Learning Zone

User Guide

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Accessing the Learning Zone

Login to mydoitbest, then go to: **Online Tools** then click on **Learning Zone**. For faster access, click the star next to the Learning Zone. This will add a quick link under My Online Tools on the mydoitbest homepage. If you are accessing the Learning Zone without being logged in, you will need to enter your mydoitbest username and password.

mydoitbest	Product News	Programs & Services	**Online Tools**	Support	Catalog

Pin your favorite Online Tools to the homepage by selecting the ☆

ONLINE TOOLS

☆ Best Rewards Login	☆ Do it Best Apparel Store	☆ Monthly Specials
★ Brandfolder	☆ Inventory Pricing Dashboard	☆ My Admin
☆ Catalog	☆ Invoice Manager	☆ Order Parts
☆ Claims	☆ Learning Zone	☆ Report Central
☆ Consumer Marketing Central	☆ Lumber Catalog	☆ SDS
☆ Datanet	☆ Market Savings Builder	☆ Search Contacts
☆ Dataxchange	☆ Market Website	☆ Support
☆ Digital Dashboard	☆ MAX	

Adding users to mydoitbest

All Learning Zone users must have a mydoitbest account. For accurate reporting and certification, it is important that each person have their own account rather than a shared store account. To add a mydoitbest user, your store administrator can follow the steps below:

1. Once logged in to mydoitbest, in the upper-right, click the down arrow next to your name and select **My Admin**
2. From the red menu bar at the top of the page, click on **Users**
3. Click **add New User**
4. Fill in the user information
5. Select the correct user type, then fill in the user account information
6. Next, complete the contact info section, then click **Save**
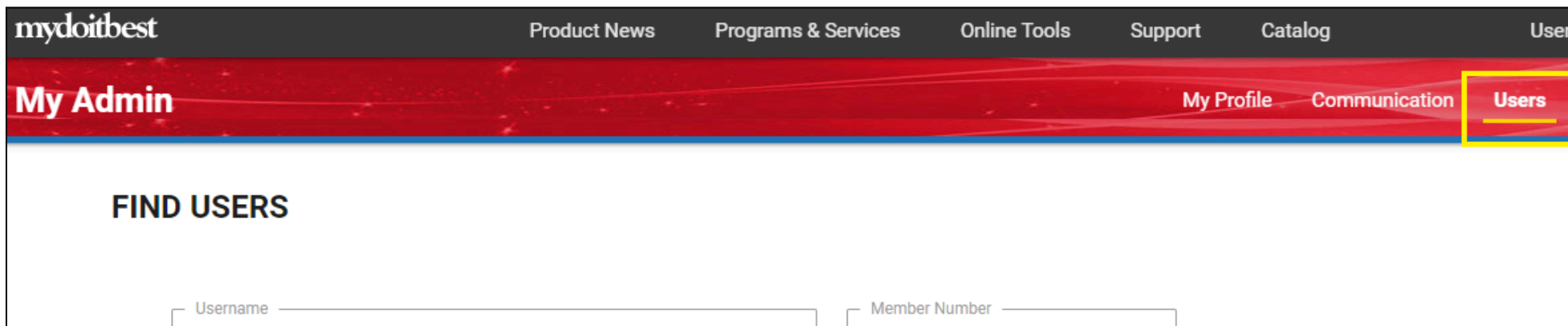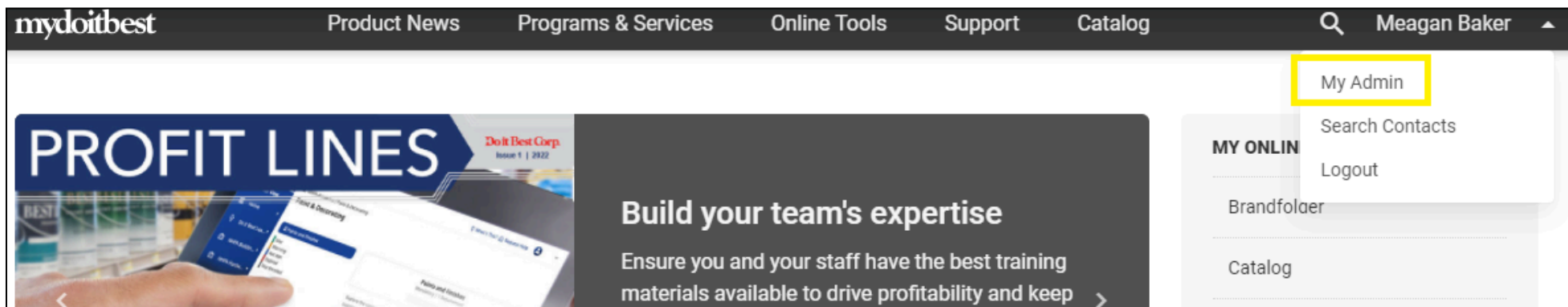
Setting Learning Zone Permissions

There are two types of users within the Learning Zone: Learners or Coordinators. A Learner is any user that can access the Learning Zone and enroll in training. Coordinators have additional permissions which include access to reporting and ability to track progress of learners at their store. Mydoitbest admins can update Learning Zone permissions by following these steps:

1. Once logged in to mydoitbest, in the upper-right click the down arrow next to your name and select **My Admin**
2. From the red menu bar at the top of the page, click on **Users**
3. Find the user you would like to edit and click the **pencil icon** to the right of their account
4. Scroll down (or use the link on the right) to select **Application Permissions**
5. Find Learning Zone, then use the drop down menu to select the level of access: Learner, Coordinator, or None
6. Click **Save** at the top of the screen
7. Allow at least 5 minutes for user permissions to change within the Learning Zone

