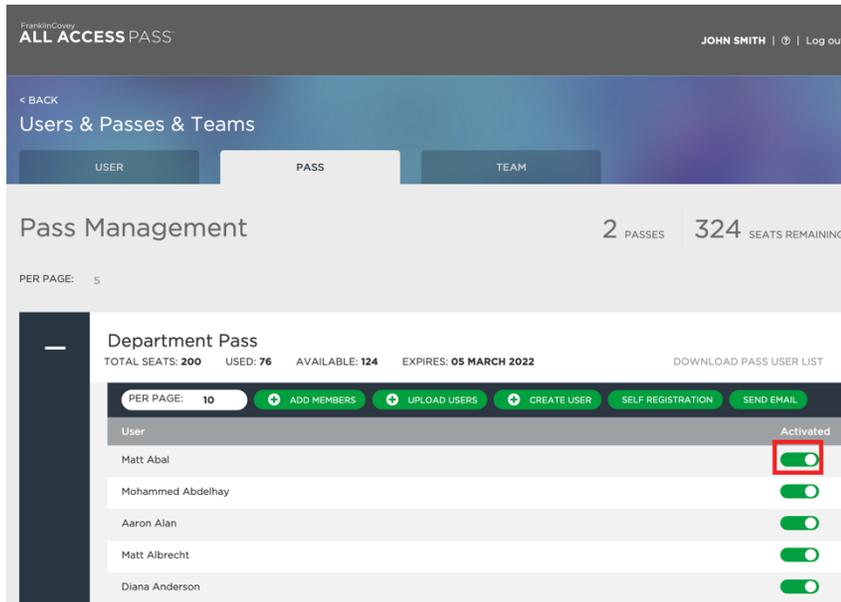
Users who have been added to a pass can be deactivated, which prevents that user from enrolling himself in any content for that pass.

On the Pass Management page, start by expanding the pass that contains the user you want to deactivate.

The screenshot shows the FranklinCovey 'ALL ACCESS PASS' management interface. At the top, it displays 'FranklinCovey ALL ACCESS PASS' and the user 'JOHN SMITH'. Below this is a navigation bar with '< BACK' and 'Users & Passes & Teams'. There are three tabs: 'USER', 'PASS', and 'TEAM', with 'PASS' selected. The main section is titled 'Pass Management' and shows '2 PASSES' and '325 SEATS'. A 'PER PAGE: 5' dropdown is visible. A list of passes is shown, each with a plus sign icon in a dark square. The first pass, 'Department Pass', is highlighted with a red box around its plus sign icon. The pass details for 'Department Pass' are: TOTAL SEATS: 200, USED: 75, AVAILABLE: 125, EXPIRES: 05 MARCH 2022. Below it are 'Management Pass' and 'Test Pass' with their respective details.

Pass Type	Total Seats	Used	Available	Expires
Department Pass	200	75	125	05 MARCH 2022
Management Pass	200	0	200	05 MARCH 2022
Test Pass	120	0	120	EXPIRED: 11 MARCH 2020

Find the user in the user list and click the “deactivate” toggle switch shown below. To reactivate the user, click the toggle switch again.



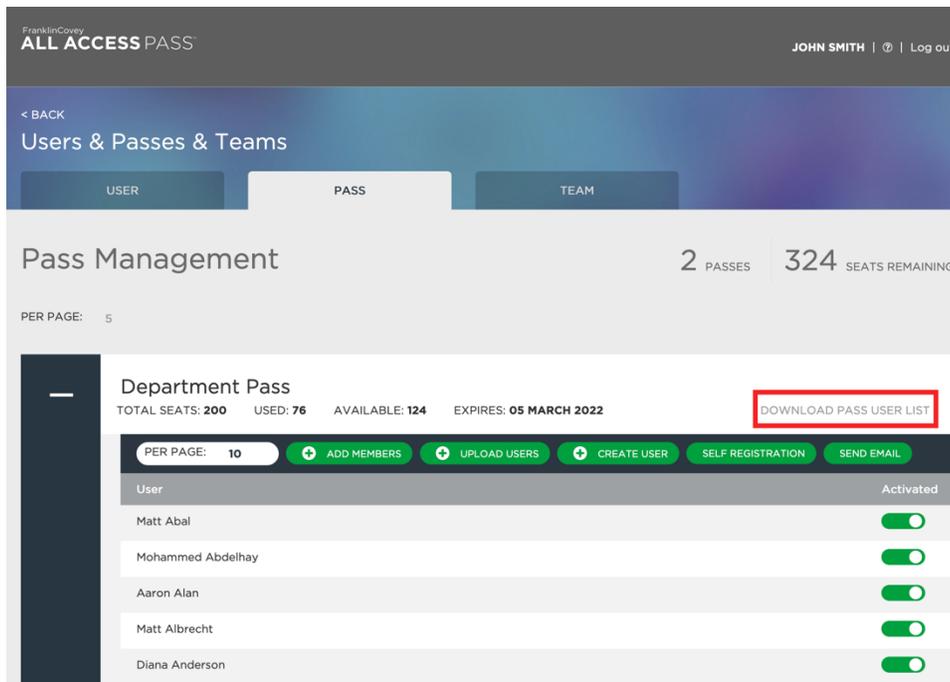
The screenshot displays the 'Department Pass' management interface. At the top, it shows 'ALL ACCESS PASS' and the user 'JOHN SMITH | Log out'. Below this is a navigation bar with 'Users & Passes & Teams' and tabs for 'USER', 'PASS', and 'TEAM'. The main section is titled 'Pass Management' and shows '2 PASSES' and '324 SEATS REMAINING'. A 'PER PAGE: 5' dropdown is visible. The 'Department Pass' section includes statistics: 'TOTAL SEATS: 200', 'USED: 76', 'AVAILABLE: 124', and 'EXPIRES: 05 MARCH 2022'. There is a 'DOWNLOAD PASS USER LIST' link. Below these are several action buttons: 'PER PAGE: 10', '+ ADD MEMBERS', '+ UPLOAD USERS', '+ CREATE USER', 'SELF REGISTRATION', and 'SEND EMAIL'. A table lists users with their names and 'Activated' toggle switches. The user 'Matt Abal' has a red box around his toggle switch, which is currently in the 'on' position. Other users listed are Mohammed Abdelhay, Aaron Alan, Matt Albrecht, and Diana Anderson, all with their toggle switches in the 'on' position.

User	Activated
Matt Abal	<input checked="" type="checkbox"/>
Mohammed Abdelhay	<input checked="" type="checkbox"/>
Aaron Alan	<input checked="" type="checkbox"/>
Matt Albrecht	<input checked="" type="checkbox"/>
Diana Anderson	<input checked="" type="checkbox"/>

Downloading the List of Users on a Pass

Clicking "Download Pass User List" will generate a spreadsheet containing every user assigned to that pass. When downloaded, the list will be generated as an Excel (.xlsx) file, and will contain the following fields:

- Email Address
- First Name
- Last Name
- User Role
- Region
- Pass
- Date of Last Login



FranklinCovey
ALL ACCESS PASS JOHN SMITH | Log out

< BACK
Users & Passes & Teams

USER PASS TEAM

Pass Management 2 PASSES 324 SEATS REMAINING

PER PAGE: 5

Department Pass
TOTAL SEATS: 200 USED: 76 AVAILABLE: 124 EXPIRES: 05 MARCH 2022 **DOWNLOAD PASS USER LIST**

PER PAGE: 10 + ADD MEMBERS + UPLOAD USERS + CREATE USER SELF REGISTRATION SEND EMAIL

User	Activated
Matt Abal	<input checked="" type="checkbox"/>
Mohammed Abdelhay	<input checked="" type="checkbox"/>
Aaron Alan	<input checked="" type="checkbox"/>
Matt Albrecht	<input checked="" type="checkbox"/>
Diana Anderson	<input checked="" type="checkbox"/>

Managing Teams

To manage your teams, start by clicking on the menu in the upper-right of the page and select "Admin."

The screenshot shows the FranklinCovey ALL ACCESS PASS user interface. At the top, there is a dark blue header with the FranklinCovey logo and the text "ALL ACCESS PASS". A search icon and a hamburger menu icon are also present. Below the header, there is a main content area with a large image of a woman and the text "Unleash your greatness" and "Build skills and life-changing habits with our world-class learning solutions". A purple bar labeled "Assigned" is visible. Below this, there is a table of learning modules with their completion status. A navigation menu is open on the right side, with the "Admin" option highlighted in a red box. The menu options are: Home, Admin, Completed learning, View welcome video, Team Admin Guide, Facilitator Guide, Learner Guide, and Log out. At the bottom, there are two tabs: "INDIVIDUAL EFFECTIVENESS" and "LEADERSHIP".

FranklinCovey
ALL ACCESS PASS

John Smith

- Home
- Admin**
- Completed learning
- View welcome video
- Team Admin Guide
- Facilitator Guide
- Learner Guide
- Log out

Assigned

These learning modules have been selected for you by your administrator. Complete them in the order as listed.

