



Learning Zone

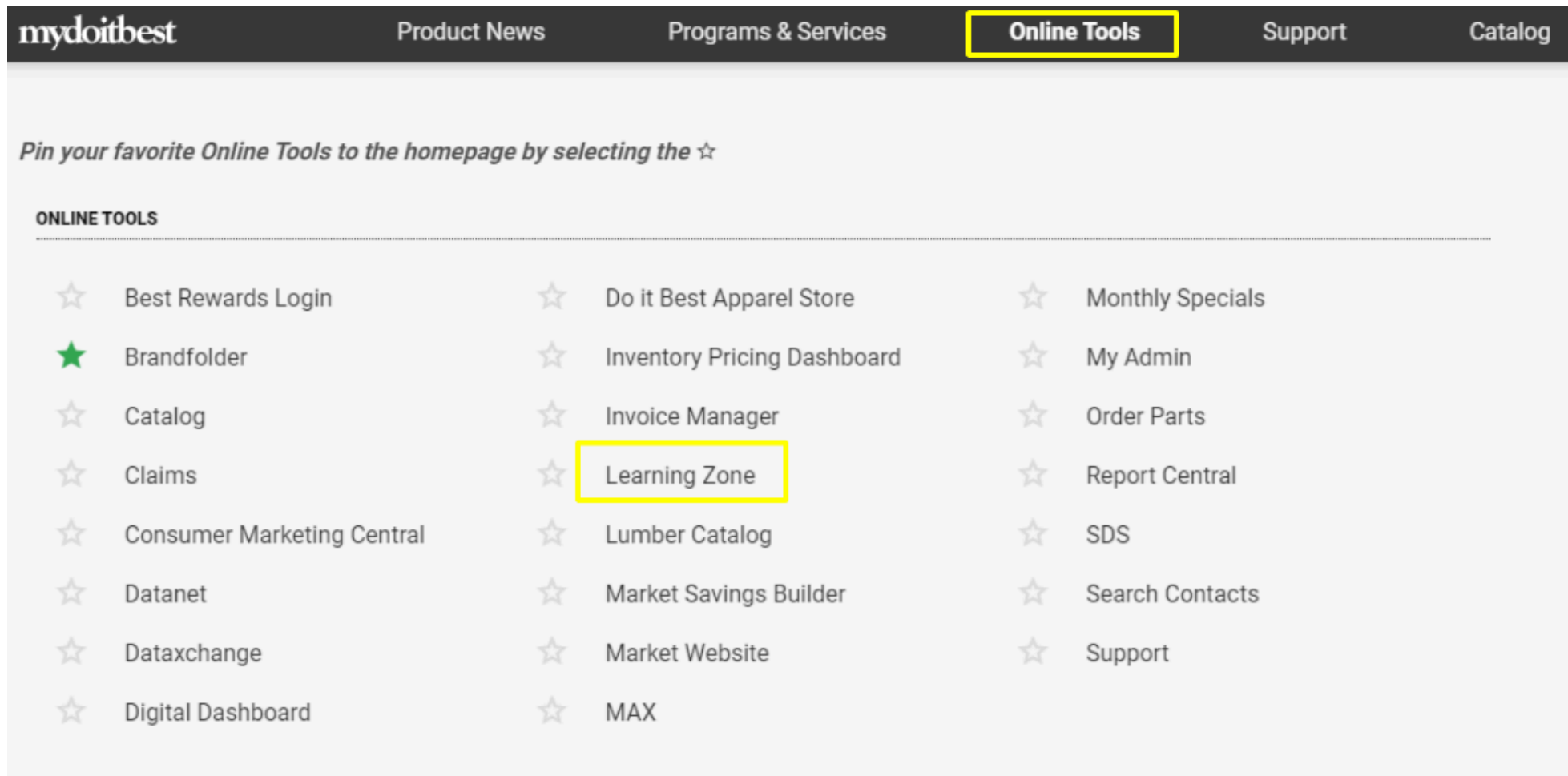
User Guide

TABLE OF CONTENTS

ACCESSING THE LEARNING ZONE	3
ADDING USERS TO MYDOITBEST	4
SETTING LEARNING ZONE PERMISSIONS	5
USING THE HOME MENU	6
ENROLL IN DO IT BEST & NHPA COURSES	8
ENROLL IN VENDOR COURSES	12
STARTING A COURSE	13
KNOWLEDGE BASE	14
ADMIN VIEW	15
RUN REPORTS	18
SCHEDULED REPORTING	20
CUSTOM REPORTS	21
PRE-SAVED ACCOUNT REPORTS	24
MULTI-LOCATION (STORE LOCATION) REPORT	25
CONTACT INFORMATION	25
ENROLLING LEARNERS IN LEARNING PLANS OR COURSES	26
RECOMMENDED PATHS	29