Using the Home Menu

Click on **Home** to expand this menu:
> **My Home Dashboard** - The main home screen that displays Assigned Learning Plans, Learning Plan Catalog, and My Course History
> **My Course Enrollment** - Courses that you are enrolled in
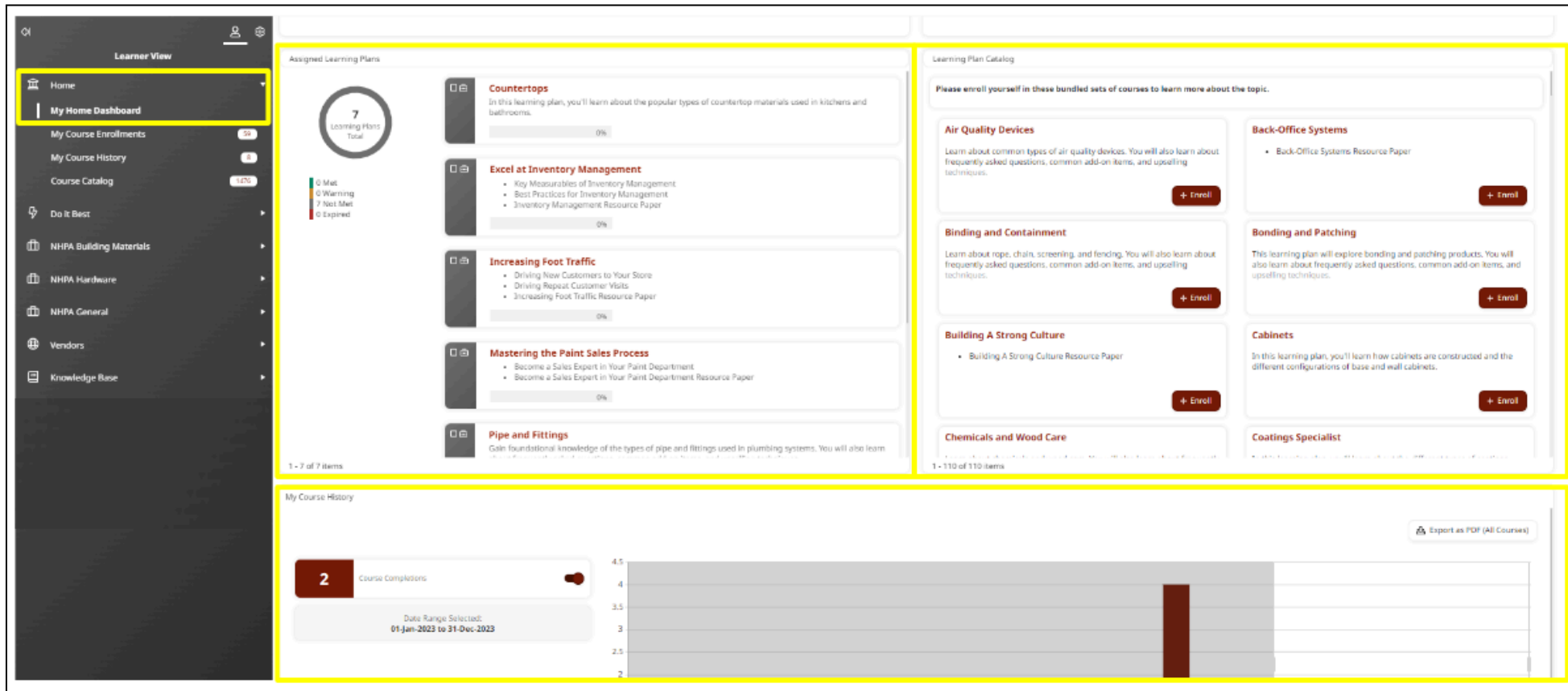> **Course Catalog** - All available courses in alphabetical order

My Home Dashboard is your main home screen and provides access to the following areas:

   **Assigned Learning Plans** - Learning plans that you are enrolled in

    Learning Plan Catalog - All available learning plans in alphabetical order

   **My Course History** - Course completions within a given timeframe

Enroll in Do it Best & NHPA Courses

Do it Best exclusive content **-** To view the available content, click Do it Best Learning Plans, then click the category you would like to explore.
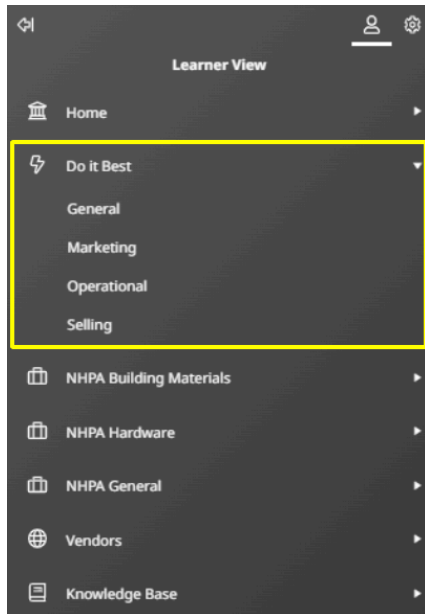

NHPA - The NHPA content is broken into three segments. To view the available content, click one of the three NHPA headers, then click the category you would like to explore.
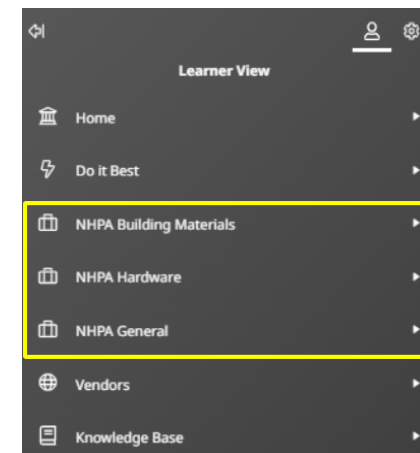
After clicking the category, you will see the topics that are available. These topics are grouped into learning plans which means there are multiple resources bundled together for each topic. Users can enroll in an entire learning plan or individual courses within a learning plan. Each Do it Best learning plan contains a resource paper that provides recommended best practices. Due to the nature of the content, there are some Do it Best learning plans that are resource papers only without interactive courses.

