



Admin Training Guidance Document

A step-by-step guide to support your learners in the BVRLA learning platform

By the end of this document, you will be able to...

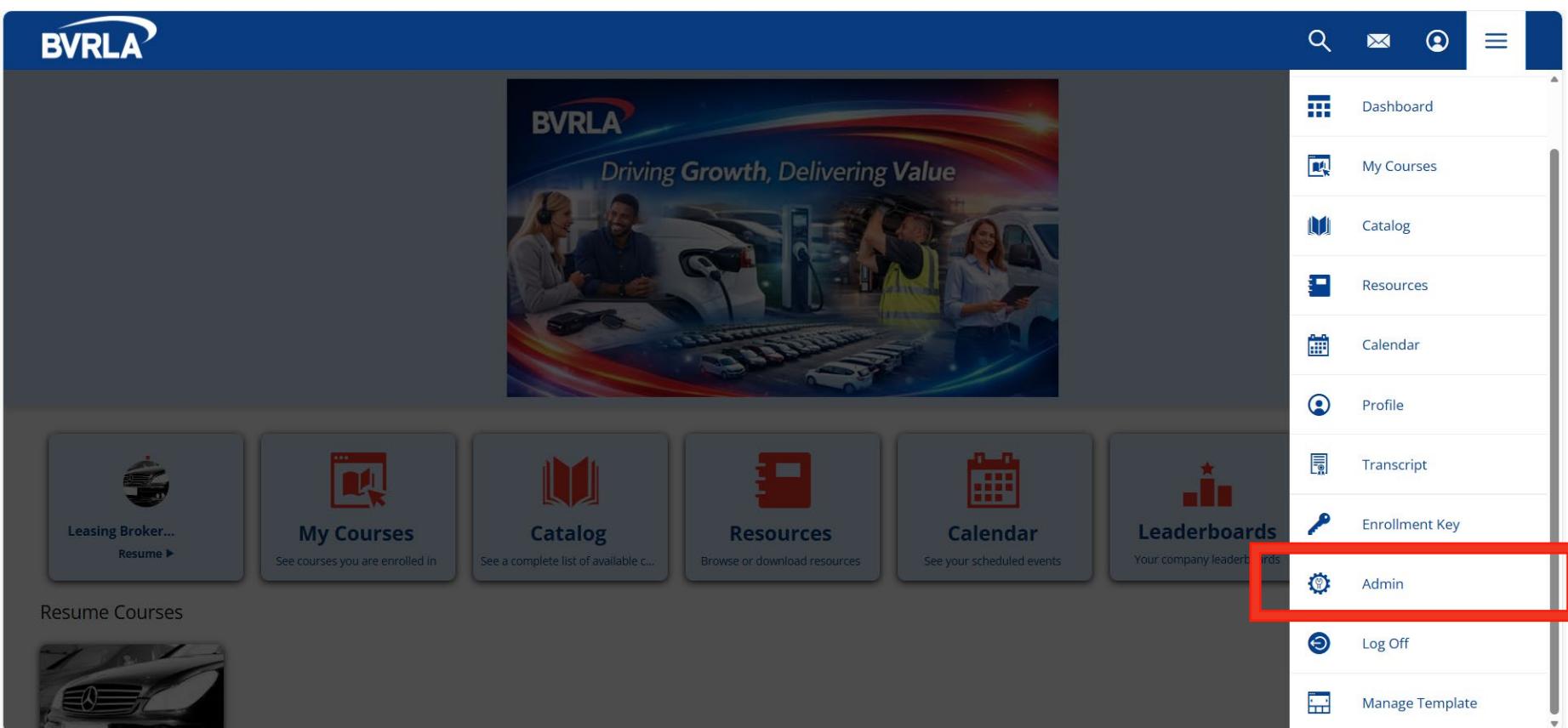
- Access the admin dashboard.
- Describe the additional functions that are available to users with administrator access.
- Explain how to view key reports.



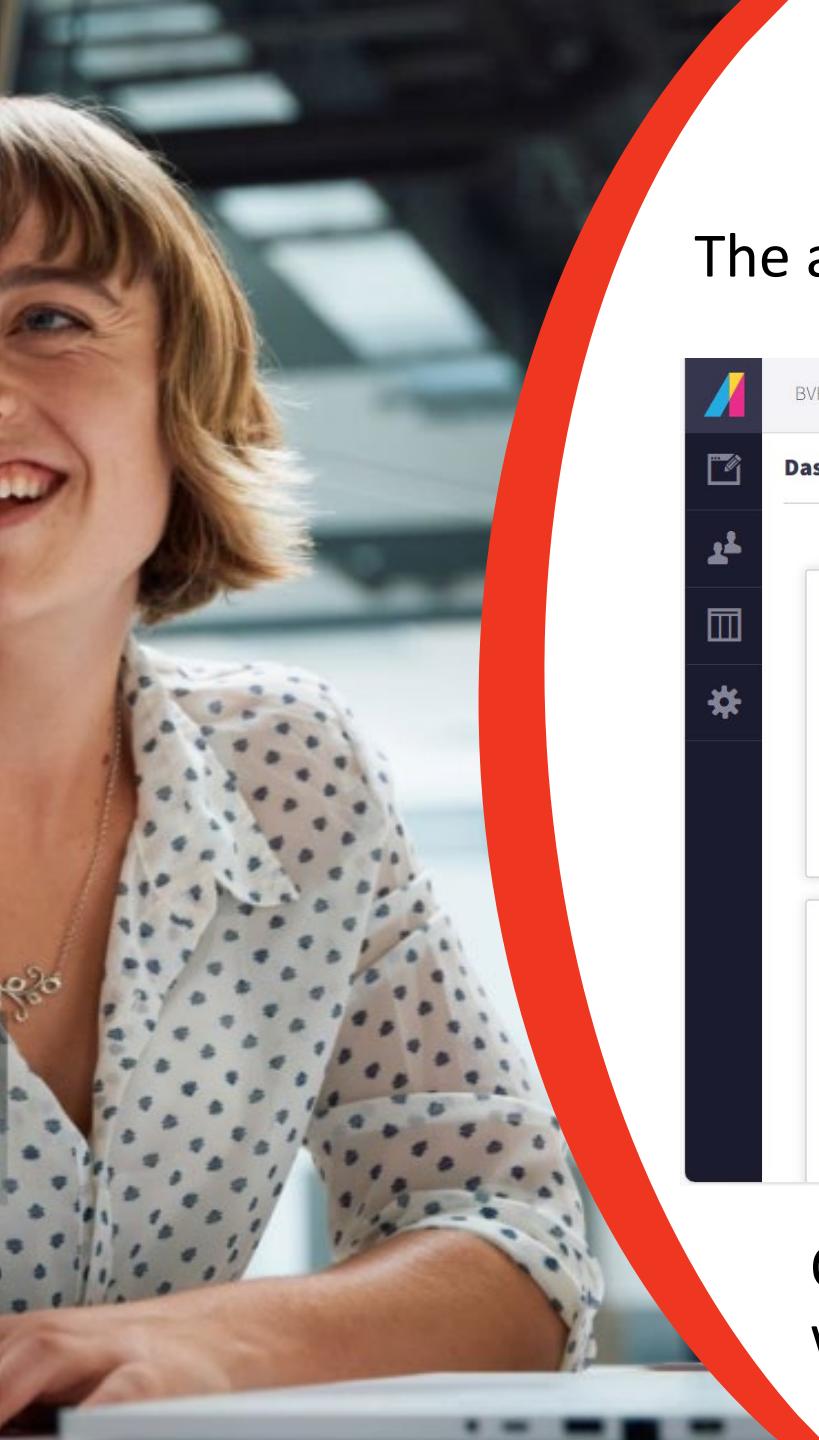
Accessing the admin dashboard

- Once you have logged in to the platform, click on the main menu button in the top right corner of the screen.