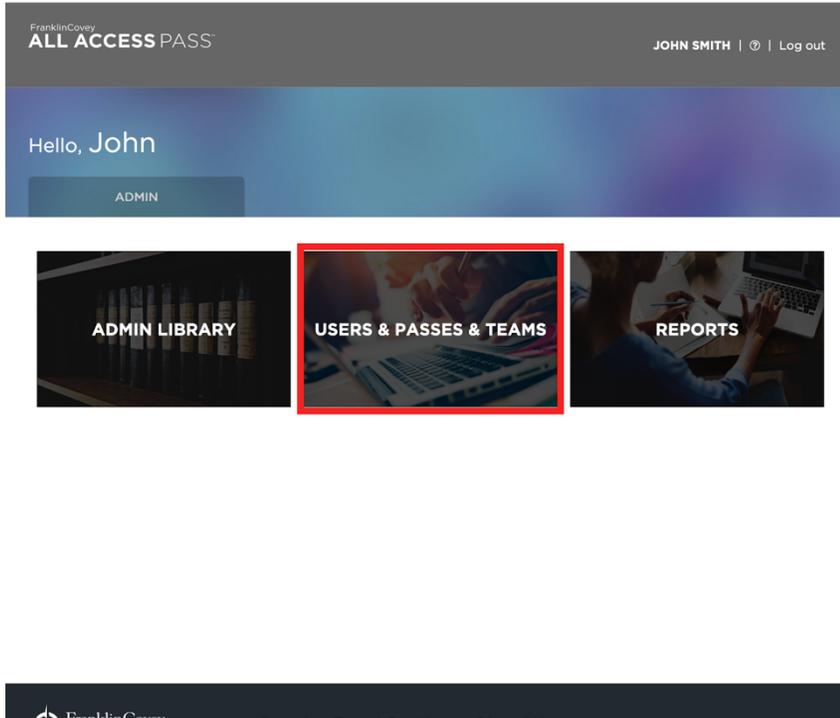
Unconscious Bias Part 1: Identify Bias (2.0)	<input type="radio"/> Not started
Unconscious Bias Part 2: Cultivate Connections (2.0)	<input checked="" type="radio"/> In progress
Credibility	<input checked="" type="radio"/> Completed
Job Stories	<input checked="" type="radio"/> In progress

Explore Solutions

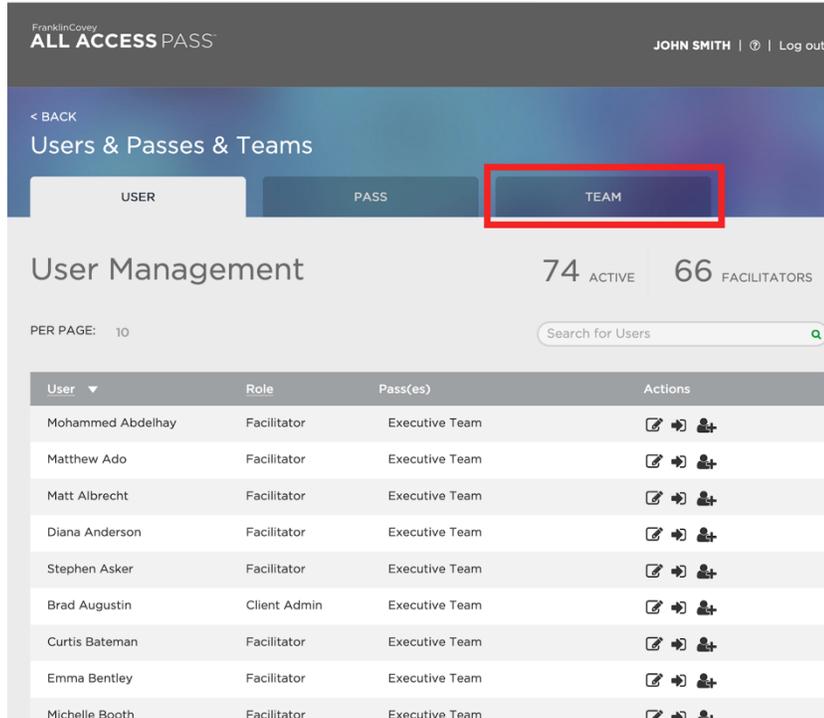
Click on any of the Solutions listed below to learn more, access eLearning or download materials for live work sessions.

INDIVIDUAL EFFECTIVENESS | **LEADERSHIP**

Click "Users & Passes & Teams."



On the Users & Passes & Teams page, click the “Team” tab.



FranklinCovey ALL ACCESS PASS JOHN SMITH | Log out

< BACK
Users & Passes & Teams

USER PASS **TEAM**

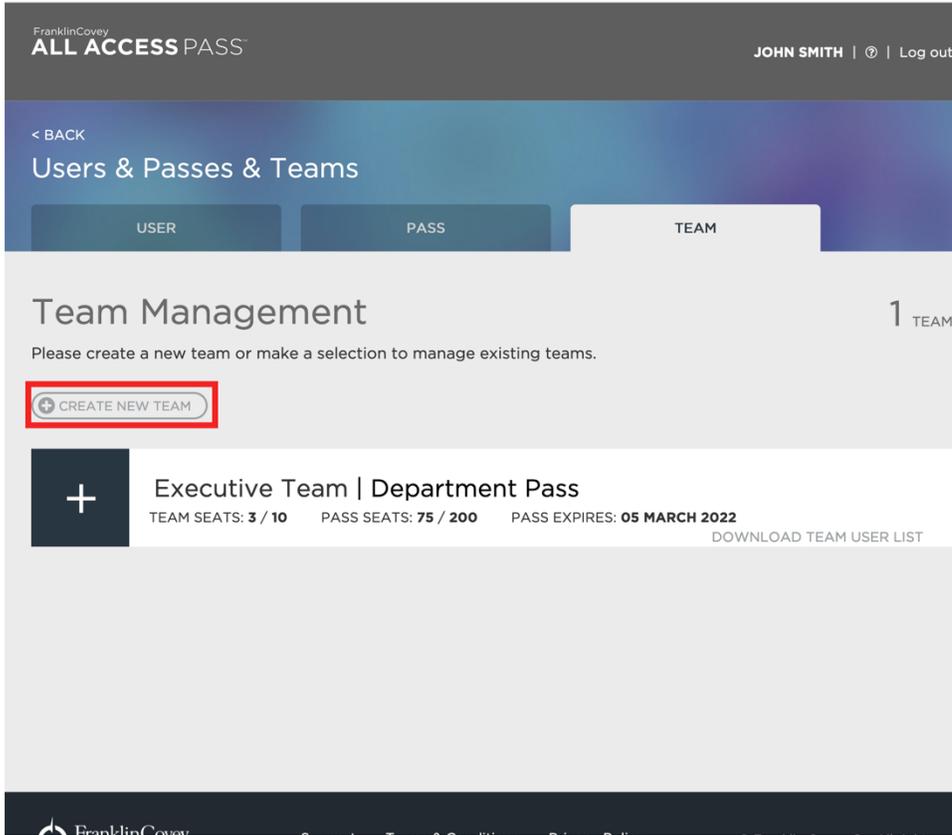
User Management 74 ACTIVE 66 FACILITATORS

PER PAGE: 10 Search for Users

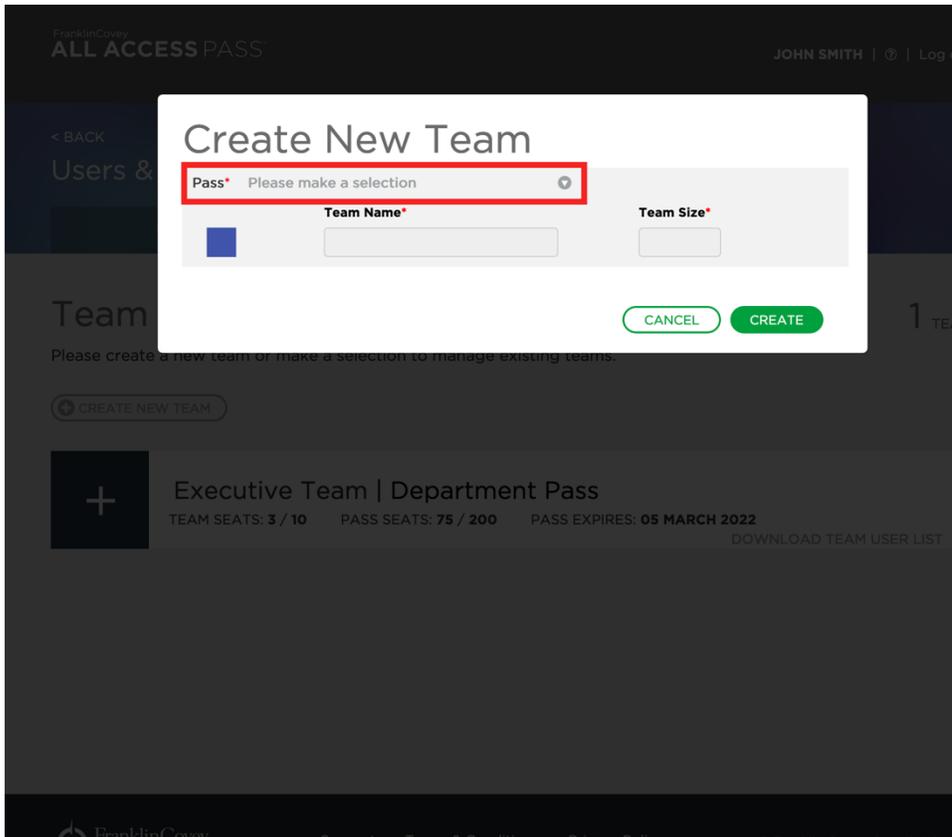
User	Role	Pass(es)	Actions
Mohammed Abdelhay	Facilitator	Executive Team	  
Matthew Ado	Facilitator	Executive Team	  
Matt Albrecht	Facilitator	Executive Team	  
Diana Anderson	Facilitator	Executive Team	  
Stephen Asker	Facilitator	Executive Team	  
Brad Augustin	Client Admin	Executive Team	  
Curtis Bateman	Facilitator	Executive Team	  
Emma Bentley	Facilitator	Executive Team	  
Michelle Booth	Facilitator	Executive Team	  

Creating a Team

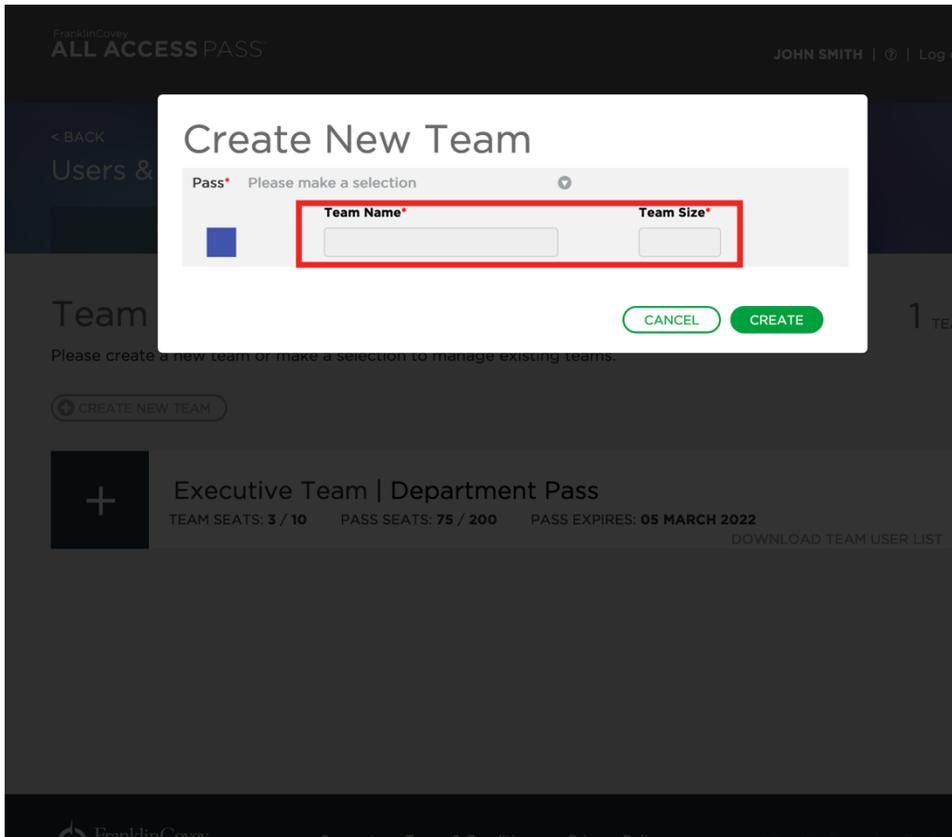
On the Team Management page, start by clicking the “Create New Team” button.