Click the red title to get a preview of the learning plan before enrolling. When you're ready to enroll, click the plus button. After enrolling, the learning plan can also be viewed in Assigned Learning Plans on My Home Dashboard.
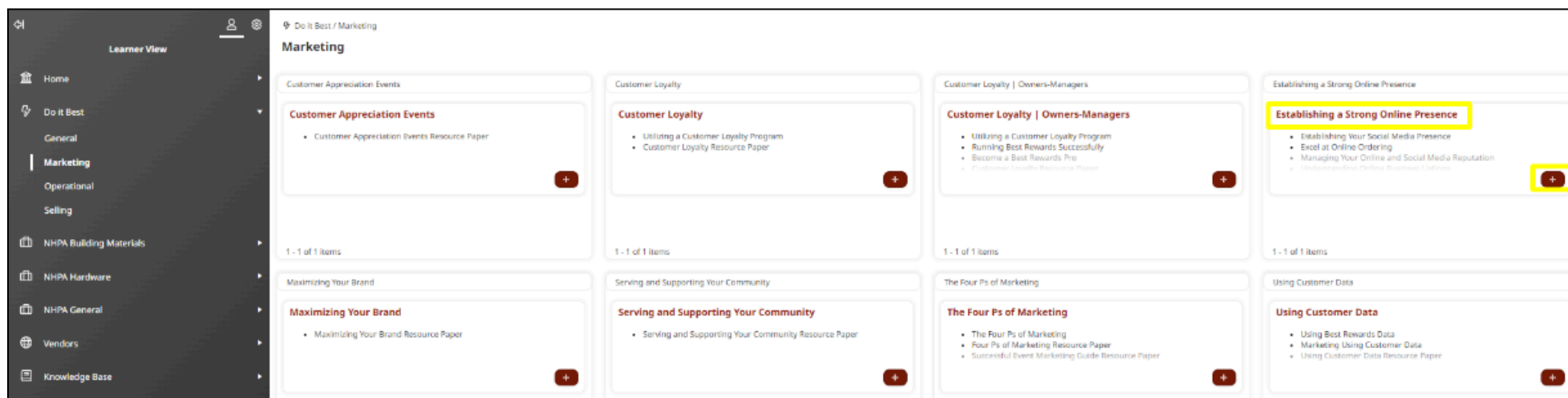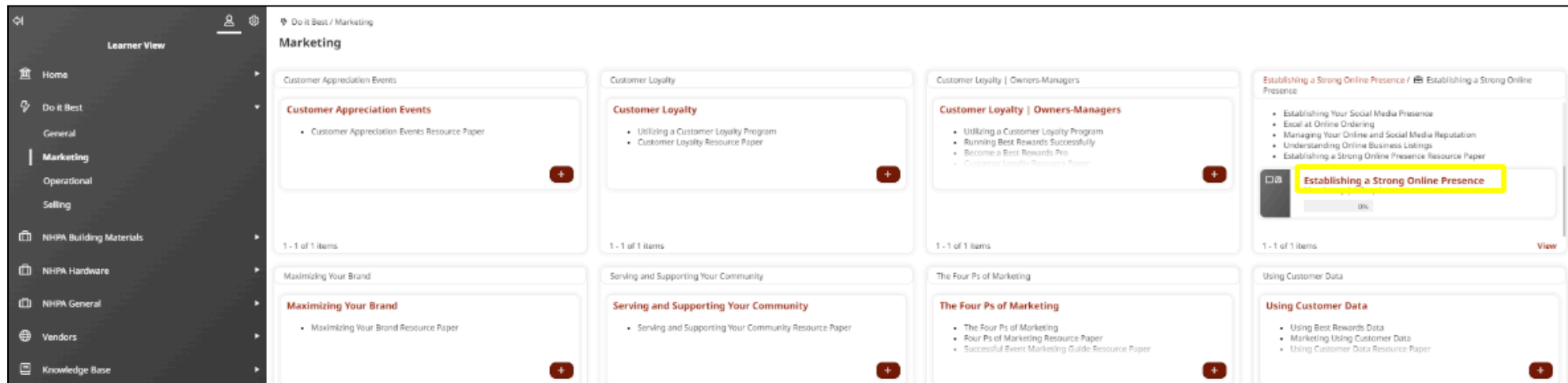
To enroll in individual courses instead of the full learning plan, click the title in red.

Next, click **View** to open a larger window..

Click the title in red.

Click the course name, then click enroll.

Enroll in Vendor Courses

To enroll in vendor courses, click **Vendor Courses**, then click the vendor name, and after finding a course, click **Enroll**.

Starting a Course

After enrolling in a course, click **Start** to begin. If you receive a message that says Popup Blocked, click **Launch Course**.

Foundations of Customer Service

Foundations of Customer Service

You have never completed this course.