Then click on 'Admin' in the list.

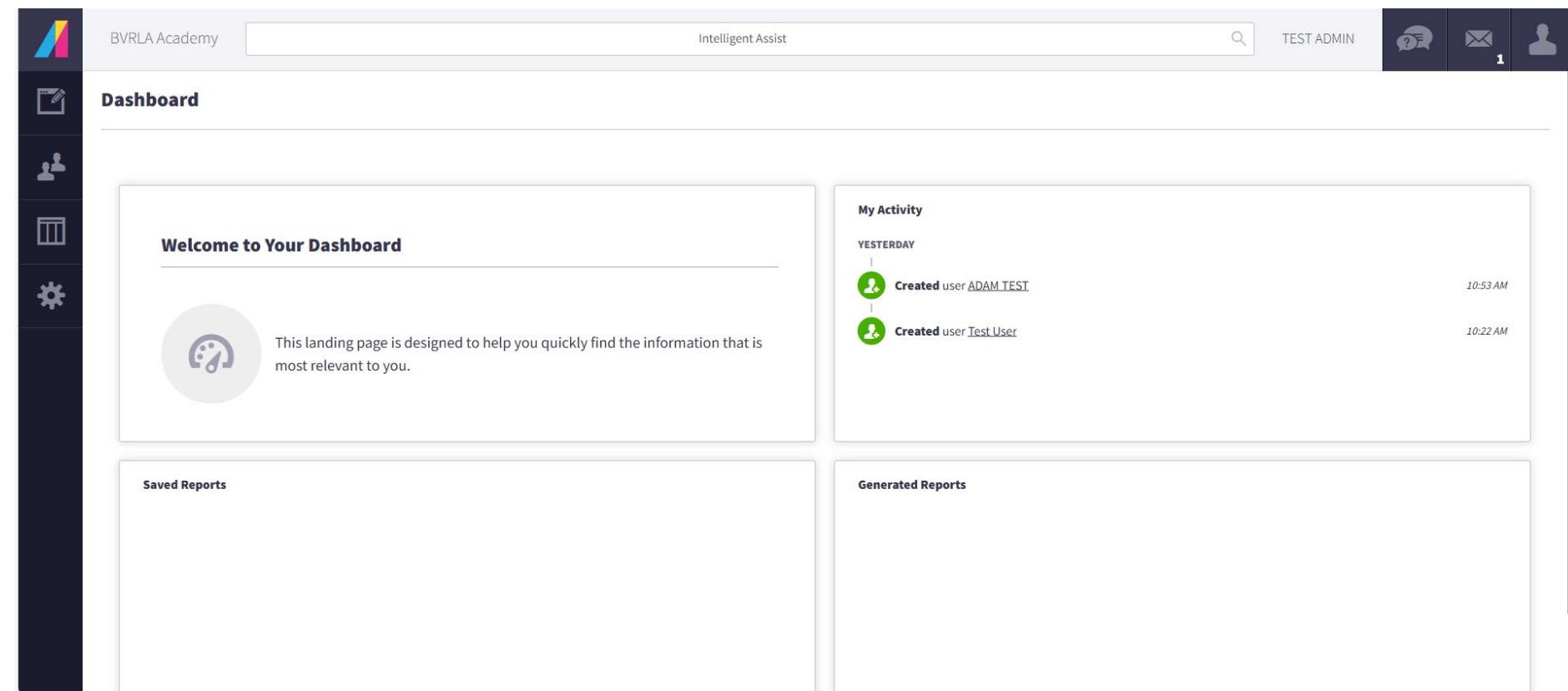


The image shows a screenshot of the BVRLA platform's user interface. At the top left is the BVRLA logo. The top right features a main menu with icons for search, email, and other functions. Below this is a banner with the text "Driving Growth, Delivering Value" and images of people interacting with vehicles. The main content area has several buttons: "Leasing Broker...", "My Courses" (which is highlighted in blue), "Catalog", "Resources", "Calendar", and "Leaderboards". At the bottom left, there's a "Resume Courses" section with a thumbnail of a car. On the right side, a vertical menu is open, listing "Dashboard", "My Courses", "Catalog", "Resources", "Calendar", "Profile", "Transcript", "Enrollment Key", "Admin" (which is highlighted with a red box), "Log Off", and "Manage Template".



Admin dashboard

The admin dashboard will look similar to this:



BVRLA Academy

Intelligent Assist

TEST ADMIN

1

Dashboard

Welcome to Your Dashboard

This landing page is designed to help you quickly find the information that is most relevant to you.

My Activity

YESTERDAY

Created user ADAM TEST

Created user Test User

10:53 AM

10:22 AM

Saved Reports

Generated Reports

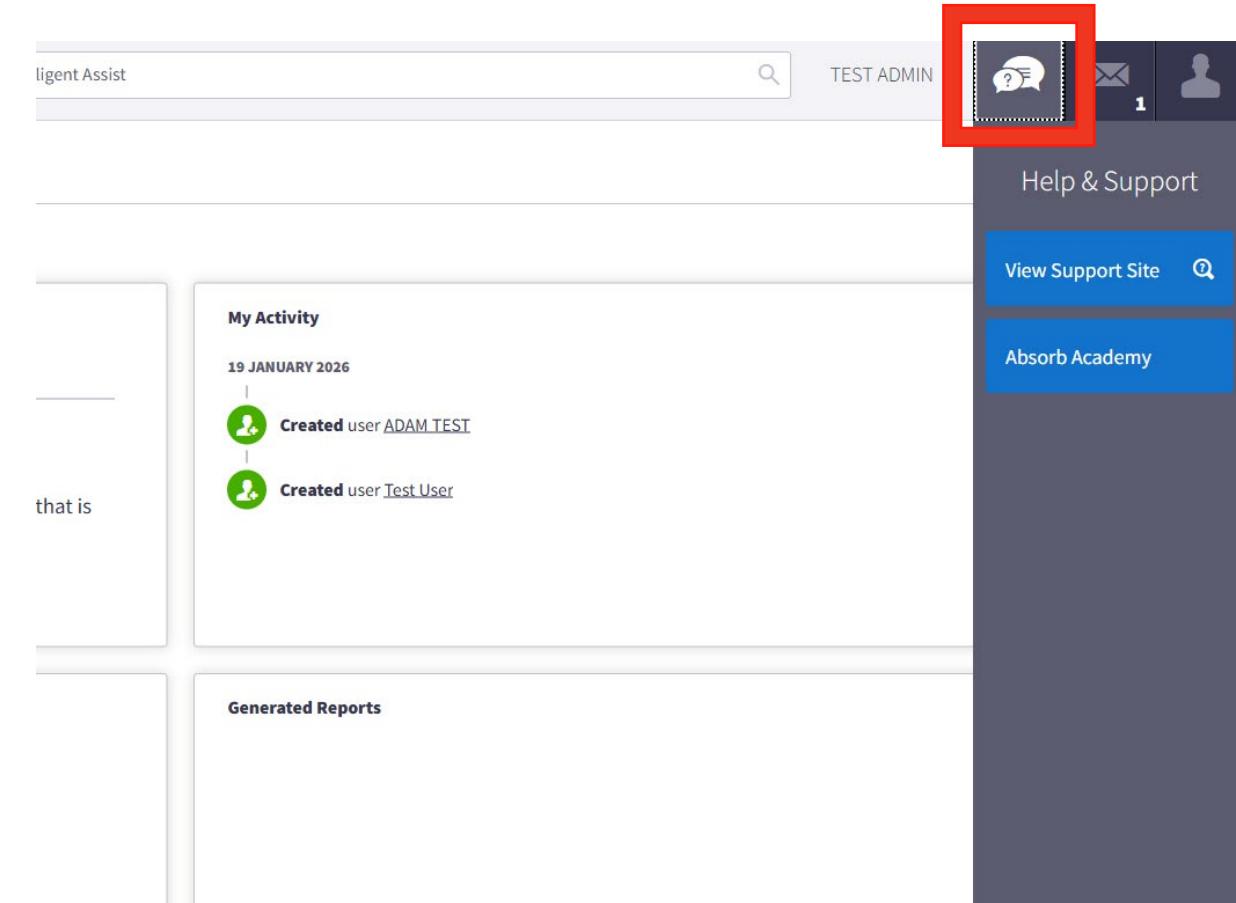
Our training module explains how to personalise the dashboard with useful widgets and trackers that show user progress.