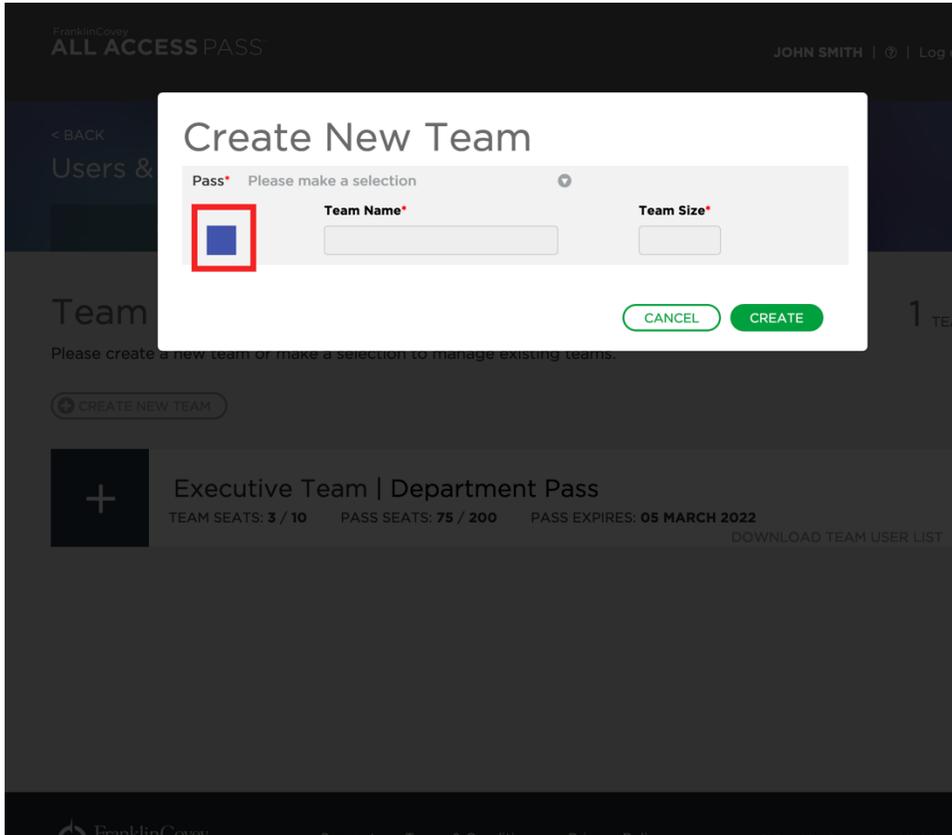
The “Create New Team” dialog will appear. Click on the “Pass” dropdown to select the pass that your new team should be assigned to.



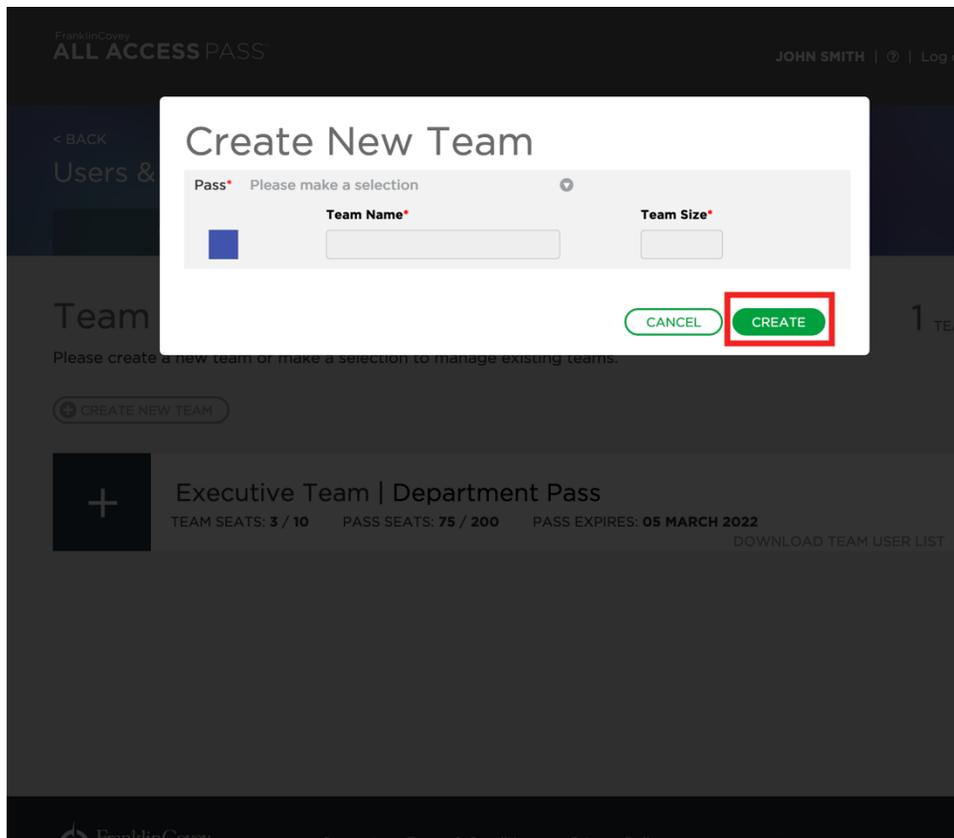
Type in a name for the team in the “Team Name” box and set the maximum number of users that can be assigned to the team in the “Team Size” box.



Optionally, you may specify a color for your new team by clicking on the color swatch showing in the image below.



When you are ready to create the team, click the “create” button.



Adding Users to a Team

On the Team Management page, start by expanding the team you wish to add the user to.

FranklinCovey
ALL ACCESS PASS™

JOHN SMITH | 👤 | Log out

< BACK

Users & Passes & Teams

USER PASS TEAM

Team Management

1 TEAM

Please create a new team or make a selection to manage existing teams.

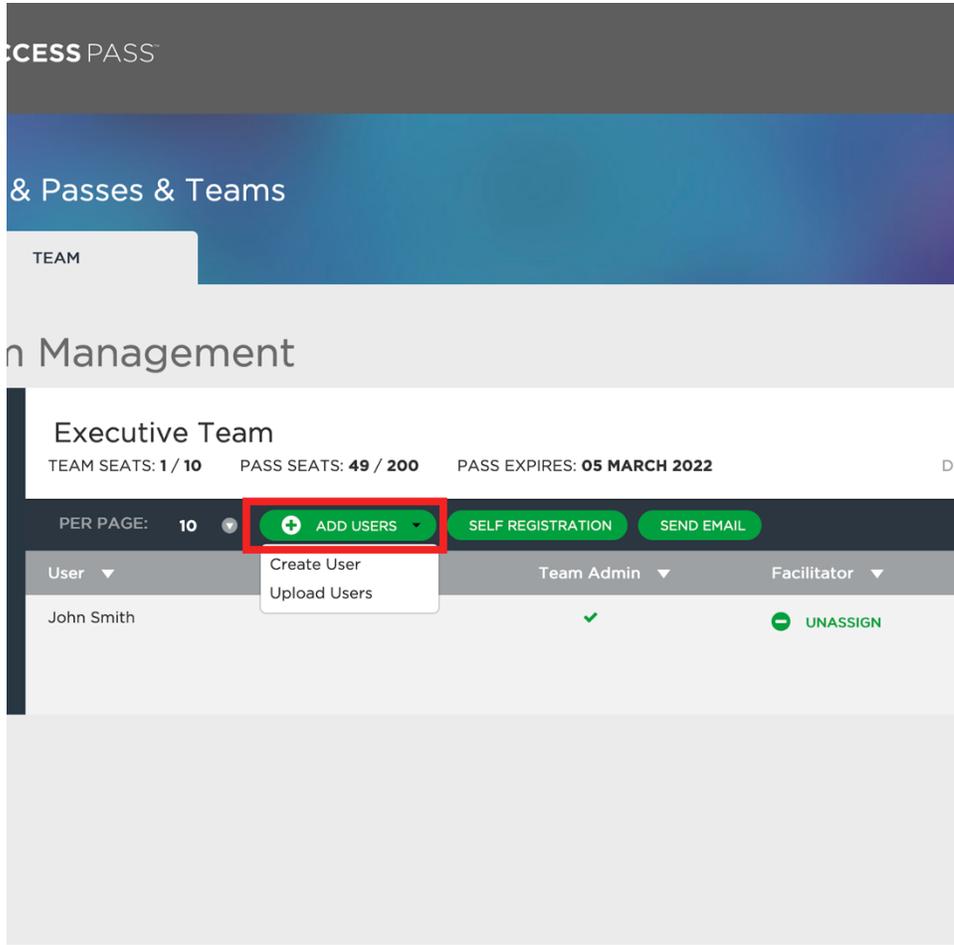
+ CREATE NEW TEAM

+ Executive Team | Department Pass

TEAM SEATS: 3 / 10 PASS SEATS: 75 / 200 PASS EXPIRES: 05 MARCH 2022

DOWNLOAD TEAM USER LIST

Click "Add Users."



The screenshot shows the 'Access Pass' management interface for the 'Executive Team'. At the top, it displays 'ACCESS PASS' and '& Passes & Teams'. Below this, there's a 'TEAM' tab and 'Team Management' section. The 'Executive Team' details are shown: 'TEAM SEATS: 1 / 10', 'PASS SEATS: 49 / 200', and 'PASS EXPIRES: 05 MARCH 2022'. A navigation bar includes 'PER PAGE: 10', a highlighted '+ ADD USERS' button, 'SELF REGISTRATION', and 'SEND EMAIL'. Below the navigation bar, there are dropdown menus for 'User', 'Team Admin', and 'Facilitator'. A table lists a user 'John Smith' with a green checkmark and an 'UNASSIGN' button.