▷ Start

Building & Evaluating Your Customer Service | Owners-Managers

Customer Service Resource Paper
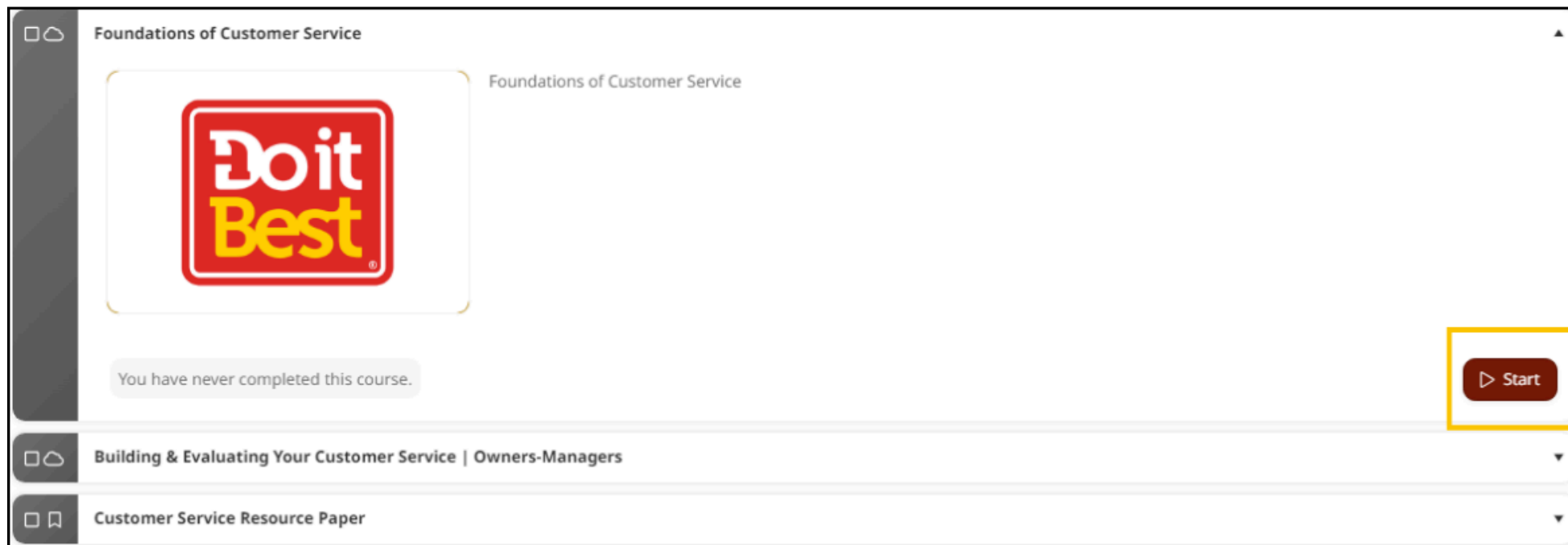
Popup Blocked

We attempted to launch your course in a new window, but a popup blocker is preventing it from opening. Please disable popup blockers for this site.

Launch Course
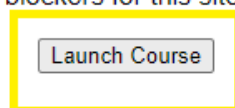
Knowledge Base

This library includes valuable resources that can be viewed, downloaded, and printed.

Resource Papers - Recommended best practices, including many that are exclusive for Do it Best members

Owner-Manager Specific Resources - Resource papers with content specific to owners and managers

Resources - Additional resource materials such as the Cost of Doing Business Study

Admin View

Users with the Coordinator level permission can access Admin View by clicking the **gear** in the gray navigation panel.
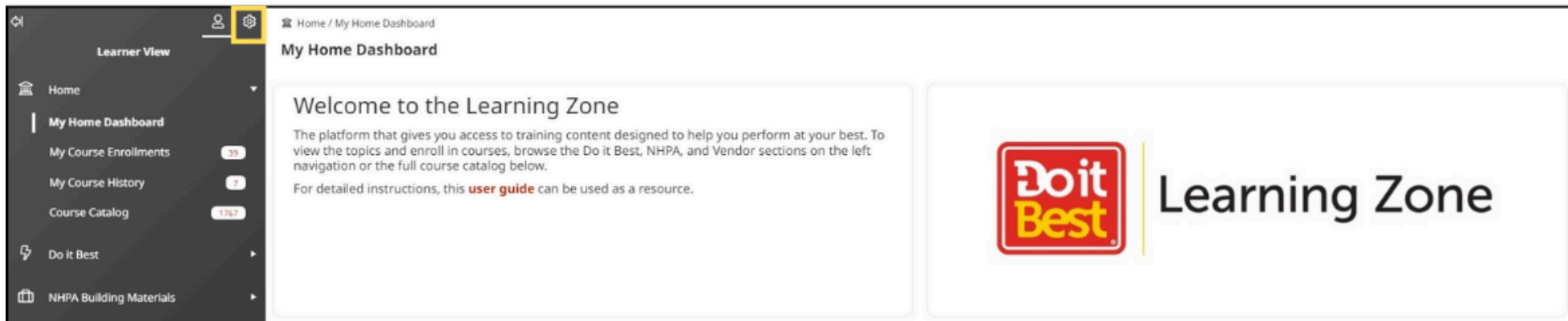
Click on **User Admin** to expand this:

> **Supervisor Dashboard** - Shows the overall progress of all learners, including enrollments and certifications
> **Certifications** - Shows course certification by learner
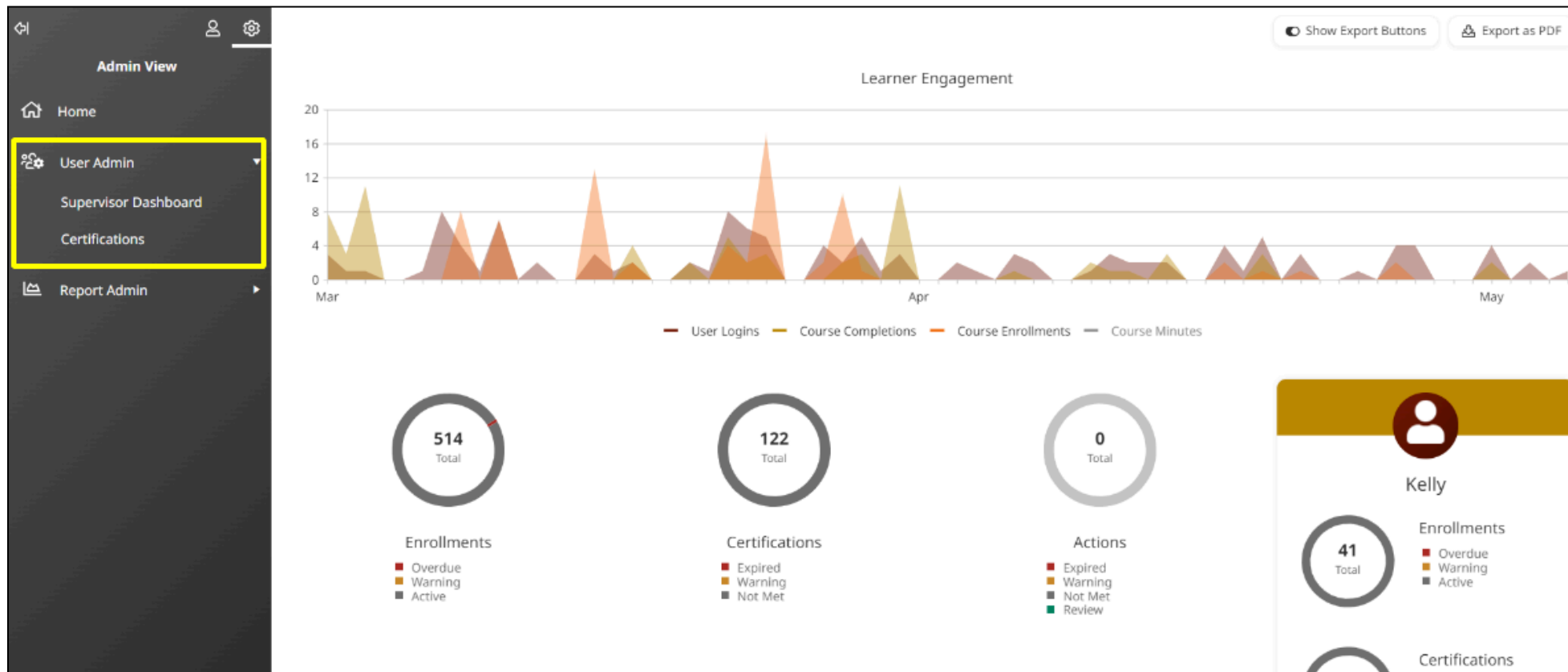
Click on **Report Admin** to expand this menu:

        Enrollments - Report that shows the progress of learners by individual course

        Learning Plans - Report that shows the progress of learners by learning plan

        Reports - Custom reporting with no preset defaults

        Scheduled Reporting - This tab can be used to pre-schedule reports to run automatically
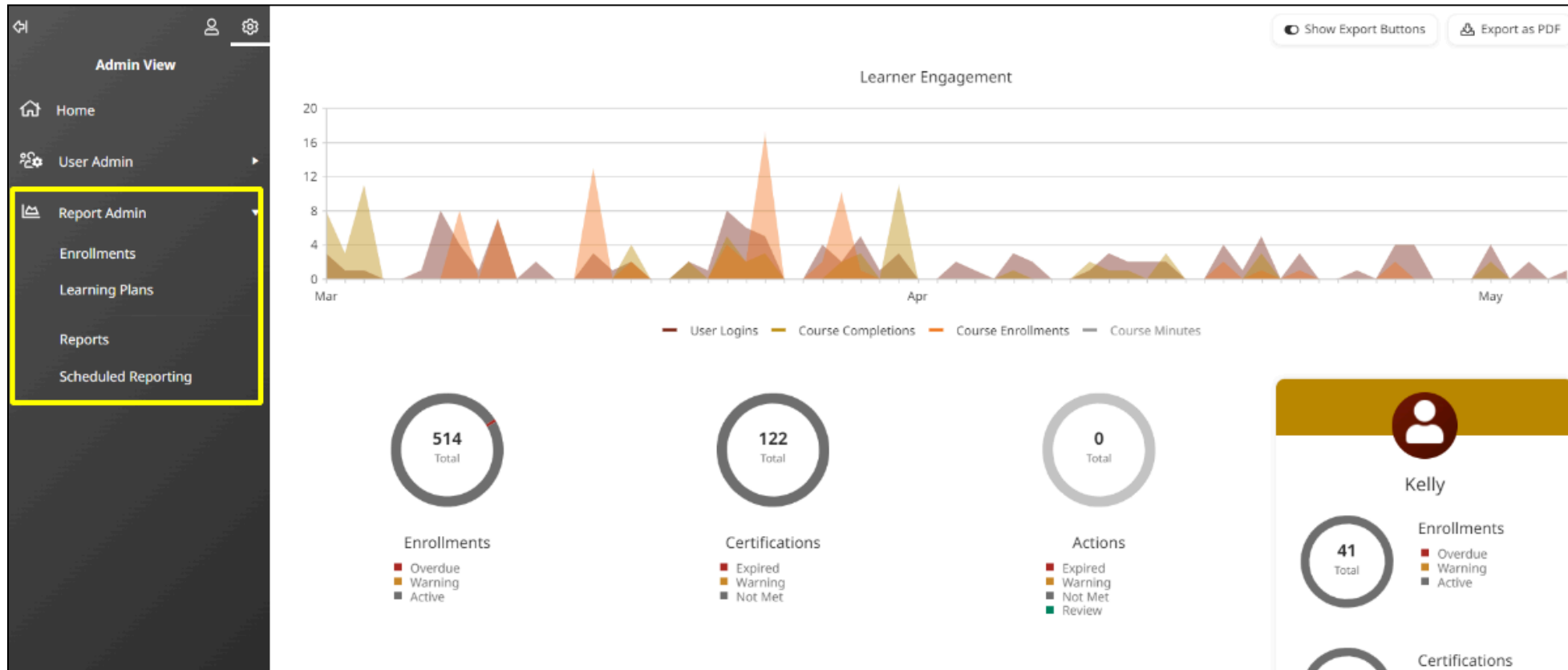
Run Reports

Reports can be filtered by course, learner, or enrollment date. Once filters are set, click **Run Report**.