Help & Support

If you need any help with locating a specific section or item in the admin dashboard, there are a number of options you can use to find the answer.

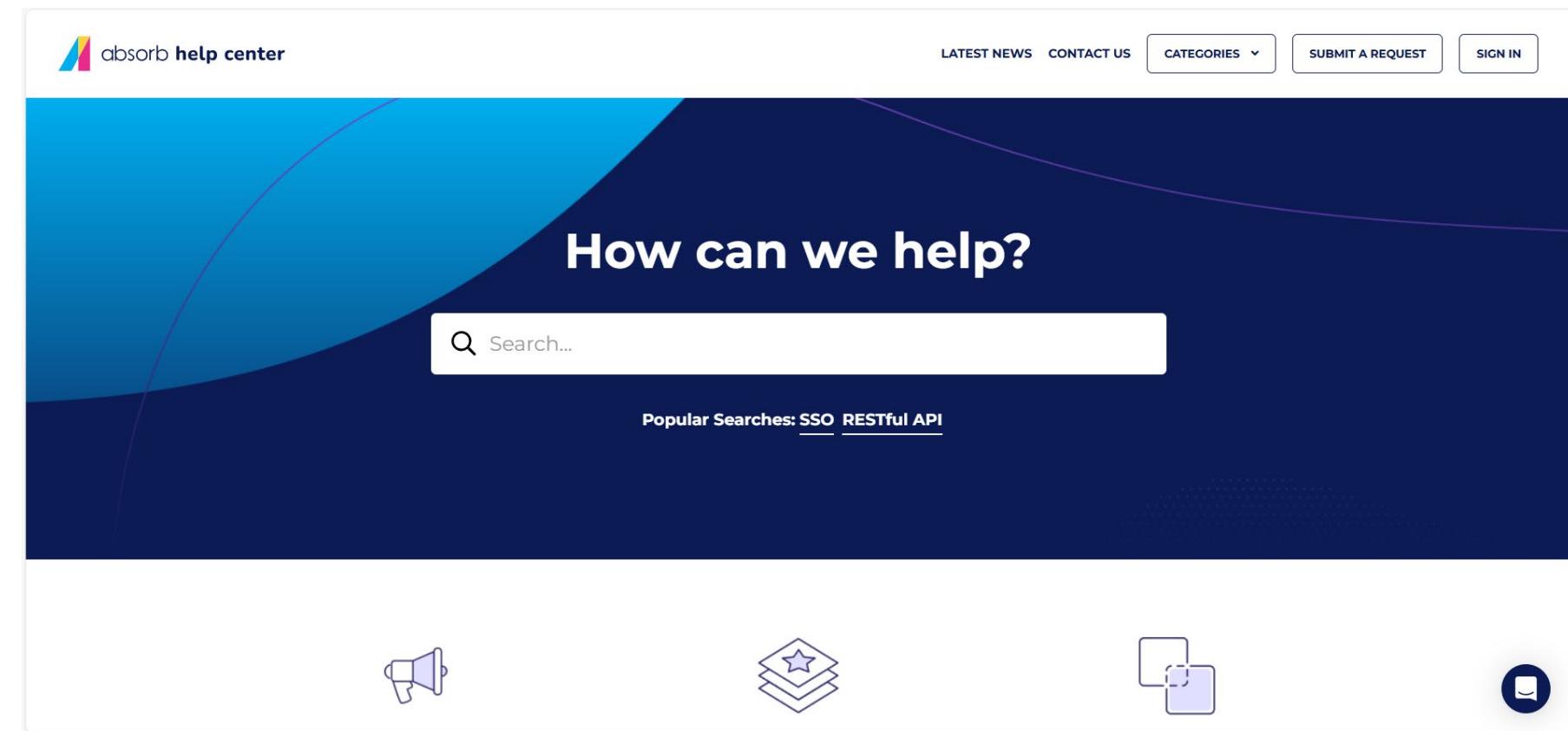
At the top of the screen is the Help button



The screenshot shows the Absorb LMS admin dashboard. At the top right, there is a user menu with the text "TEST ADMIN" and a search bar. Below the search bar is a "Help & Support" button, which is highlighted with a red box. To the right of the search bar, there are icons for notifications (1) and user profile. The main content area displays "My Activity" for "19 JANUARY 2026", showing two entries: "Created user ADAM TEST" and "Created user Test User". At the bottom, there is a "Generated Reports" section.

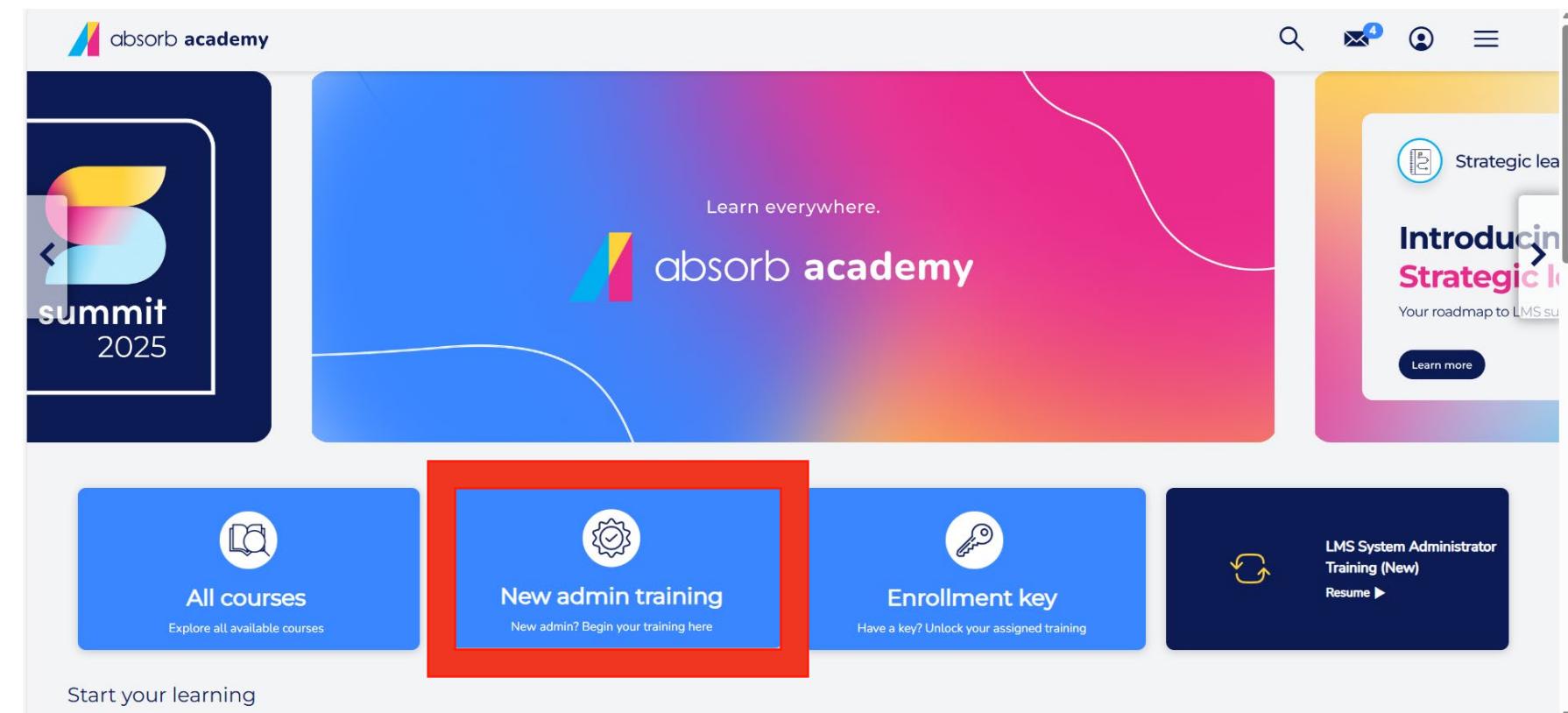
Help & Support

Click on 'View Support Site' and you will be taken to the Absorb help page where you can view help guides and FAQs