To create a single user, click “Create User.” The “Create User” dialog box will appear.

Create User

FIRST NAME*

Gregg

LAST NAME*

Zane

EMAIL ADDRESS*

J26QYa7wUturw3A@ma

SEND EMAIL NOTIFICATION (LINKS WILL EXPIRE IN 96 HOURS.)

MAKE USER A FACILITATOR

CANCEL

CREATE

Type in the user’s first name, last name, and email address and click “Create.”

To add multiple users to a team at once, click “Upload Users.” The “Upload Users” dialog will appear to guide you through the process of uploading users.

Important: Be sure to click the “Import Instructions” link and read the instructions completely before beginning. These instructions will help you create a valid import file.

Upload Users

DOWNLOAD TEMPLATE

[XLS TEMPLATE](#)

[IMPORT INSTRUCTIONS](#)

UPLOAD FILE

[+ CHOOSE FILE](#)

Name	Size
------	------

CANCEL

CONTINUE

Tip: You can download a template of the import file and fill it out with your user information to make the import process easier. Clicking the “XLS Template” link will download the template for you.

Upload Users

DOWNLOAD TEMPLATE

[XLS TEMPLATE](#)

[IMPORT INSTRUCTIONS](#)

UPLOAD FILE

[+ CHOOSE FILE](#)

Name	Size
------	------

CANCEL

CONTINUE

When you are ready to import your users, click “Choose file” and select your import file:

Upload Users

DOWNLOAD TEMPLATE

[XLS TEMPLATE](#)

[IMPORT INSTRUCTIONS](#)

UPLOAD FILE



Name	Size
------	------

[CANCEL](#) [CONTINUE](#)

The All Access Pass system will scan your file and display a few rows of data to allow you to verify that the file is valid. When you're ready to start importing, click “Continue.”

Upload Users

DOWNLOAD TEMPLATE

[XLS TEMPLATE](#)

[IMPORT INSTRUCTIONS](#)

UPLOAD FILE



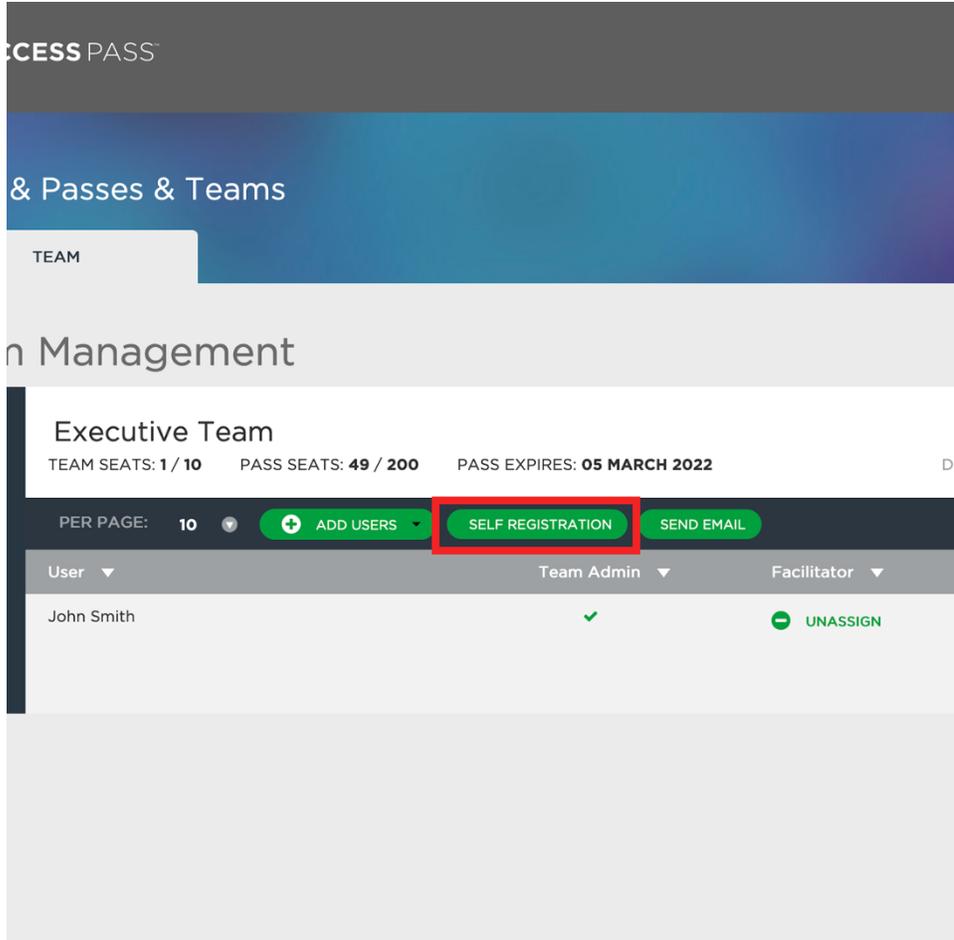
Name	Size
------	------

[CANCEL](#) [CONTINUE](#)

Self-Registration

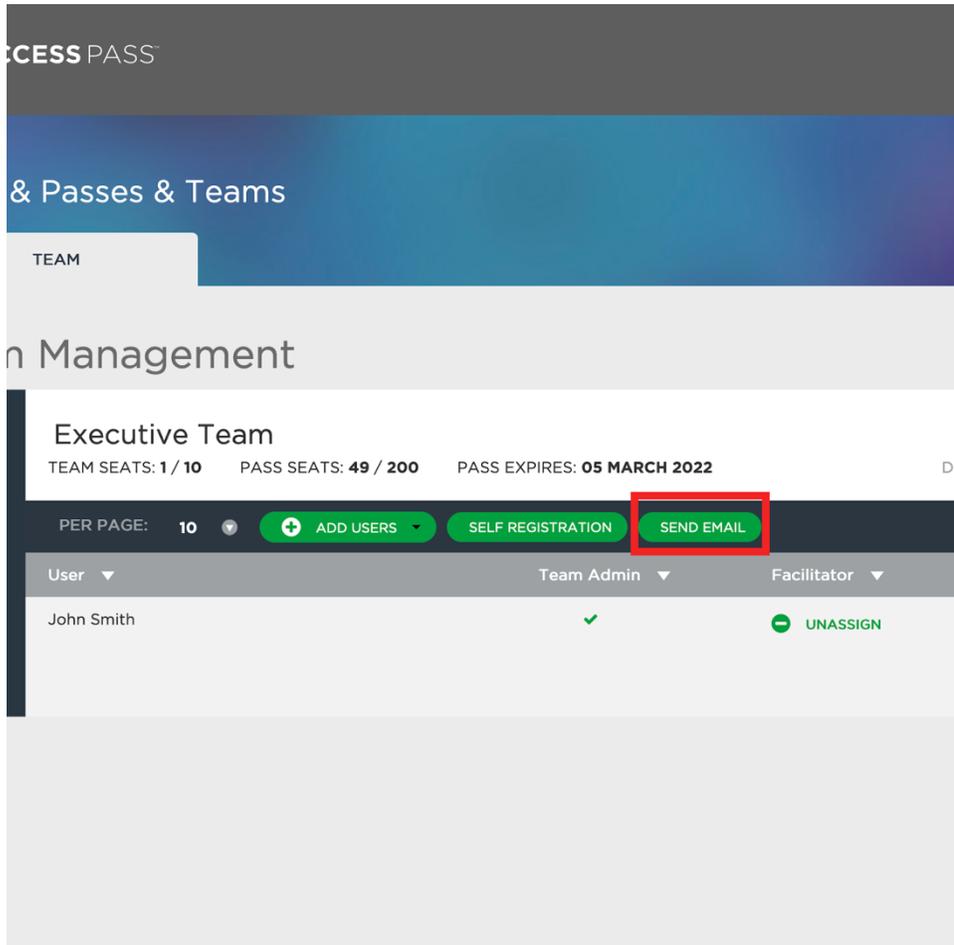
You can invite users to self-register by using the "Self Registration" button. The invited user will automatically be added to the team once the registration process is completed.

Clicking "Self Registration" will generate a self registration email template for you. Just paste this template into an email for the user or users you wish to invite.



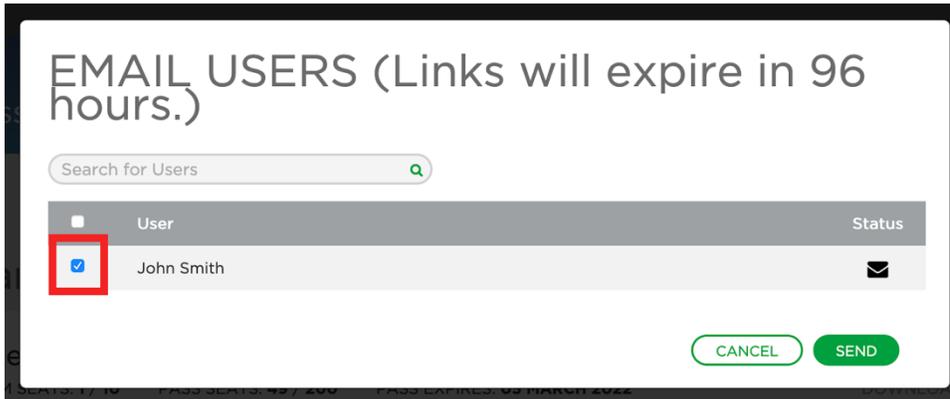
Sending a Welcome Email

When users are registered in the All Access Pass platform, they are sent a welcome email that provides them with a link to the AAP website, as well as a link to reset their password if necessary. If you need to send this welcome email, first click "Send Email."