After running a report, you will see the report highlights at the top followed by the report details below. To export, click **Actions** and select your preferred method.

Default Enrollment Report

📅 | ▶ Run Report | ✏ Edit | 🖫 Save As | ↺ Reset

Filters ▾

Output ▾

Enrollment Report ▲

⚙ Actions ▾

| 986 | Distinct Enrollments | 398 | Distinct Courses | 33 |
| 0 | Distinct ILT Sessions | 0s | Total Distinct ILT Duration | 0s |

⛃ Export to CSV
⛃ Export to CSV (full)
⛃ Export to XLS
⛃ Export to XLS (full)

		Name	Course	Session	Enrolled	Started	Progr...	Con
		Doe, Jane	☁ Best Practices for Invent...		28-Feb-2022	28-Feb-2022	In Progress	
🏆		Doe, Jane	☁ Running Best Rewards S...		28-Feb-2022	28-Feb-2022	100%	28
		Doe, John	☁ Become a Best Rewards ...		28-Feb-2022		Not Started	
		Doe, John	☁ Best Practices for Invent...		28-Feb-2022		Not Started	
		Doe, John	☁ Utilizing a Customer Loy...		28-Feb-2022		Not Started	

Scheduled Reporting

To schedule a report to run automatically, click **Scheduled Reporting**, then **+Scheduled Report**.

Type: select Enrollments or Learning Plan

Status: select Active (to cancel the report from running, choose Inactive.)

Scheduling: select the frequency and time

Notifications: enter the email addresses that you want to receive the report

Click **Save**
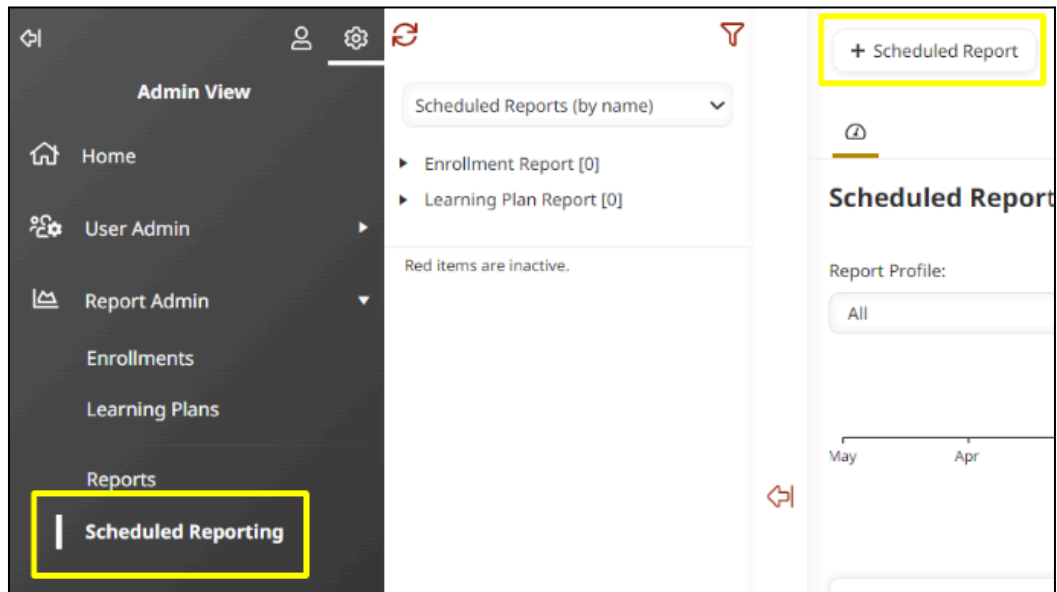
Custom Reports

In addition to the default Enrollments and Learning Plans reports, you also have the option to create custom reports with no preset defaults. To create a custom report, click on **Reports** then choose **+Enrollment** or **+Learning Plans**.
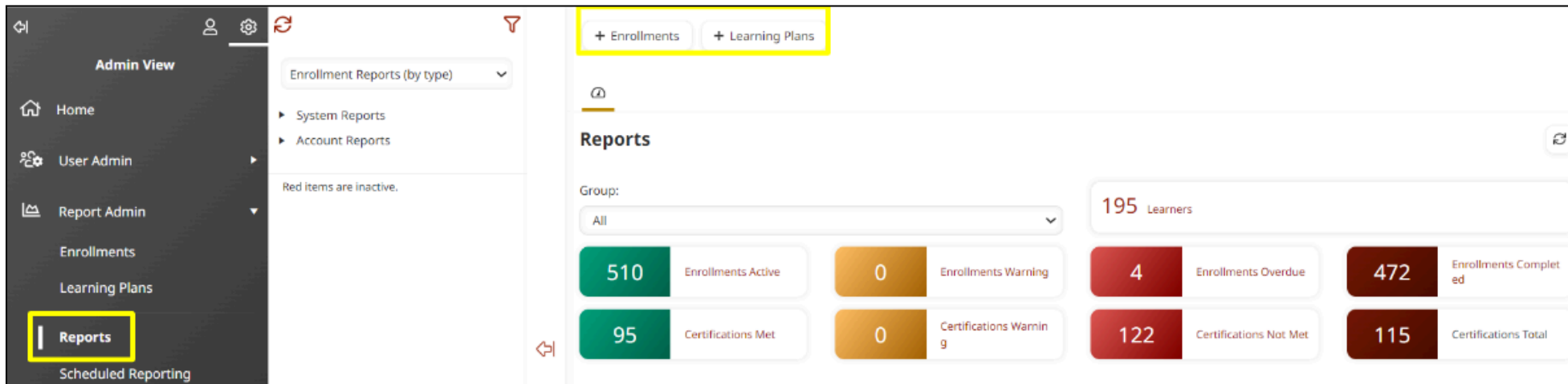
In Report Profile:

- Name the report

- Choose active for status (inactive cancels the report)

- Select private for visibility

- Enter a description

In Filters, select the filters you would like captured in the report.