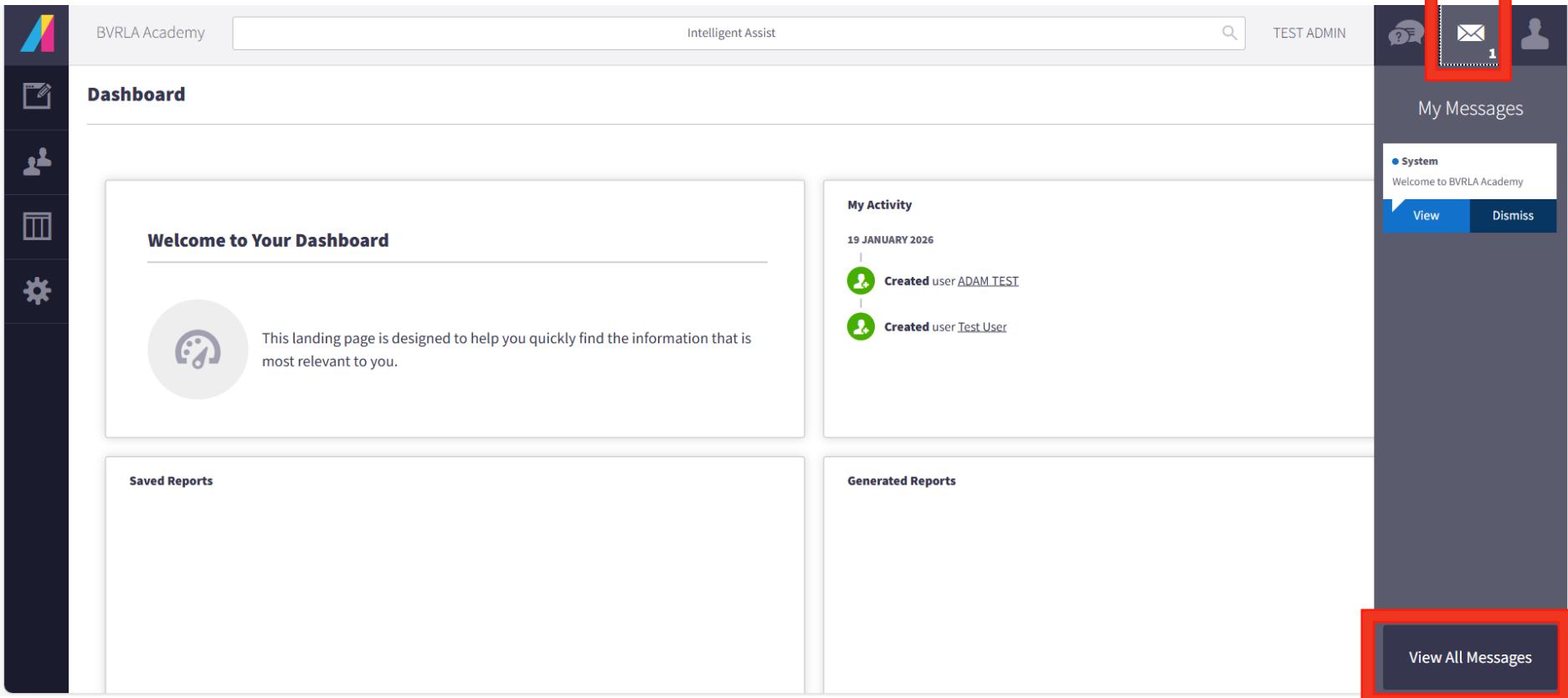
Help & Support

Alternatively, you can click on 'Absorb Academy' to enrol in free online training. Click on 'New admin training' to work through the courses that support admins with key tasks.



Messages

To view your messages in the platform, click on the Message button and then 'View all messages'.