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 ☆

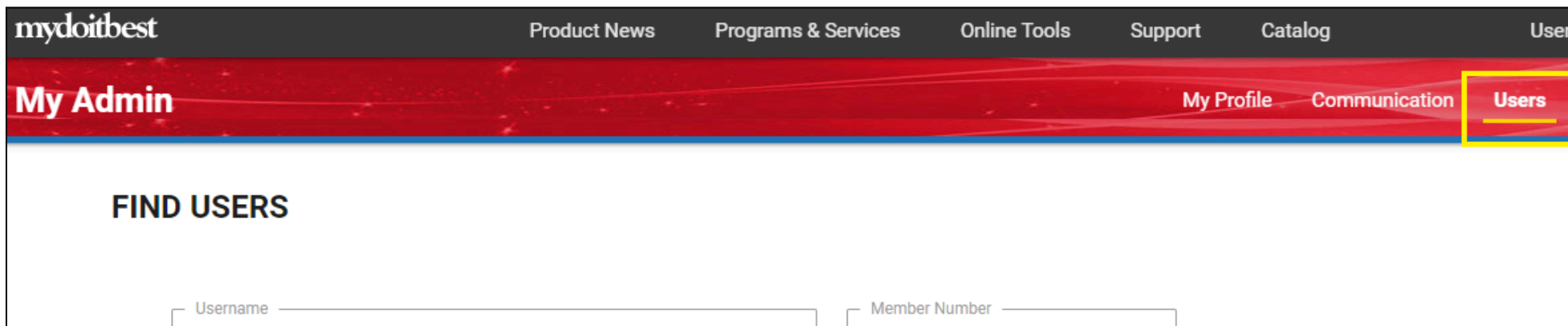
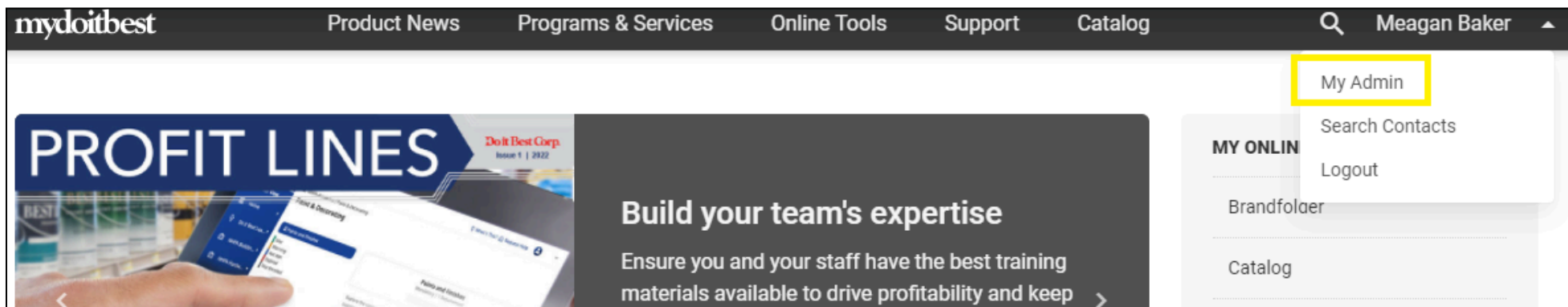
ONLINE TOOLS

☆ 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

Application	Role
Catalog	Manager
Claims	Approver
dataXchange	User
Invoices	payerAdmin
Learning Zone	<div>None</div> <div>Coordinator</div> <div>Learner</div>
MAX	
OASIS	User
Report Central	Manager