Report Profile ▾

Filters ▲

Add Filter:

Select a filter... ▾ +

In Output, select your preferred layout.

Report Profile ▾

Filters ▾

Output ▲

☐ Allow Edit
Users will not be able to modify the options in the summary page.

Output Options:

Grid   Chart   Both

Columns ▾

Enrollment Report ▾

In Columns, select the columns that you want displayed in the report.

Click **Save** and the **Run Report**.

Add/Edit Enrollment Report   📅 ⊙ Run Report   ✓ Save ▾   ↺ Cancel

Report Profile ▾

Filters ▾

Output ▾

Columns ▲

Selected columns will appear in the report in the order they appear below. ⑦

Add Column:

Select a column... ▾ +

⊕ Learner Name   ⊕ Course

Pre-Saved Account Reports

There are several pre-saved enrollment reports under the drop-down "Account Reports". These pre-saved reports have filters preset for:
- Do it Best courses
- NHPA courses
- Vendor courses

For **multi-location members**, there is a pre-filtered "Store Location Report" that allows you to sort by location, while utilizing all of the other pre-mentioned filters:

Enrolling Learners in Learning Plans or Courses

Enrolling learners is quick & easy for a coordinator. In the Admin view, simply click on "Enroll Learners" at the bottom left in the toolbar.
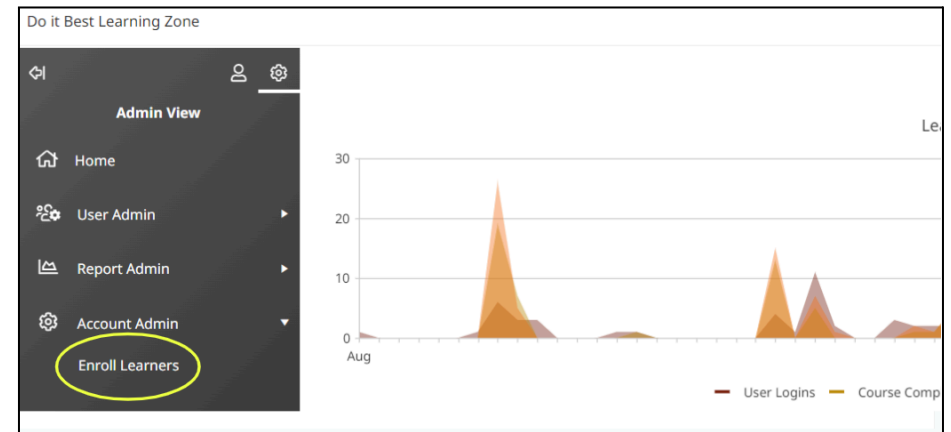
A separate window will then open wherein the coordinator assigning the learning will enter their name & email address along with the learner's name & store number.

To assign courses to your users, please complete this form. Please allow two business days for the users to be enrolled in the courses you selected. Once enrolled, the Do it Best and NHPA selections will be listed in Assigned Learning Plans on My Home Dashboard and the Vendor selections will be listed in My Course Enrollments under Home.

Your Name*   Your Email*

Who would you like to enroll? (User Information)*

○ Individual(s)

○ All learners at the store(s)

Categories

☐ Do it Best   ☐ NHPA Building Materials   ☐ NHPA Hardware   ☐ NHPA General   ☐ Vendors

If the coordinator would like to assign learning to more than one learner, they'll simply check "yes" under "Would you like to add another user for the same courses?", and enter another learner's name & store number. Up to 10 learners can be assigned learning at a time.

If you would like to enroll everyone at the store in the same courses, you would select "All learners at the store(s)".

Lastly, the coordinator will choose which learning plans or courses they want to assign to the learner(s), enter a due date, and click "submit". Within 2 business days, the learner(s) will receive an email alerting them to the learning they've been assigned, the requested due date, and will see the learning plans or courses in their assigned learning on the Home Dashboard

Second user to enroll? *

| Sally | Rogers |
| First Name | Last Name |

Member Number (Location where the user works) *

0002

Would you like to add another user for the same courses? *

○ Yes

○ No

Categories

☐ Do it Best   ☑ NHPA Building Materials   ☐ NHPA Hardware   ☐ NHPA General   ☐ Vendors

NHPA Building Materials

Building Materials Categories

☐ Cabinets and Countertops   ☑ Engineered Wood   ☐ Insulation   ☐ Interior Surfaces   ☐ Lumber
☐ Millwork   ☐ Siding and Roofing   ☐ Windows and Doors