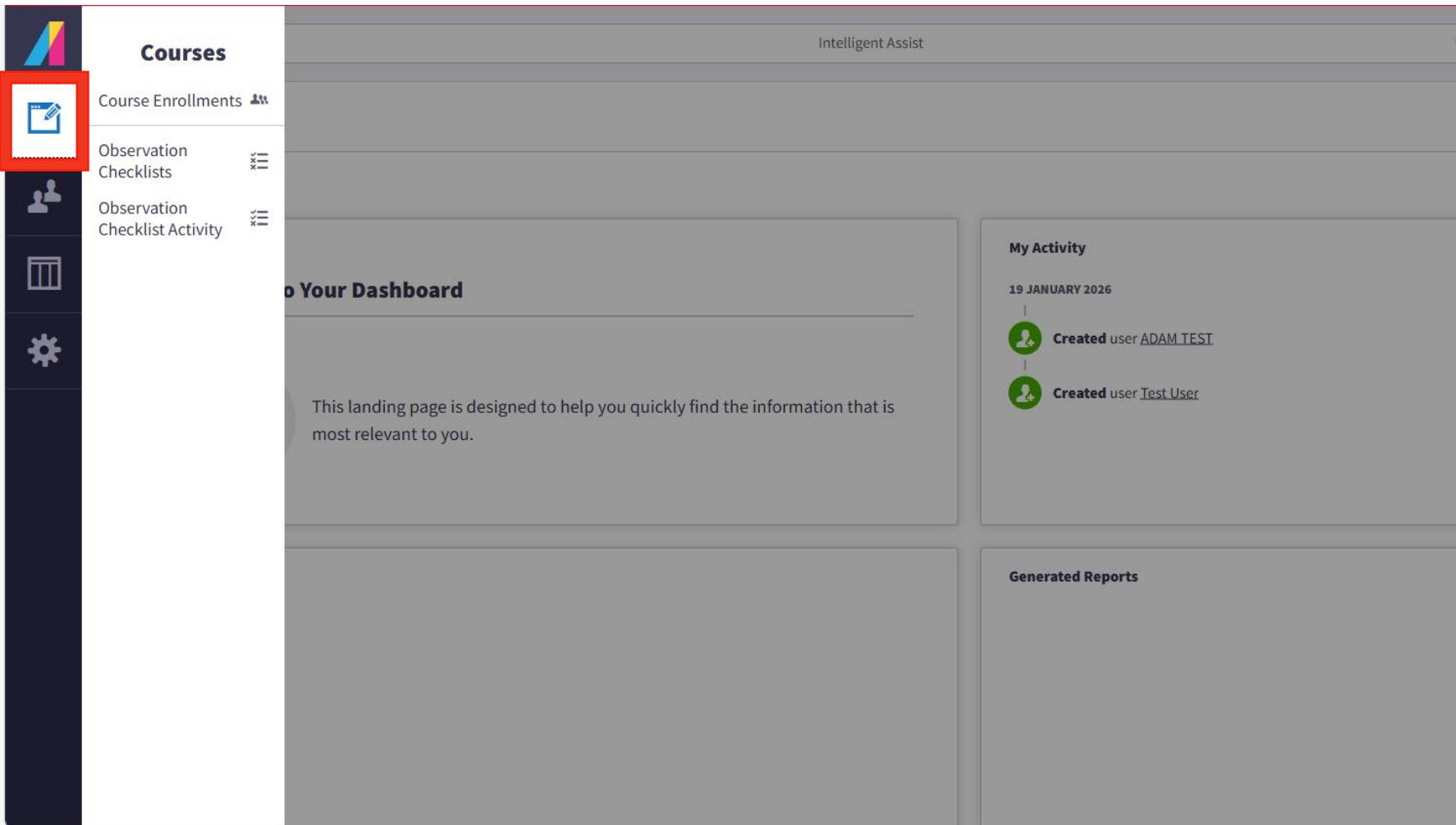


The screenshot shows the BVRLA Academy platform dashboard. At the top right, there is a 'TEST ADMIN' user profile with a 'My Messages' notification icon (an envelope with the number '1') highlighted with a red box. Below the dashboard, there is a 'My Activity' section showing two recent events: 'Created user ADAM_TEST' and 'Created user Test User', both dated '19 JANUARY 2026'. At the bottom right of the dashboard area, there is a dark blue button with the text 'View All Messages' highlighted with a red box.



Admin menu

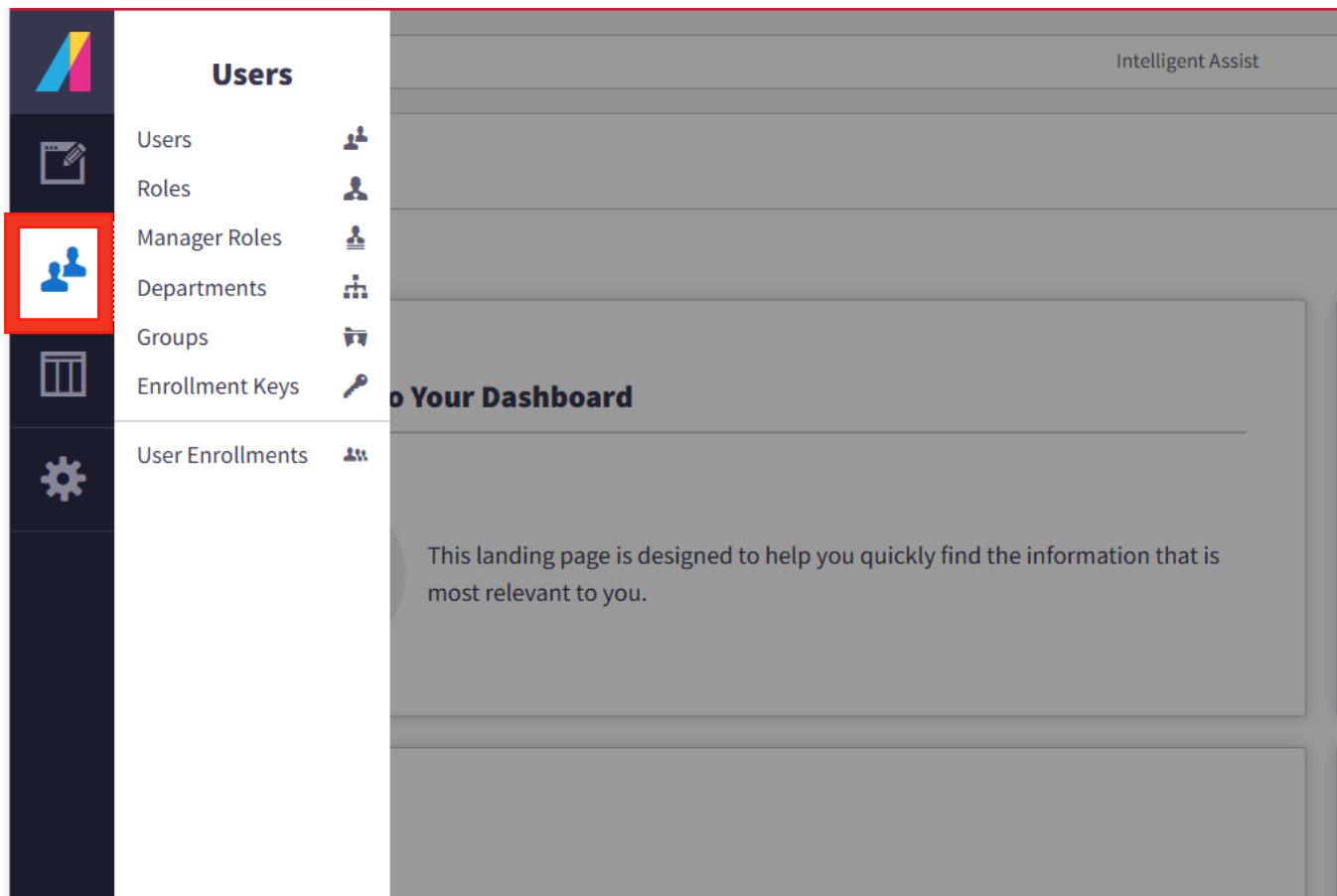
On the left side of the screen, you will find four buttons. The first is the Courses menu, you can view course enrolments and observation tasks here.



The screenshot shows the Admin menu interface. On the left, a vertical sidebar contains five icons: a colorful square (Courses), a clipboard with a pencil (Observation Checklists), two people (Observation Checklist Activity), a bar chart (Your Dashboard), and a gear (Generated Reports). The 'Courses' icon is highlighted with a red box. The main content area has a header 'Intelligent Assist'. On the left, a sidebar titled 'Courses' lists 'Course Enrolments' and 'Observation Checklists'. The 'Observation Checklists' item is also highlighted with a red box. The main dashboard area has a title 'Your Dashboard' and a message: 'This landing page is designed to help you quickly find the information that is most relevant to you.' To the right, a box titled 'My Activity' shows a timeline with two entries: '19 JANUARY 2026' and 'Created user ADAM TEST' and 'Created user Test User'. The bottom right box is titled 'Generated Reports'.

Admin menu

The next button is the Users menu. Here you can add users, assign roles, manage departments and view enrolment keys. Enrolment keys are a unique code for learners to log in with. Their training then gets automatically assigned. We'll cover this in more detail later.



