Training on Demand contains a flexible, easy to use Message Center that allows you to electronically post information right on your Home Page.

It also permits you to provide web Shortcuts to important internet links and has a Library function for you to store documents vital to your specific business.

In this lesson, you'll learn how to customize your Home Page resources and we will discuss how to edit and manage information in each of these key areas.

The Message Center is prominently located on the Learning Center Home page at the top left.

Here you can post messages to your employees on any subject you might deem necessary. No more paper notes hidden on the board in the breakroom.

The message might be about a Store Policy change, an upcoming promotion or even a company party. It could also contain information relevant to Training on Demand attendees.

Now your memo is where everyone can see it even if they are not in the store working.

To create a message go to the 'Message Center' option under the Admin Tab.

Click 'Add', and enter the 'Title' of your message.

This is what will display in the 'Message Center' so make sure it accurately describes the message.

The 'Site Message' box will contain the details of the message you are posting. Type your text in this area.

A message might be time-sensitive, so select a 'Release Date' and an 'Expiration Date'.

The default dates are equal to today's date.

The message will only display during this time.

Choose a 'Functional Area'.

These tie back to the setup of Users.

You can select one or more Functional Area by holding the Ctrl key down and clicking on the one you want to receive the message.

If you need to direct employees to a URL simply type it in this field.

You can go to the web-site in question and copy and paste the URL for accuracy.

When you are finished entering the message, click ‘Submit’.

An acknowledgement that your message was successfully added displays.

If you want to edit a message go to ‘Message Center’ on the Admin Tab and then click ‘Browse’.

Locate the message and press ‘Edit’.

Alter any part of the message except the original ‘Release Date’.

Extend the ‘Expiration Date’ to reuse the message as is.

Click ‘Submit’.

A message confirms your action.

Your updated message now appears on the Learning Center Home Page.

If you need to delete a message return to ‘Browse’, and locate it.

Click ‘Delete’.

A verification box will display, press ‘Yes’ to confirm and permanently delete the message.

You are not limited to the number of messages you can have in the ‘Message Center’ so deleting them is not required, however, it will make your message list easier to search.

The next area of the Home page that can be customized is the ‘Shortcuts’ section, found here.

This offers a convenient place to keep website links.

The Eagle Customer Website and Online Help links are already provided.

Let's explore adding your own website links.

Click on 'Shortcuts' from the Admin tab.

From here you'll add, edit or delete web links in your Shortcuts list.

To add a new link, scroll to the bottom of the page and click 'Add New Shortcut'.

Type the name for the link, then enter the Link URL.

Best Practice is to open the website itself and then copy the link from the address bar.

Now click 'Save'.

The Link appears in the Shortcuts area.

Notice that you can make a link 'Inactive' by putting a check in the box below the link and then press 'Save'.

If you have a link that is only active during a specific time of the year, you can hide it from the published list.

To see inactive links, you will need to click 'View All Shortcuts'.

If you need to delete a link, you can simply put a check in the 'Delete' box below and click 'Save'.

The Learning Center Library is the final area of the Home page that can be customized. It offers a centralized place to keep documents for easy access by any employee.

These documents can either be on the PC or from an internal network. They can also come from an external media source like a flash drive or CD.

You can add many different document types to the Library, including Word, Excel, JPEG’s, and PDF’s. The only limitation is the file size which must not exceed 1MB.

Additionally, you can add an unlimited number of URL’s.

Some examples of documents you might want to add to the library include your Employee Manual or Health Insurance handbook.

How about Vendor price sheets or handy ‘How-to’ documents?

Do you have ‘cheat sheets’ to help complete a seldom done task? The Library is the best place to store them! This way everyone can find it when they need it.

Updates or deletions can be made to the document right in the LMS. This eliminates the problem of outdated versions floating around or the need to replace information in multiple binders.

From the ‘Home’ screen of the LMS, click the ‘Library’ link on the menu bar.

Then select ‘Add’.

We are going to start by adding a document from your computer. Select ‘Upload File’.

For our example we are going to upload an ‘Employee Handbook’.

Enter in the ‘Name’ field what you want to display in the Library on the Home page for the document.

This does not have to be the same as the filename.

To find the file you want to upload click Browse and navigate to the folder on your computer that holds the copy of your ‘Employee Handbook’.

Highlight the document and click ‘Open’.

Notice that the document details have been copied to the Upload File field.

Click ‘Submit’ and the system copies the file to the LMS.

Once the file is uploaded you will receive a confirmation notification.

Below is a list of all documents which are in your library.

From this screen you have the ability to Edit and Delete or Edit the Permissions of who can access the document.

To add a resource that is a link on the internet, you’ll select ‘Add Link’ here.

Type a ‘Name’ for this resource and enter the link into the URL field.

Then click ‘Submit’.

Look for the confirmation that the link was successfully added.

Once you’ve built your library, you can manage the resources by selecting Browse from the Library menu.

This gives you the option to Edit, change Permissions or Delete a resource.

You can alter the title of the Library resource or the associated link.

Simply click ‘Edit’, update the line and click ‘Submit’.

The ‘Edit Permissions’ function allows you to restrict ‘Groups’ of employees from viewing a library resource.

To use this feature locate the desired resource, then click ‘Edit Permissions’.

Now highlight the ‘Group’ or ‘Groups’ you would like to restrict and click ‘Add’.

They now appear in the ‘Restricted Groups’ list.

Press ‘Submit’.

Only members of the 'Groups' that remain on the left side will be able to view the selected resource.

To Delete material from the Library, click the 'Delete' link next to the resource.

You are prompted again to be sure you didn't make an error in selection.

Click 'Yes' to confirm.

System Administrators are the only users with the ability to manage the content of the Library.

All other users only have the ability to view information.

To view what is in your Library a user can, click the 'View Resources' under the Library tab or select the resource they want to view from the bottom right of the Learning Center Home page.

If the resource they want to view isn't visible click on the link to 'View all Resources' to get a complete list.

The ability to customize the LMS with your own employee materials and personalized links gives you a huge advantage in training.

Not only do your employees now have access to the latest in online training for Eagle, you are also able to offer your own materials and resources in the same location.

Add to that the ability to manage resource distribution by 'Group' and having a central depository for updated materials and you have a highly effective resource that you can put your own customized stamp on.