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

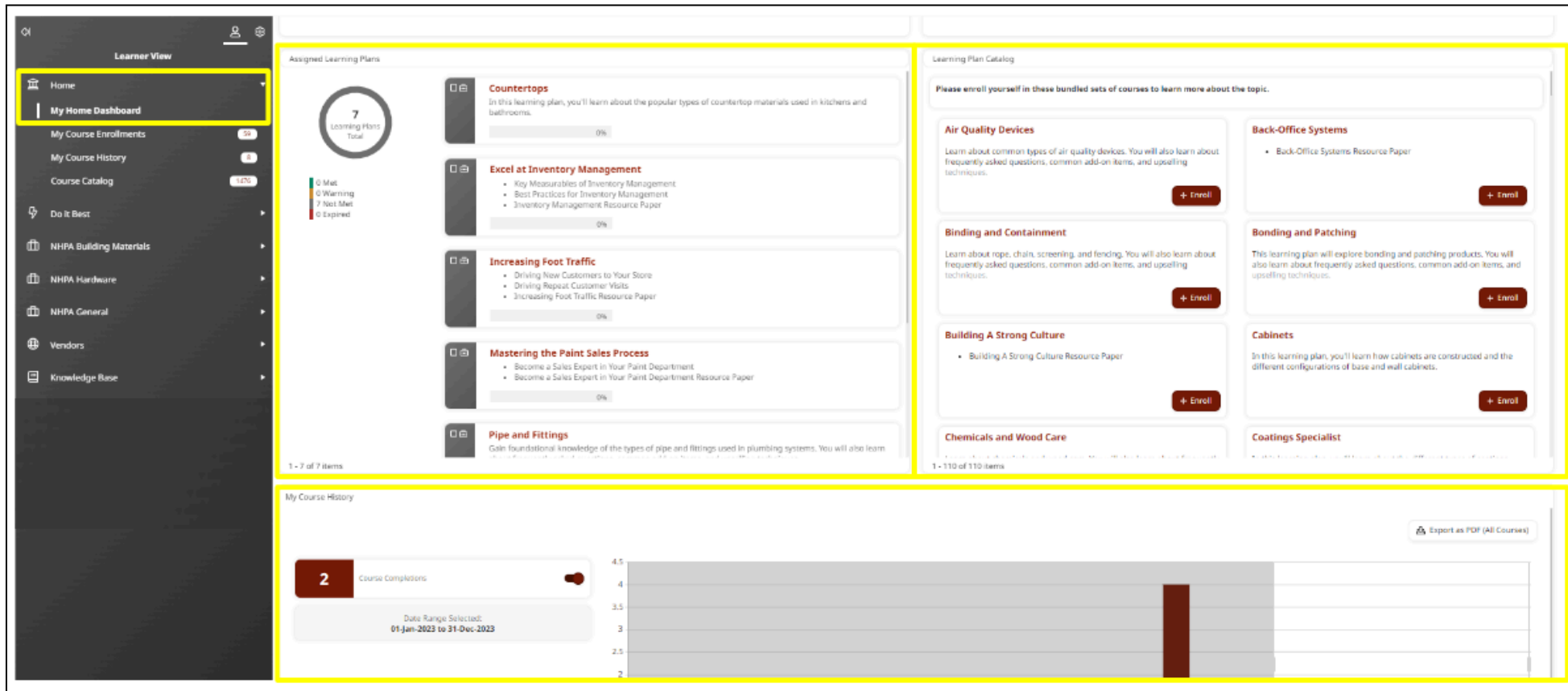
The screenshot displays the 'My Home Dashboard' interface. On the left is a dark sidebar with a 'Learner View' header and a list of menu items: Home, My Home Dashboard (highlighted with a yellow box), My Course Enrollments (35), My Course History (5), Course Catalog (1767), Do it Best, NHPA Building Materials, NHPA Hardware, NHPA General, Vendors, and Knowledge Base. The main content area is titled 'Home / My Home Dashboard' and 'My Home Dashboard'. It features a 'Welcome to the Learning Zone' message, a 'Assigned Learning Plans' section with a circular progress indicator showing 11 total plans (1 Met, 0 Warning, 10 Not Met, 0 Expired) and two plan cards for 'External Theft' and 'Increasing Foot Traffic' (both at 0% completion), and a 'Learning Plan Catalog' section with two cards for 'Advanced Paint Sales' and 'Air Quality Devices' (both with '+ Enroll' buttons).

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

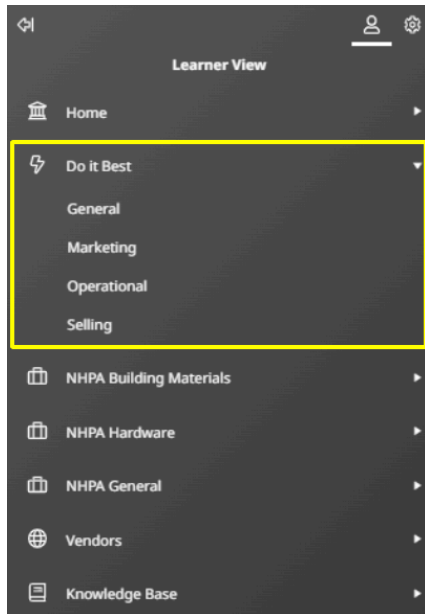
Learning Plan Catalog - All available learning plans in alphabetical order