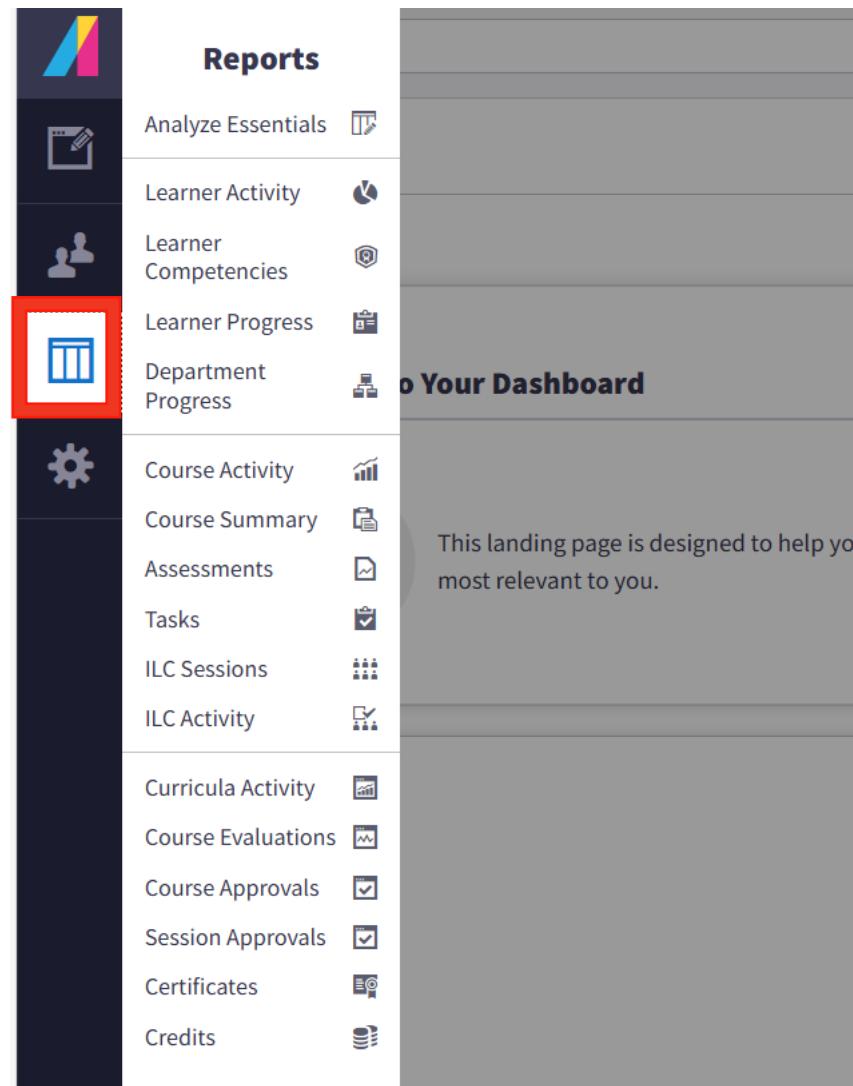
Admin menu

The next button is the Reports menu. This is where all your reports are stored. You will see a number of pre-built reports in the list. You can also create your own reports.

All reports can be exported as a CSV file if needed.

Admins can also view certificates here.

If you need any support with setting up custom reports, do let us know and we can get in touch over MS Teams.

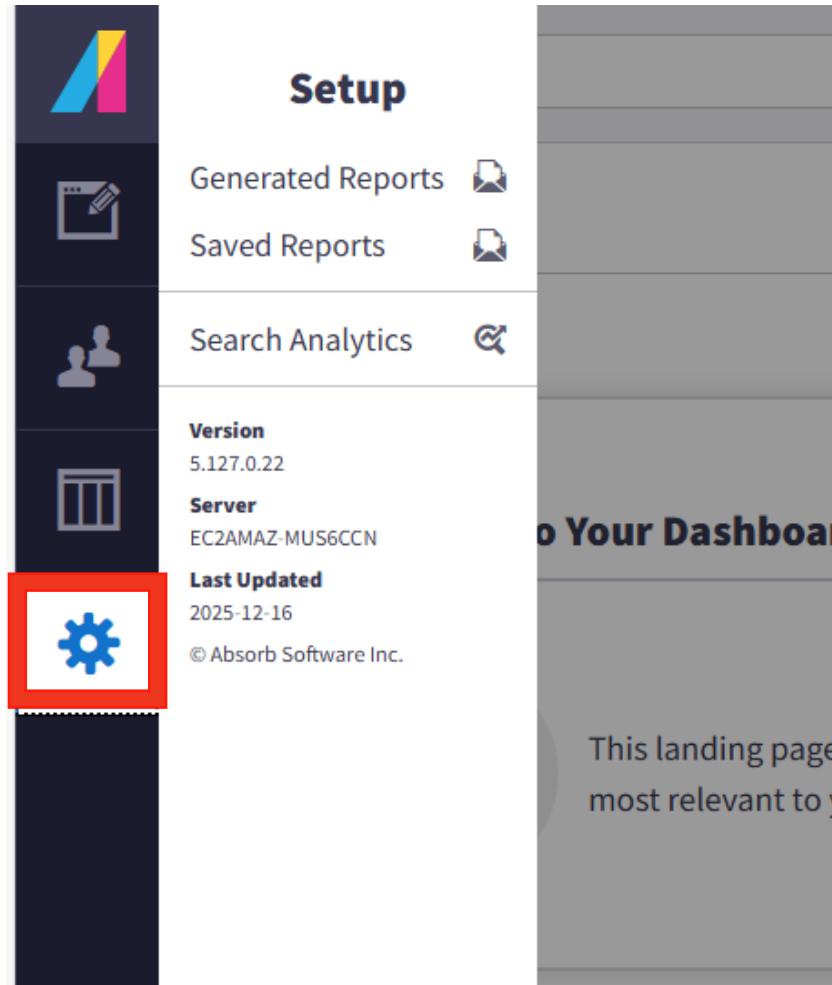


Admin menu

The last button is the Setup menu.

Here you can view your saved reports and any reports you have generated recently.

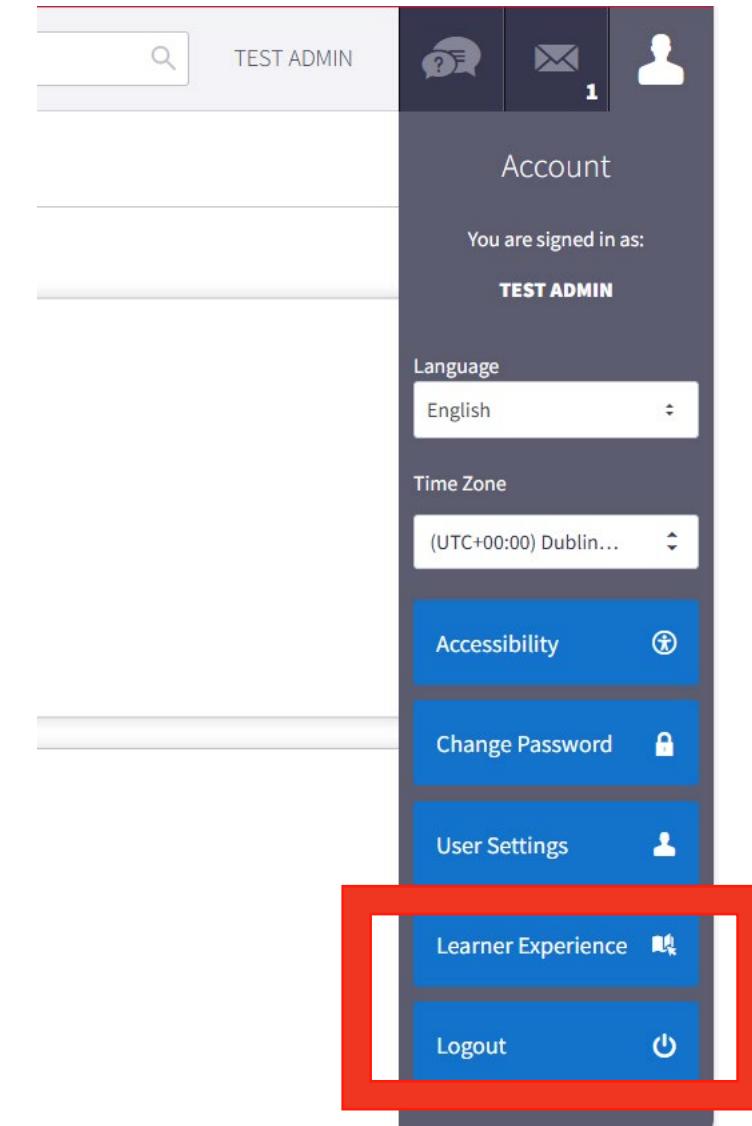
You can also view Search Analytics to understand the common knowledge gaps users are searching for.