Engineered Wood

☑ Engineered Wood - *Approximately 30 minutes*
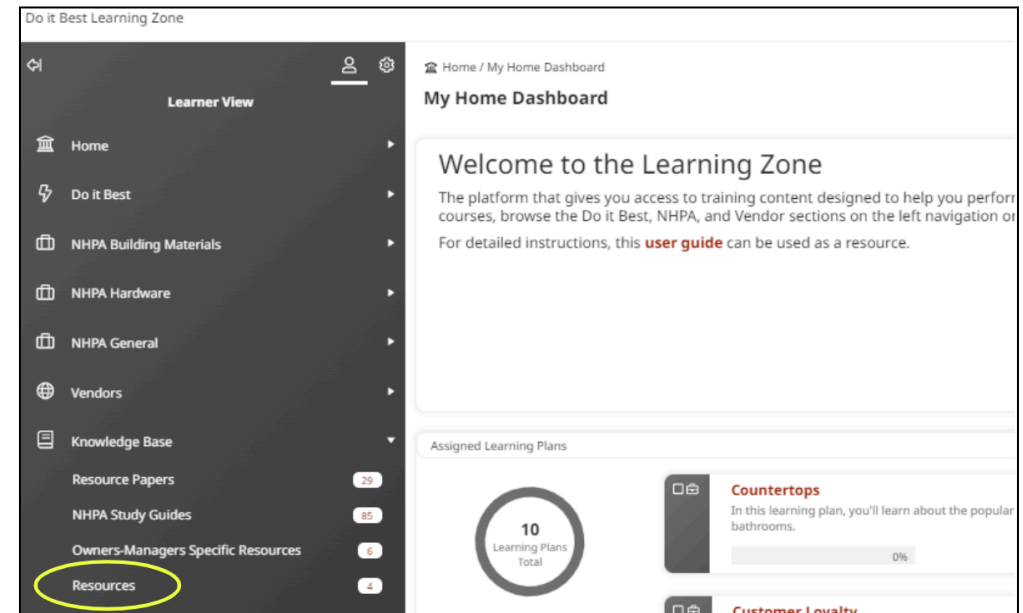
Due date for courses
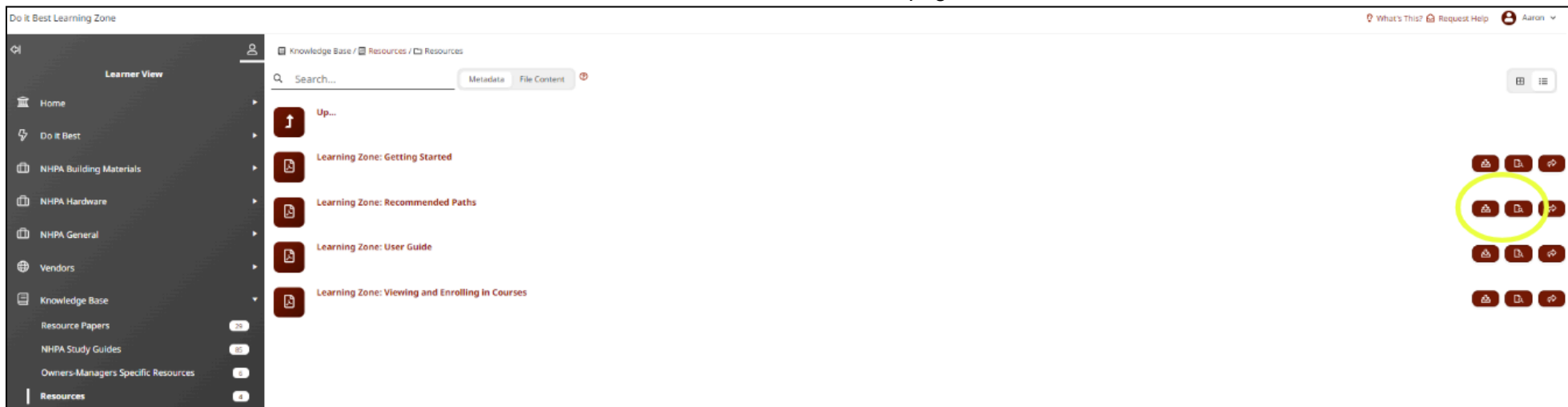
Oct ⇕   19 ⇕   2023 ⇕   🗓

Submit Form

Recommended Paths

To view a list of recommended learning plans for the most common positions, including manager, sales associate, cashier, and stock person, go to the "Knowledge Base" in the toolbar, and click on "Resources".

You'll then choose to either view or download the document on the left hand side of the page.

Learning Zone

Using the Learning Zone to onboard new team members will ensure that you're driving more foot traffic, closing transactions, increasing average ticket, and operating at peak efficiency!

Content			Position							
Learning Plan	Volume	Category	Owner	Manager	Office Manager	Cashier	Sales Associate	Stock Person	LBM Sales	B2B Sales
New Member Onboarding	General	Do it Best	✔	✔						
IT Security Best Practices	General	Do it Best	✔							
Customer Loyalty	Marketing	Do it Best		✔		✔	✔			
Establishing a Strong Online Presence	Marketing	Do it Best	✔	✔						
Using Customer Data	Marketing	Do it Best		✔	✔					
Four "P's" of Marketing	Marketing	Do it Best		✔						
Excel at Inventory Management	Operational	Do it Best	✔	✔	✔			✔	✔	

The document provides a recommended curriculum for new team members.

…with an estimated time commitment for this training at the bottom of the page.

			Owner	Manager	Office Manager	Cashier	Sales Associate	Stock Person	LBM Sales	B2B Sales
Selling Skills	General	NHPA				✔	✔	✔	✔	✔
Store Safety	General	NHPA		✔		✔	✔	✔	✔	
The average lesson plan will take approximately 30 minutes to complete. Based on the lesson plans recommended, the time commitment for this training is roughly:			3 hours	8 hours	3-4 hours	4-5 hours	9-10 hours	7-8 hours	8-9 hours	5-6 hours

Contact Information

For technical support questions, contact info@doitbest.com or 260.748.5302. For general information about the Learning Zone, please call 260.748.5920.