My Course History - Course completions within a given timeframe

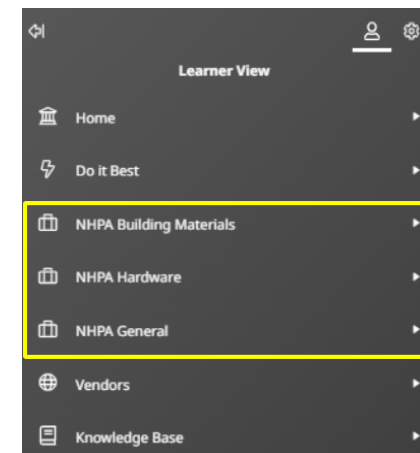


Enroll in Do it Best & NHPA Courses

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.

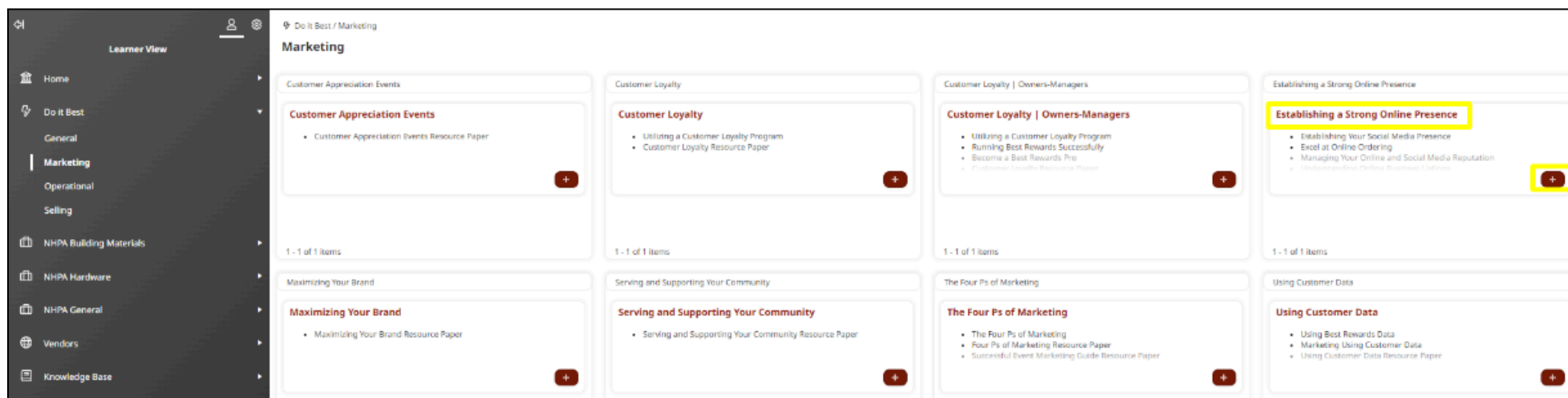


NHPA - The NHPA content is broken into three segments. To view the available content, click one of the three NHPA headers, then click the category you would like to explore.



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.



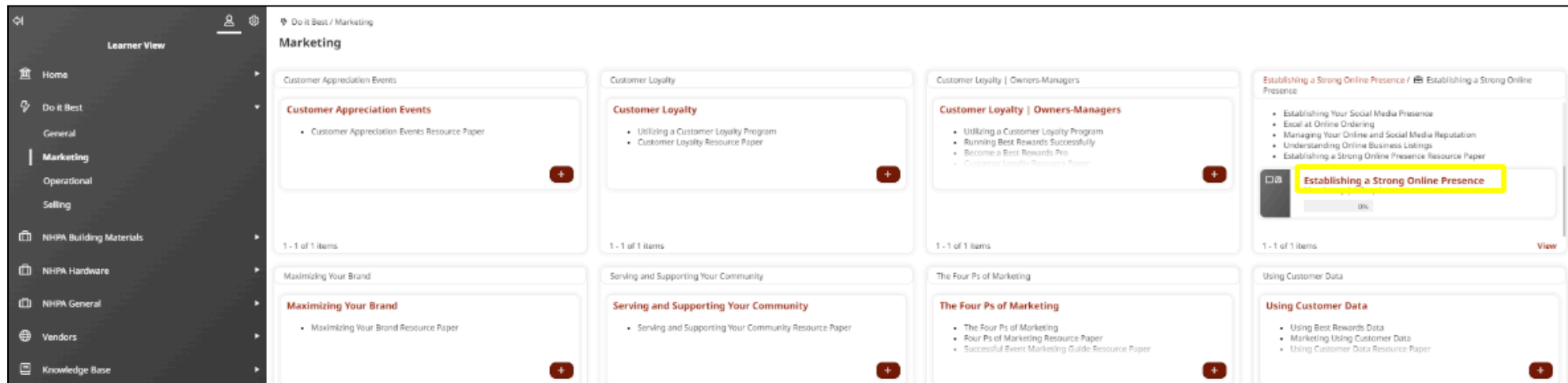
To enroll in individual courses instead of the full learning plan, click the title in red.