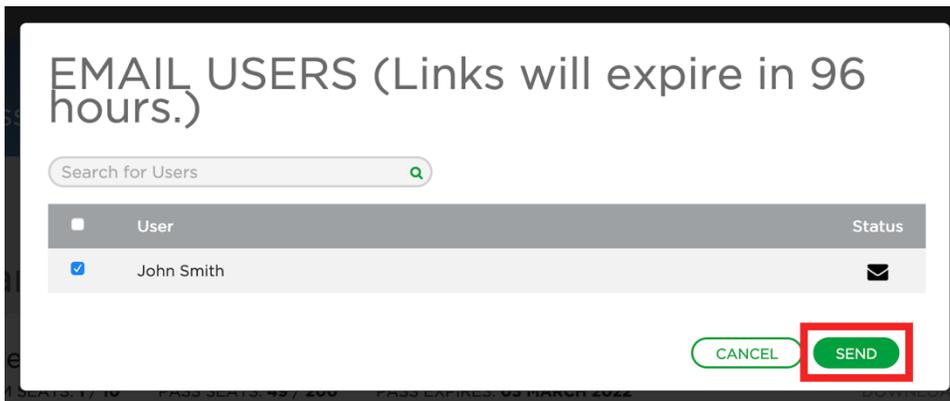
Click the checkbox next to the user or users you wish to send the email to.

Tip: You can click the checkbox next to "User" in the header to select every user in the team.



Click "Send" to send the emails to the selected users.

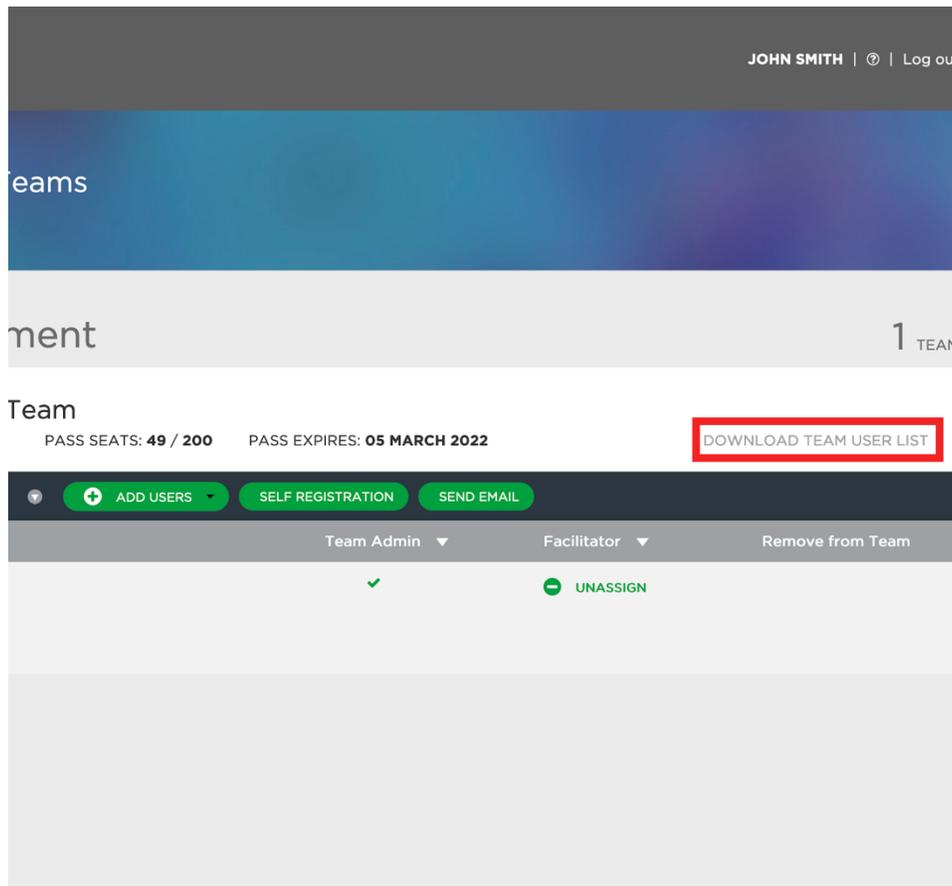
Note: the links in the welcome email are only valid for 96 hours.



Downloading the List of Users on a Team

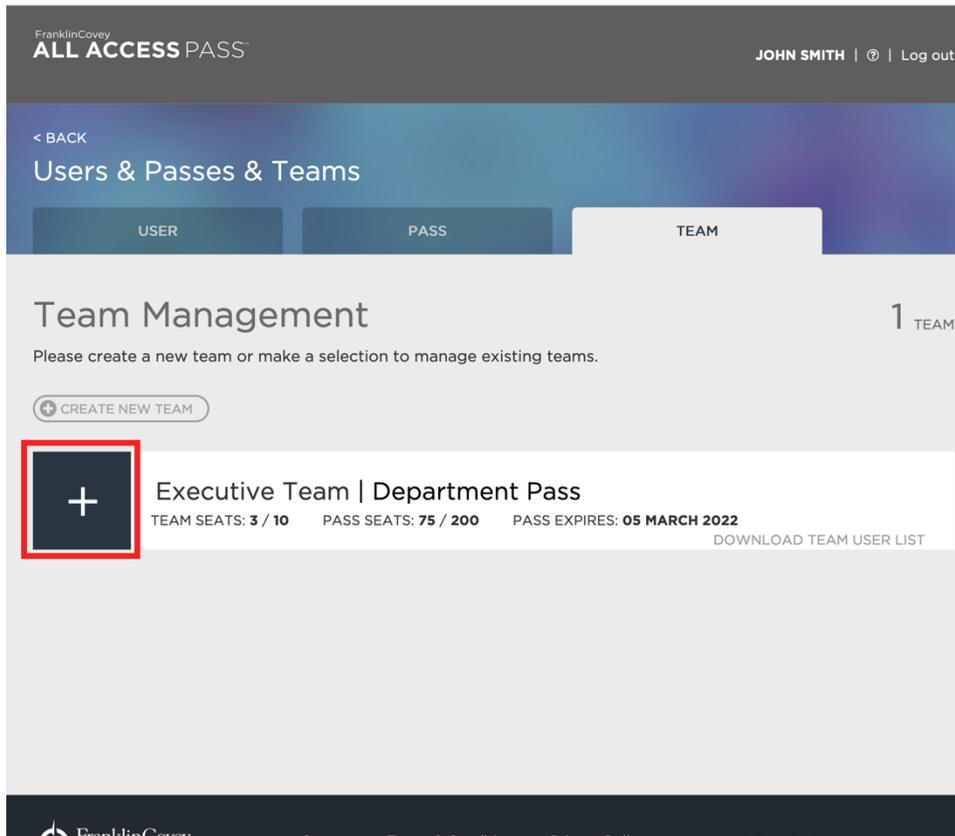
Clicking "Download Team User List" will generate a spreadsheet containing every user assigned to that team. When downloaded, the list will be generated as an Excel (.xlsx) file, and will contain the following fields:

- Email Address
- First Name
- Last Name
- User Role
- Region
- Team
- Date of Last Login

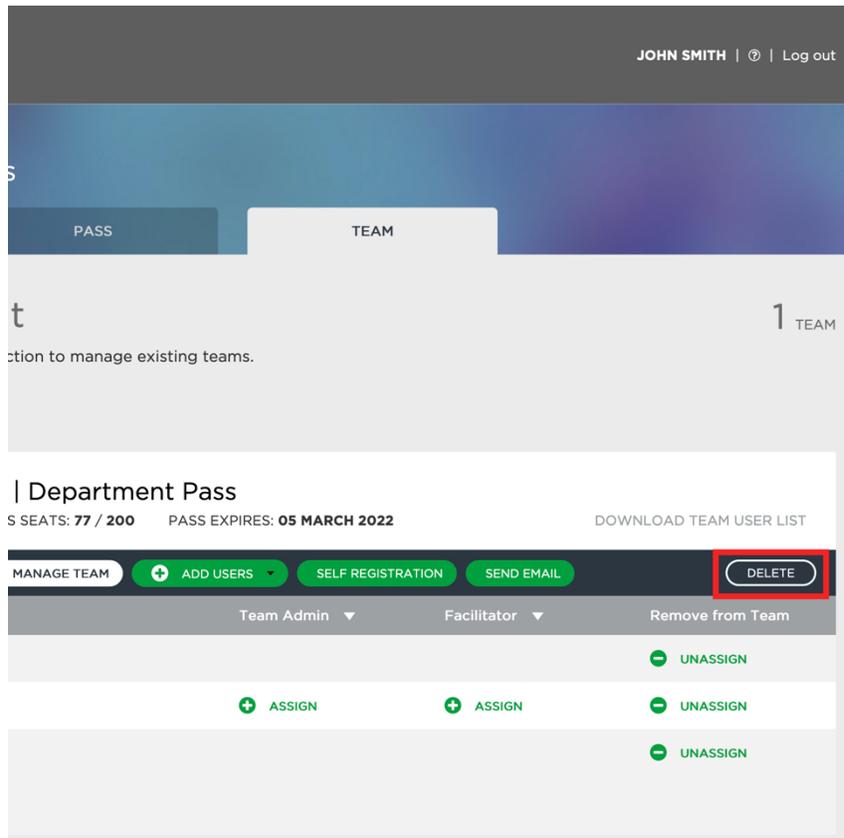


Deleting a Team

Client Admins can delete teams. To do this, start by expanding the team that you want to delete.



Click the “Delete” button and confirm your decision. All users that had been assigned to the team will be unassigned from the team, and the team will be removed from the list.



Reports

The All Access Pass platform provides many reports that allow you to analyze the details and progress of your users. You can get quick at-a-glance information about your users and the content they have completed, or you can download complete reports for more in-depth analysis.

Generating User Activity Reports

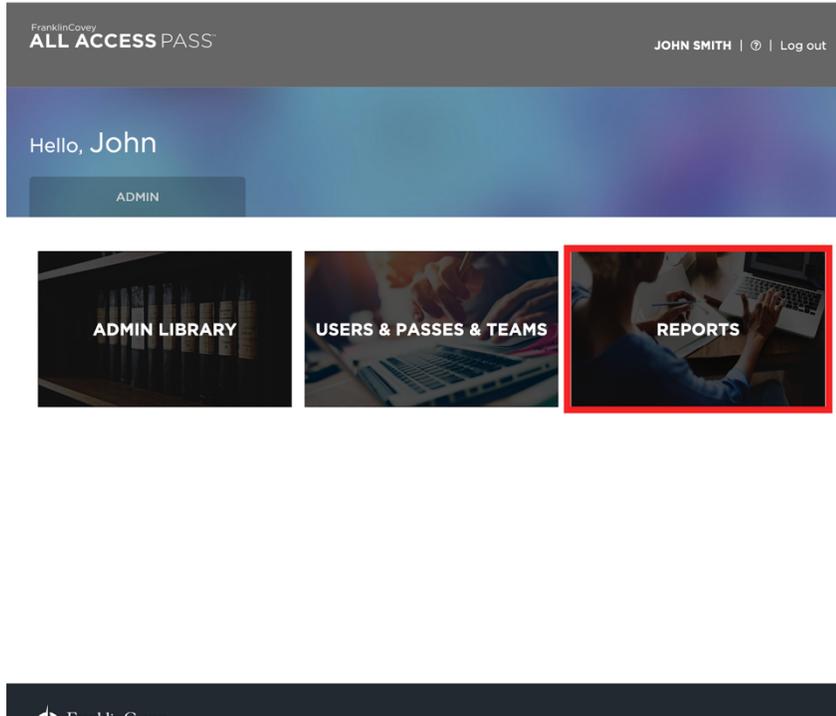
To access this report, first click on the menu in the upper-right of the page and select "Admin."