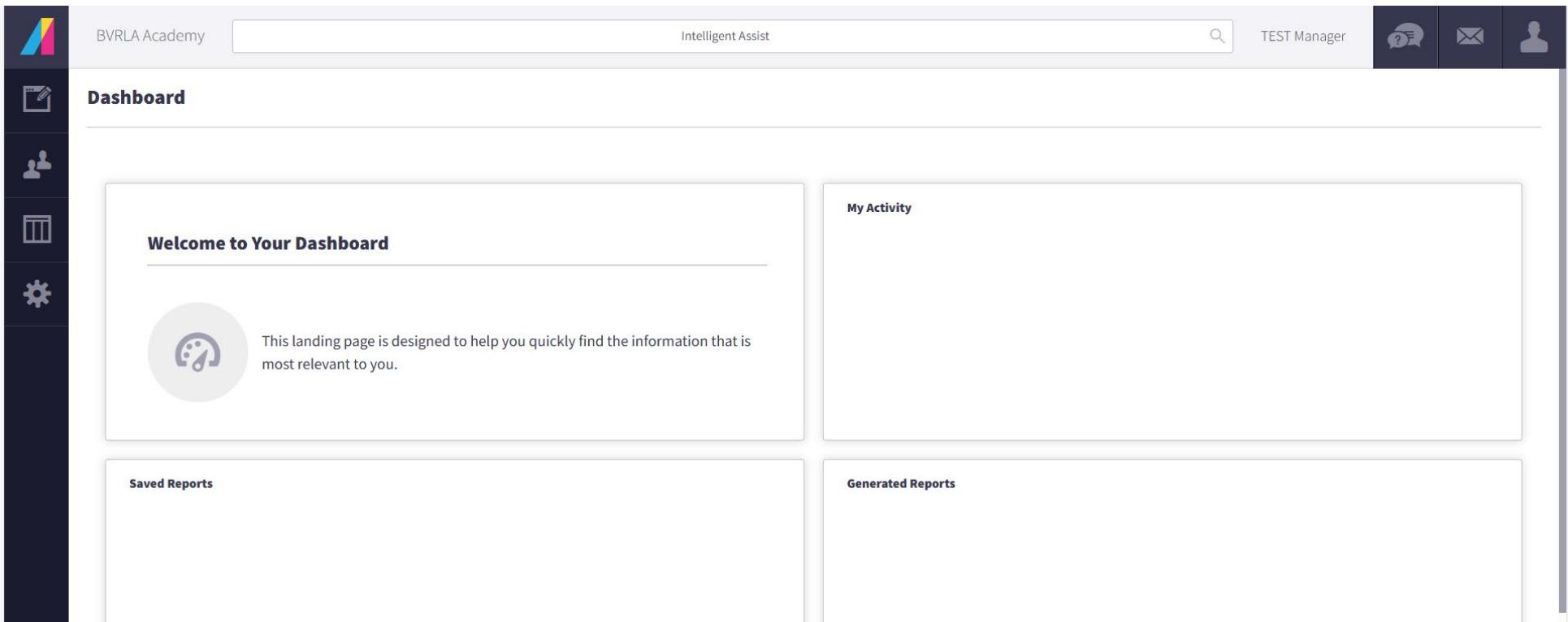
Return to learner dashboard

Click on the Account button on the right and click 'Learner Experience' to return to your learner dashboard.

If you wish to log out, click 'Log out' instead.



Manager dashboard



The image shows a screenshot of the Manager dashboard. The top navigation bar includes the 'BVRLA Academy' logo, a search bar, 'Intelligent Assist', a magnifying glass icon, 'TEST Manager', and three user icons. A vertical sidebar on the left contains icons for 'Dashboard' (selected), 'Saved Reports', 'Generated Reports', 'My Activity', 'Certificates', and 'Settings'. The main content area features four cards: 'Welcome to Your Dashboard' (with a gear icon and text about finding relevant information), 'My Activity' (empty), 'Saved Reports' (empty), and 'Generated Reports' (empty).

There is also a separate Manager dashboard, which looks very similar to the admin view. Managers can also view user enrolments, certificates and reports.