The screenshot shows the FranklinCovey All Access Pass user interface. At the top, the logo and name 'FranklinCovey ALL ACCESS PASS' are visible. A search icon and a menu icon are in the top right. The main header area features the text 'Unleash your greatness' and 'Build skills and life-changing habits with our world-class learning solutions'. Below this is a purple bar labeled 'Assigned'. A table lists learning modules with their progress status:

Learning Module	Progress
Unconscious Bias Part 1: Identify Bias (2.0)	○ Not started
Unconscious Bias Part 2: Cultivate Connections (2.0)	● In progress
Credibility	● Completed
Job Stories	● In progress

Below the table is an 'Explore Solutions' section with the text: 'Click on any of the Solutions listed below to learn more, access eLearning or download materials for live work sessions.' At the bottom, there are two tabs: 'INDIVIDUAL EFFECTIVENESS' and 'LEADERSHIP'. A navigation menu is open on the right side, listing options: John Smith, Home, Admin (highlighted with a red box), Completed learning, View welcome video, Team Admin Guide, Facilitator Guide, Learner Guide, and Log out.

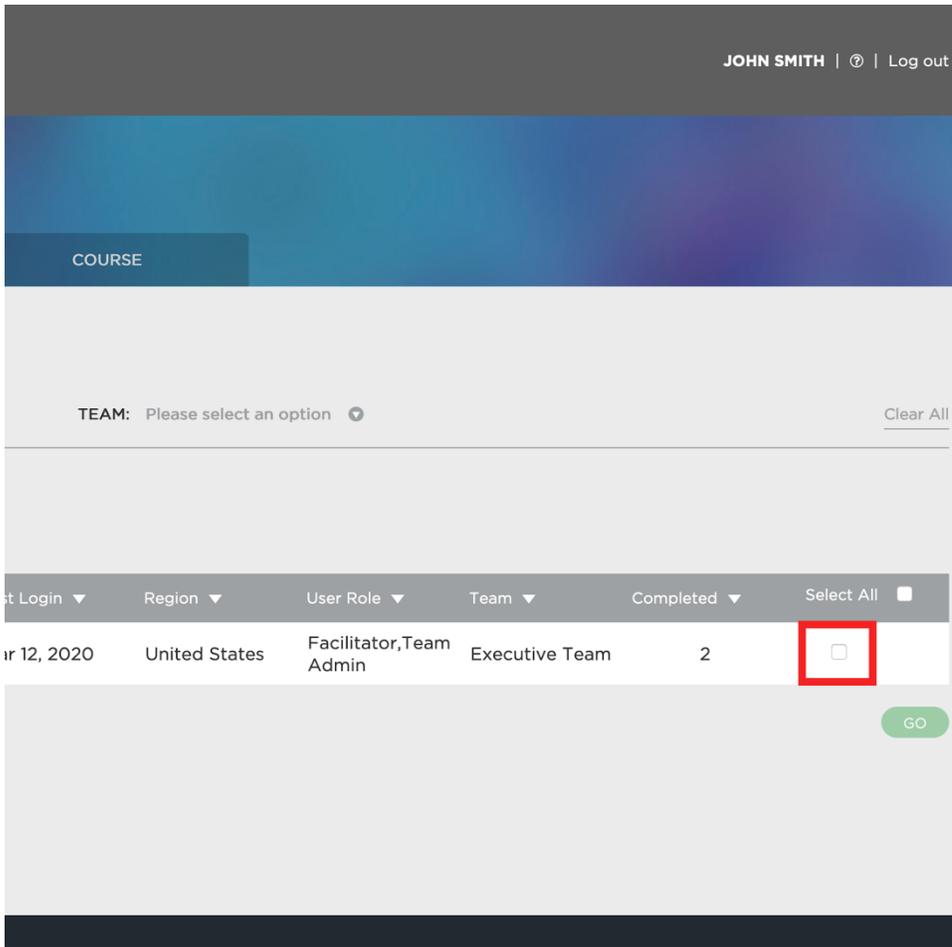
Click on "Reports."



You will be taken to the Reports page under the User tab. On this page you will see a list of users with some basic information about each one, including the following fields:

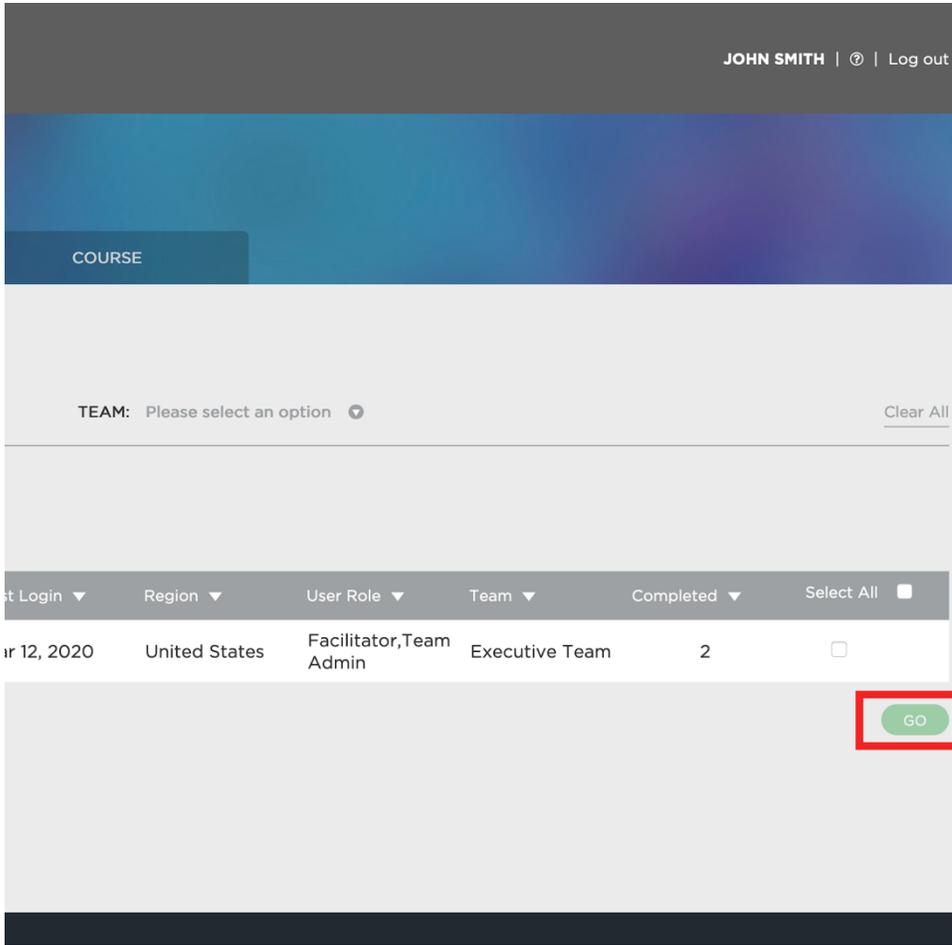
- Name
- Email Address
- Date of Last Login
- Region
- User Role
- Team
- Number of Courses Completed

Select the users you wish to include in your report by clicking the checkbox in the rightmost column of the user list.



Tip: You can select all users by clicking the "Select all" checkbox.

Once you have selected the users you wish to include in the report, click "Go."



JOHN SMITH |  | Log out

COURSE

TEAM: Please select an option  [Clear All](#)

Last Login	Region	User Role	Team	Completed	Select All
Apr 12, 2020	United States	Facilitator,Team Admin	Executive Team	2	<input type="checkbox"/>

GO

You will be taken to the User Activity Details page. This page contains a list of the users included in your report. To see the information about each user, click the + icon to expand it. You will see fields for

- Course name
- Start date
- Complete date
- Course type
- Team name



User Activity Details

USER ACTIVITY:

[Clear All](#)

[DOWNLOAD COMPLETE REPORT](#)

PER PAGE: 10

[Collapse all](#)

[Expand all](#)

John Smith				
Course ▼	Start date ▼	Complete date ▼	Course type ▼	Team ▼
All of Us	Mar 3, 2020	Mar 4, 2020	On Demand	Mark Team
Credibility	Mar 3, 2020	Mar 4, 2020	On Demand	Mark Team
Job Stories	Mar 9, 2020	-	On Demand	Mark Team
The 5 Choices to Extraordinary Productivity	Mar 13, 2020	-	Impact Journey	Mark Team
Unconscious Bias Part 2: Cultivate Connections	Mar 3, 2020	-	On Demand	Mark Team

You can expand or collapse all of the records by using the "expand all" and "collapse all" buttons.



User Activity Details

USER ACTIVITY:

[Clear All](#)

[DOWNLOAD COMPLETE REPORT](#)

PER PAGE: 10 

[Collapse all](#) [Expand all](#)

John Smith				
Course	Start date	Complete date	Course type	Team
All of Us	Mar 3, 2020	Mar 4, 2020	On Demand	Mark Team
Credibility	Mar 3, 2020	Mar 4, 2020	On Demand	Mark Team
Job Stories	Mar 9, 2020	-	On Demand	Mark Team
The 5 Choices to Extraordinary Productivity	Mar 13, 2020	-	Impact Journey	Mark Team
Unconscious Bias Part 2: Cultivate Connections	Mar 3, 2020	-	On Demand	Mark Team

You can filter your report results by date. To do this, click on the "User Activity" box at the top of the report.

User Activity Details

USER ACTIVITY:

Clear All

7 Days
30 Days
90 Days
365 Days
Custom Range
Column Filter
 START DATE
 COMPLETION DATE

Mar 2020							Apr 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	5	6	7	8	9	10	11
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	29	30		
29	30	31											

03/17/2020 - 03/17/2020 CANCEL APPLY

Credibility	Mar 3, 2020	Mar 4, 2020	On Demand	Mark Team
Job Stories	Mar 9, 2020	-	On Demand	Mark Team
The 5 Choices to Extraordinary Productivity	Mar 13, 2020	-	Impact Journey	Mark Team
Unconscious Bias Part 2: Cultivate Connections	Mar 3, 2020	-	On Demand	Mark Team

A date picker will be displayed. You can either select a pre-determined range (such as the last 7 days, 30 days, 90 days, or 365 days), or specify a custom date range.

User Activity Details

USER ACTIVITY: Clear All

DOWNLOAD COMPLETED

PER PAGE: 10

- 7 Days
- 30 Days
- 90 Days
- 365 Days
- Custom Range

Mar 2020							Apr 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	5	6	7	8	9	10	11
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	29	30		
29	30	31											

03/17/2020 - 03/17/2020 CANCEL APPLY

Credibility	Mar 3, 2020	Mar 4, 2020	On Demand	Mark Team
Job Stories	Mar 9, 2020	-	On Demand	Mark Team
The 5 Choices to Extraordinary Productivity	Mar 13, 2020	-	Impact Journey	Mark Team
Unconscious Bias Part 2: Cultivate Connections	Mar 3, 2020	-	On Demand	Mark Team

To specify a custom range, make sure that "custom range" is highlighted in the left column. Next, click on the calendar to select the start date of your range. Then click on the calendar again to select the end date of your range.

User Activity Details

USER ACTIVITY: Clear All

7 Days
30 Days
90 Days
365 Days
Custom Range

Column Filter
 START DATE
 COMPLETION DATE

03/02/2020 - 03/13/2020 CANCEL APPLY

	Mar 3, 2020	Mar 4, 2020	On Demand	Mark Team
Credibility	Mar 3, 2020	Mar 4, 2020	On Demand	Mark Team
Job Stories	Mar 9, 2020	-	On Demand	Mark Team
The 5 Choices to Extraordinary Productivity	Mar 13, 2020	-	Impact Journey	Mark Team
Unconscious Bias Part 2: Cultivate Connections (? ?)	Mar 3, 2020	-	On Demand	Mark Team

Click apply to apply your date filter. This will filter the User Activity Details page to display only courses that have a start date that falls within the range you specified.

User Activity Details

USER ACTIVITY: Clear All

7 Days
30 Days
90 Days
365 Days
Custom Range

PER PAGE: 10

Column Filter

START DATE
 COMPLETION DATE

03/02/2020 - 03/13/2020 CANCEL APPLY

	Mar 3, 2020	Mar 4, 2020	On Demand	Mark Team
Credibility	Mar 3, 2020	Mar 4, 2020	On Demand	Mark Team
Job Stories	Mar 9, 2020	-	On Demand	Mark Team
The 5 Choices to Extraordinary Productivity	Mar 13, 2020	-	Impact Journey	Mark Team
Unconscious Bias Part 2: Cultivate Connections	Mar 3, 2020	-	On Demand	Mark Team

To remove your user activity filter, click "Clear all" on the User Activity Details page.



User Activity Details

USER ACTIVITY:

Clear All

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PER PAGE: 10

[Collapse all](#) [Expand all](#)

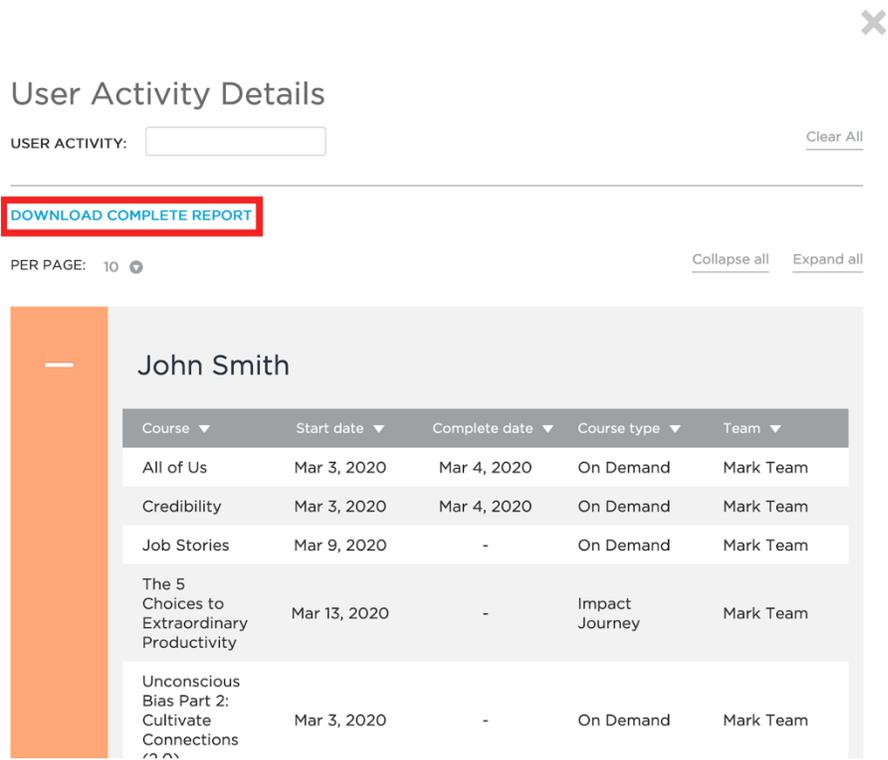
John Smith				
Course	Start date	Complete date	Course type	Team
All of Us	Mar 3, 2020	Mar 4, 2020	On Demand	Mark Team
Credibility	Mar 3, 2020	Mar 4, 2020	On Demand	Mark Team
Job Stories	Mar 9, 2020	-	On Demand	Mark Team
The 5 Choices to Extraordinary Productivity	Mar 13, 2020	-	Impact Journey	Mark Team
Unconscious Bias Part 2: Cultivate Connections	Mar 3, 2020	-	On Demand	Mark Team

Exporting the User Activity Report

The User Activity Report can be exported as an Excel (.xlsx) file that includes the following fields:

- First Name
- Last Name
- Email Address
- Region
- Course name
- Course type
- Start date
- Complete date
- User Role
- Team name
- Last Login
- Pass name

To generate this file, click "Download Complete Report" on the User Activity or User Activity Details pages.



The screenshot shows the 'User Activity Details' page. At the top right, there is a close button (X). Below the title, there is a search field labeled 'USER ACTIVITY:' and a 'Clear All' link. A red box highlights the 'DOWNLOAD COMPLETE REPORT' button. Below this, there is a 'PER PAGE: 10' dropdown and 'Collapse all' and 'Expand all' links. The main content area shows a user profile for 'John Smith' with a table of activity records.

Course	Start date	Complete date	Course type	Team
All of Us	Mar 3, 2020	Mar 4, 2020	On Demand	Mark Team
Credibility	Mar 3, 2020	Mar 4, 2020	On Demand	Mark Team
Job Stories	Mar 9, 2020	-	On Demand	Mark Team
The 5 Choices to Extraordinary Productivity	Mar 13, 2020	-	Impact Journey	Mark Team
Unconscious Bias Part 2: Cultivate Connections	Mar 3, 2020	-	On Demand	Mark Team

Generating the Course Activity Report

To access this report, first click on the menu in the upper-right of the page and select "Admin."

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Assigned

These learning modules have been selected for you by your administrator. Complete them in the order as listed.

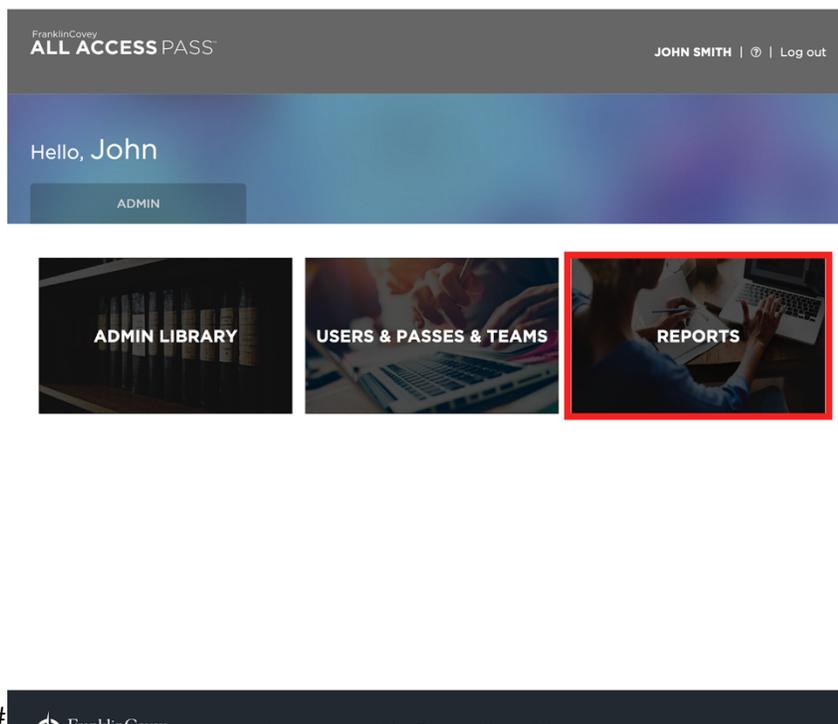
Unconscious Bias Part 1: Identify Bias (2.0)	○ Not started
Unconscious Bias Part 2: Cultivate Connections (2.0)	◐ In progress
Credibility	● Completed
Job Stories	◐ In progress