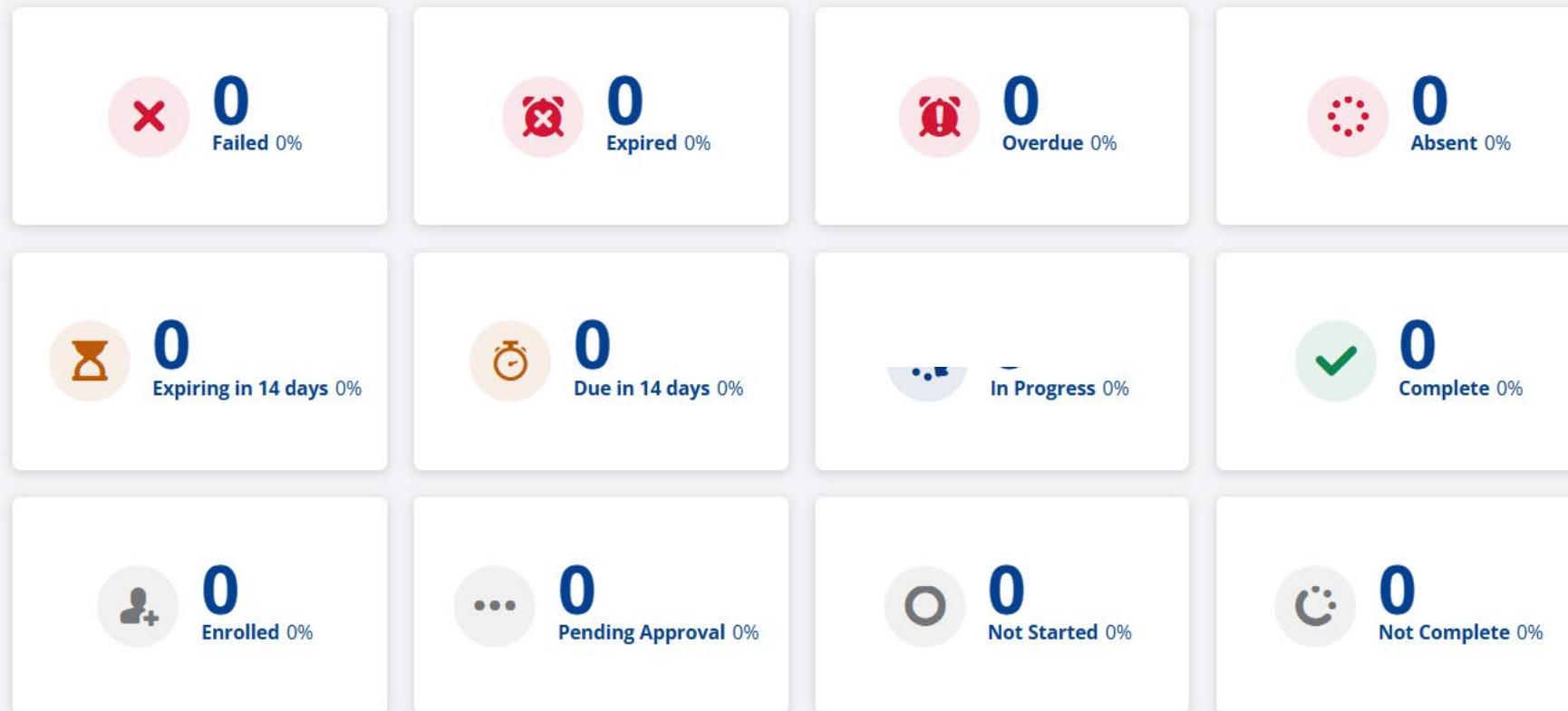
Manager overview



Overview

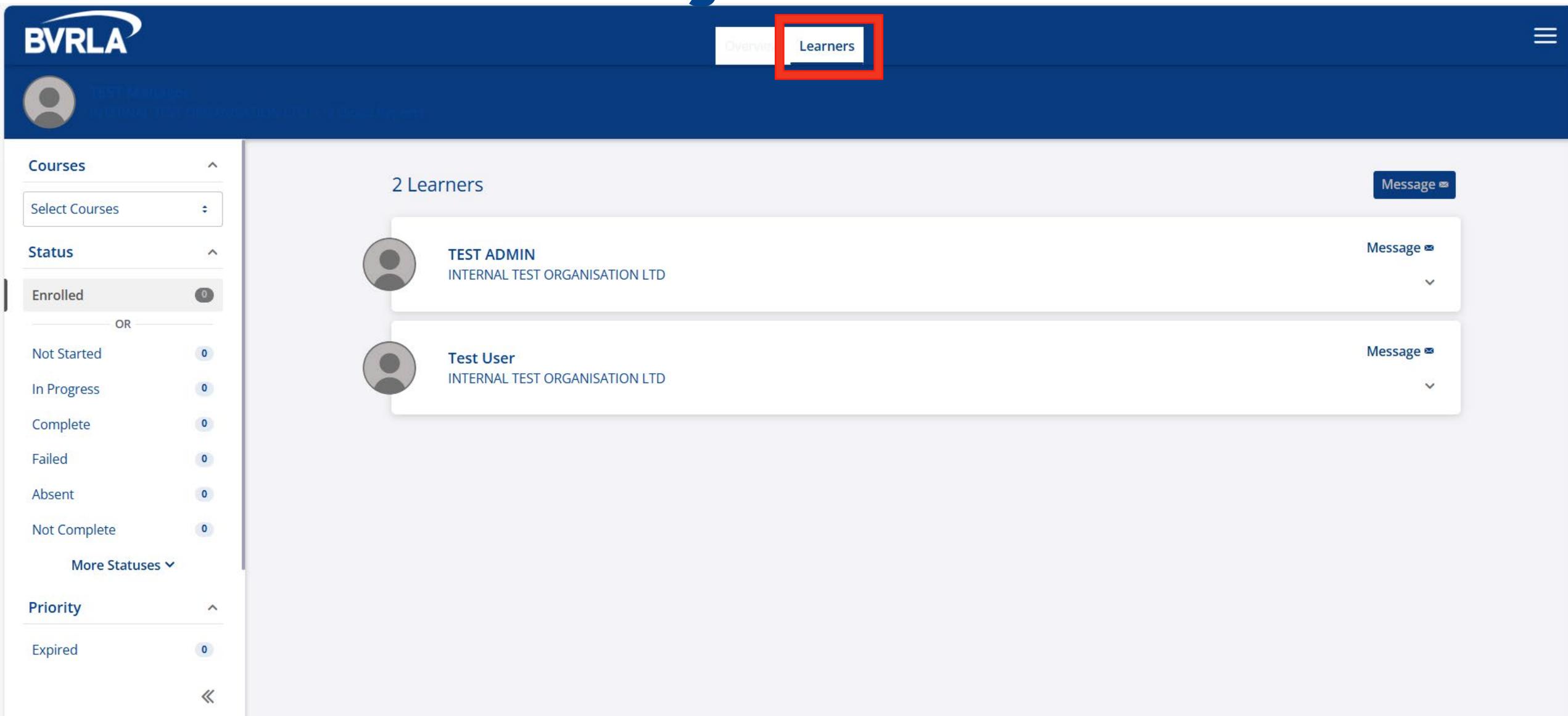
Course Progress 2 Learners

Include Indirect Reports



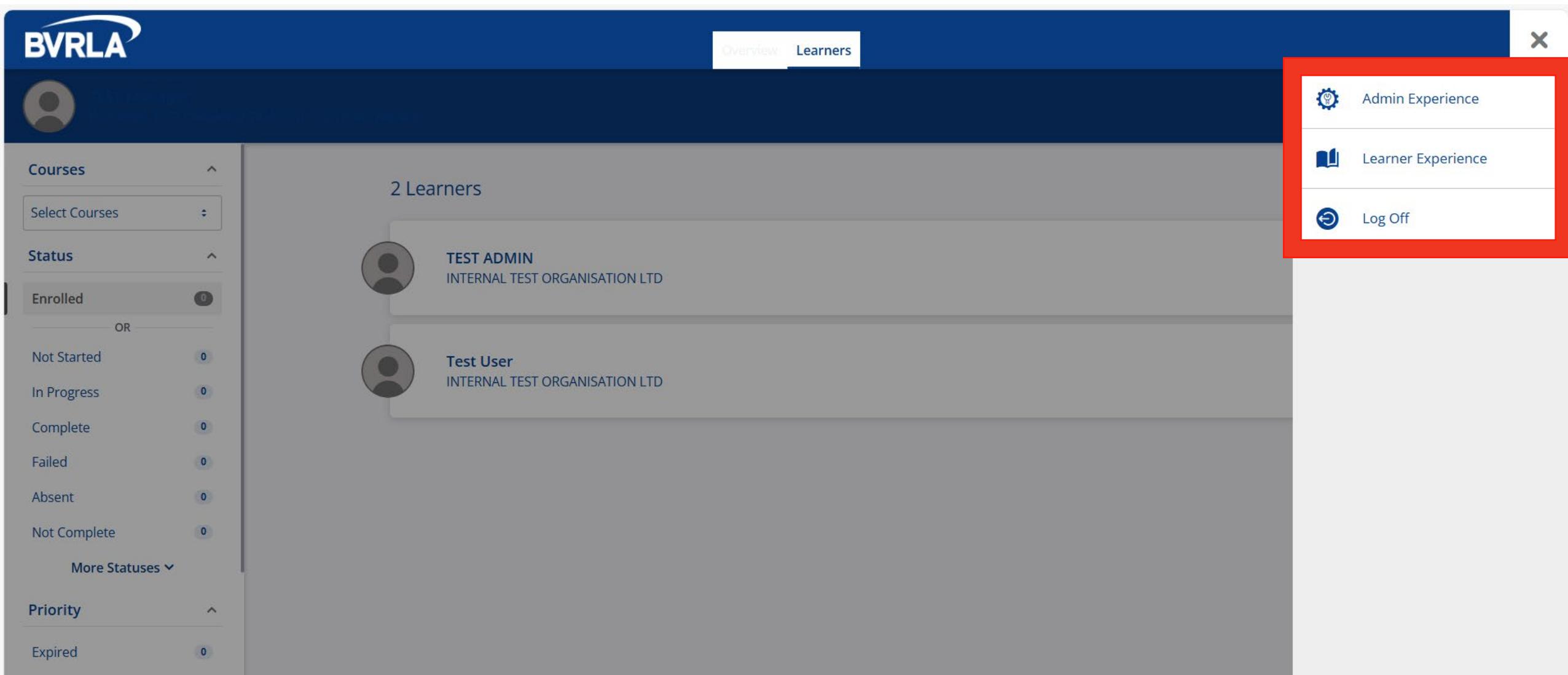
When a manager logs in to the platform, they will be able to see key metrics showing their staff's progress including any courses that are due to expire in the next 14 days.

Manager overview



Click on the 'Learners' button and this page will show the members of the manager's team.

Manager overview



The screenshot shows the BVRLA Manager overview interface. At the top, there is a blue header with the BVRLA logo on the left and 'Overview' and 'Learners' tabs in the center. The main content area displays '2 Learners' with two entries: 'TEST ADMIN' and 'Test User', both from 'INTERNAL TEST ORGANISATION LTD'. On the left, there is a sidebar with sections for 'Courses' (with a 'Select Courses' dropdown), 'Status' (with 'Enrolled' selected, showing 0), 'Priority' (with 'Expired' selected, showing 0), and 'More Statuses' (with a dropdown arrow). A red box highlights the top right corner of the interface, which contains a menu with three items: 'Admin Experience' (gear icon), 'Learner Experience' (book icon), and 'Log Off' (exit icon). An 'X' icon is also present in the top right corner of the red box.

The menu button in the top right corner gives the option to open the admin view, learner view or log out of the system.