Explore Solutions

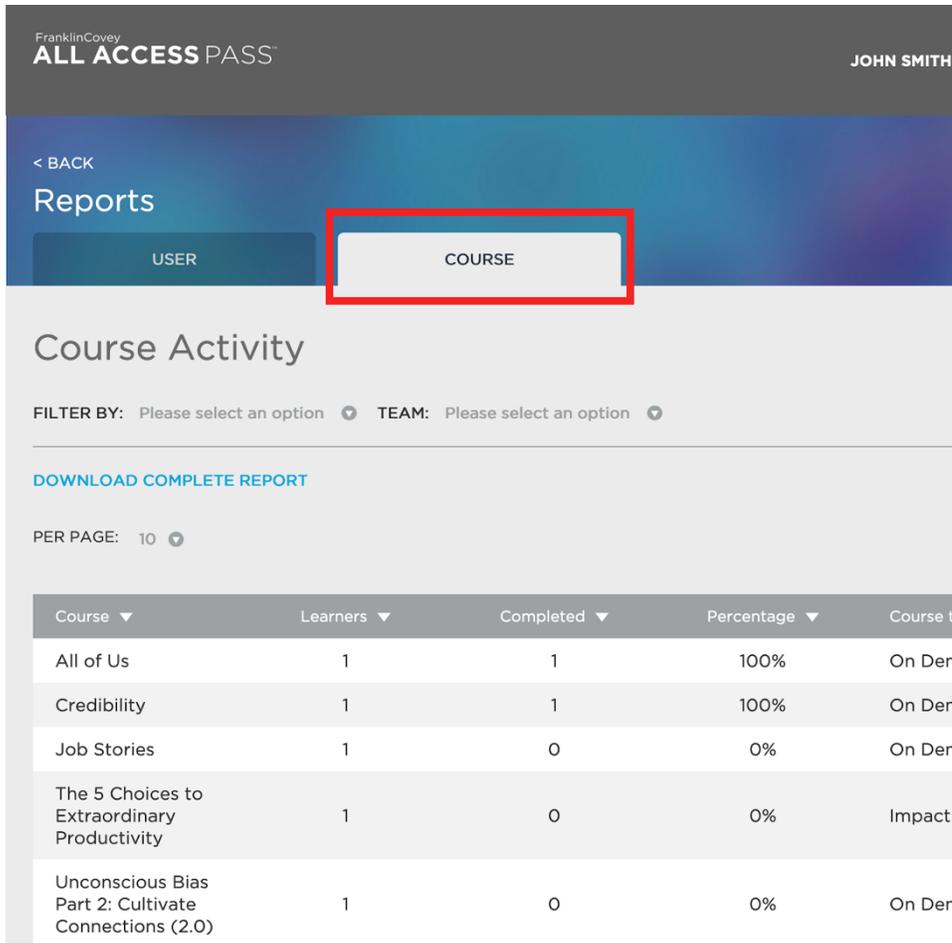
Click on any of the Solutions listed below to learn more, access eLearning or download materials for live work sessions.

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Click on "Reports."



You will be taken to the Reports page. Click on the "Course" tab to go to the Course Activity page.



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Reports

USER
COURSE

Course Activity

FILTER BY: Please select an option ▼ **TEAM:** Please select an option ▼

[DOWNLOAD COMPLETE REPORT](#)

PER PAGE: 10 ▼

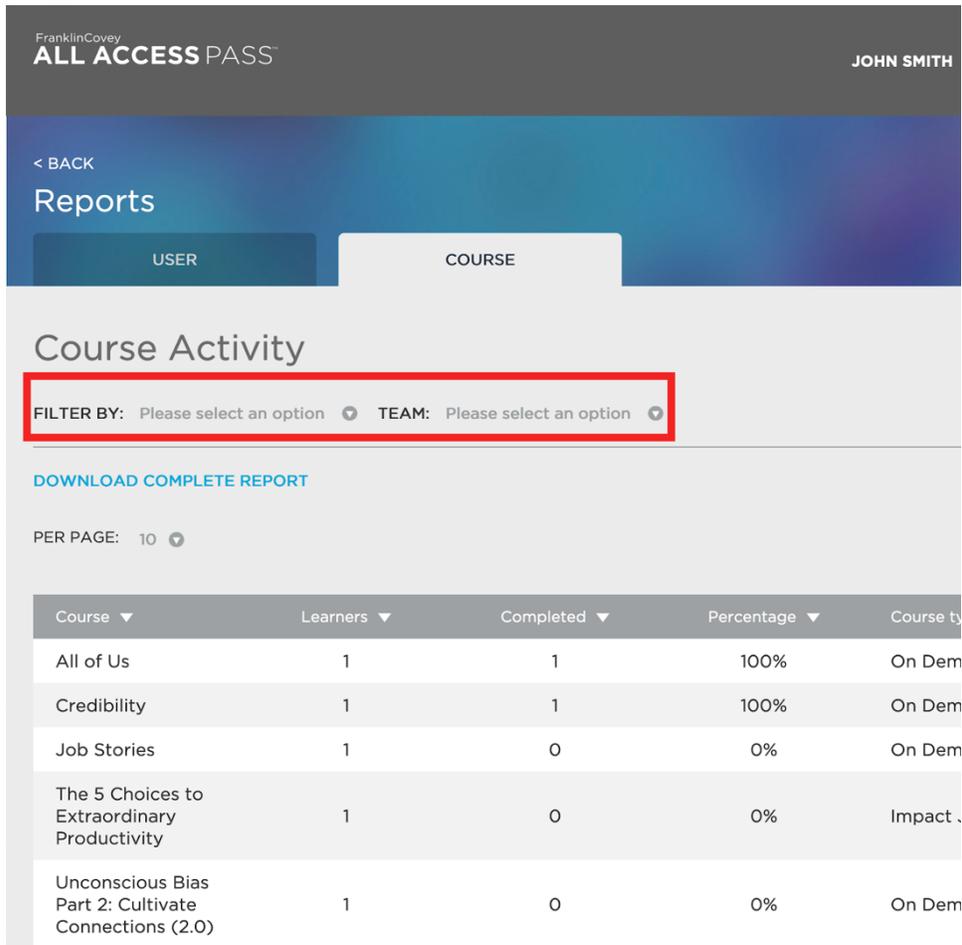
Course ▼	Learners ▼	Completed ▼	Percentage ▼	Course ty
All of Us	1	1	100%	On Dem
Credibility	1	1	100%	On Dem
Job Stories	1	0	0%	On Dem
The 5 Choices to Extraordinary Productivity	1	0	0%	Impact ,
Unconscious Bias Part 2: Cultivate Connections (2.0)	1	0	0%	On Dem

The Course Activity page displays a report of all content on the site that has been assigned to a user. This report includes the following fields:

- Course name
- Learners (How many learners assigned to the course)
- Completed (How many learners have completed this course)
- Percentage
- Course type

You can filter this list by using the dropdown boxes at the top of the Course Activity page. You can filter by:

- Excelerators
- Impact Journey
- Insights
- Live In-Person
- Live Webinar
- On Demand
- Tools
- Team



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Reports

USER COURSE

Course Activity

FILTER BY: Please select an option ▼ **TEAM:** Please select an option ▼

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PER PAGE: 10 ▼

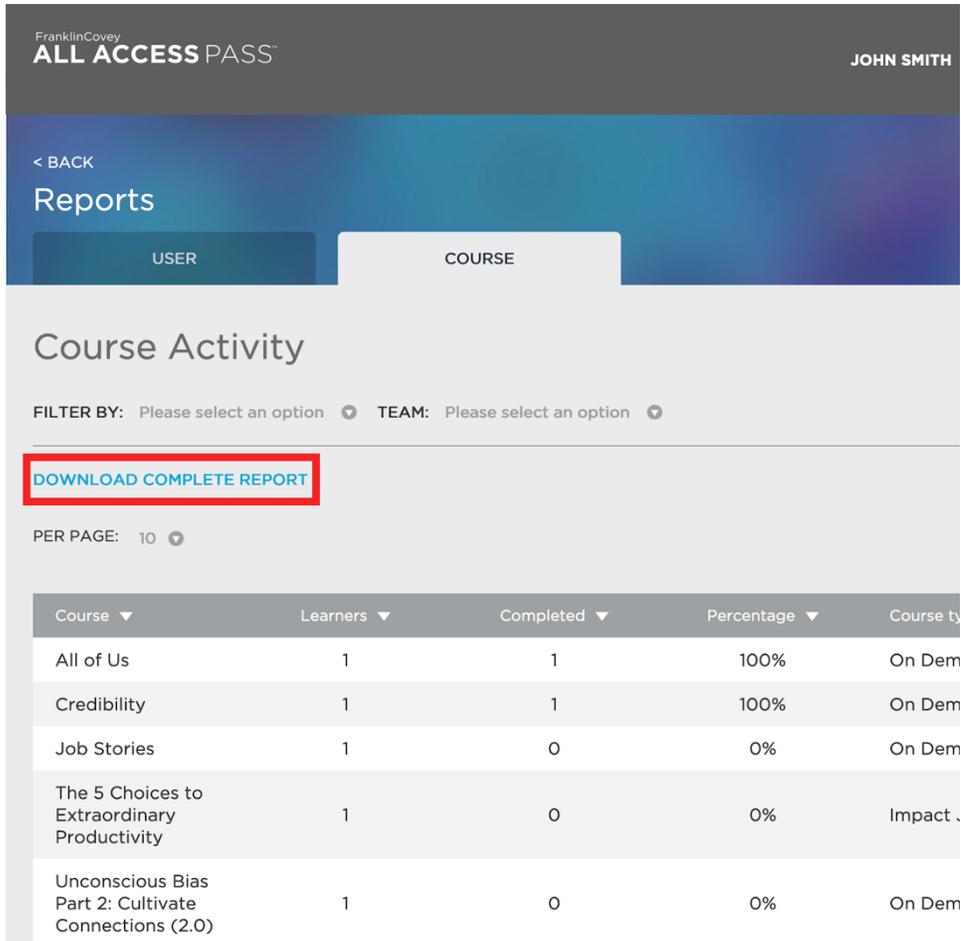
Course ▼	Learners ▼	Completed ▼	Percentage ▼	Course ty
All of Us	1	1	100%	On Dem
Credibility	1	1	100%	On Dem
Job Stories	1	0	0%	On Dem
The 5 Choices to Extraordinary Productivity	1	0	0%	Impact ,
Unconscious Bias Part 2: Cultivate Connections (2.0)	1	0	0%	On Dem

Exporting the Course Activity Report

The Course Activity Report can be exported as an Excel (.xlsx) file that includes the following fields:

- Course
- Learners
- Completed
- Percentage
- Course type

To generate this file, click "Download Complete Report."



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Reports

USER
COURSE

Course Activity

FILTER BY: Please select an option ▼ TEAM: Please select an option ▼

[DOWNLOAD COMPLETE REPORT](#)

PER PAGE: 10 ▼

Course ▼	Learners ▼	Completed ▼	Percentage ▼	Course ty
All of Us	1	1	100%	On Dem
Credibility	1	1	100%	On Dem
Job Stories	1	0	0%	On Dem
The 5 Choices to Extraordinary Productivity	1	0	0%	Impact .
Unconscious Bias Part 2: Cultivate Connections (2.0)	1	0	0%	On Dem