The screenshot shows the 'Learner View' interface for the 'Do It Best / Marketing' category. A sidebar on the left lists navigation options: Home, Do It Best (General, Marketing, Operational, Selling), NHPA Building Materials, NHPA Hardware, NHPA General, Vendors, and Knowledge Base. The main content area displays a grid of course cards under the 'Marketing' heading. The cards are arranged in two rows. The top row includes 'Customer Appreciation Events', 'Customer Loyalty', 'Customer Loyalty | Owners-Managers', and 'Establishing a Strong Online Presence'. The bottom row includes 'Maximizing Your Brand', 'Serving and Supporting Your Community', 'The Four Ps of Marketing', and 'Using Customer Data'. Each card lists associated resource papers and has a red '+' icon in the bottom right corner. The title 'Establishing a Strong Online Presence' is highlighted in red text and a yellow box.

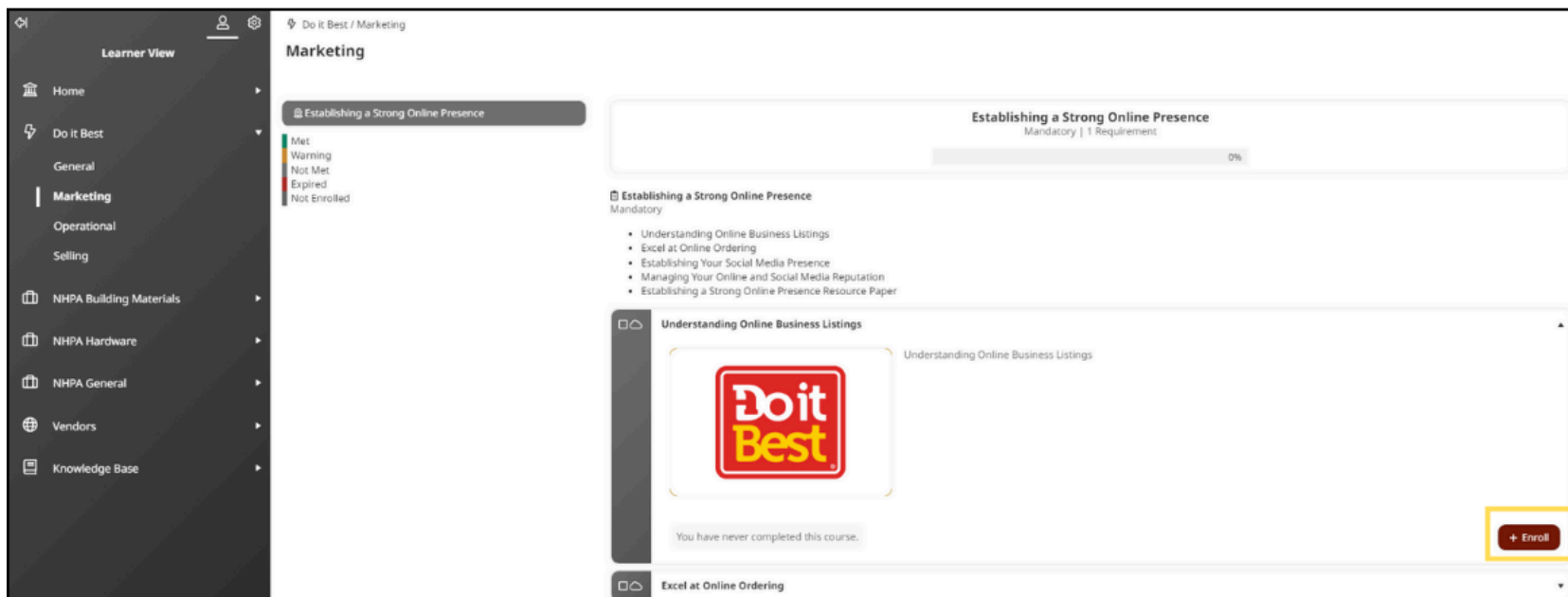
Next, click **View** to open a larger window..

This screenshot shows the same 'Learner View' interface, but the 'Establishing a Strong Online Presence' course card is expanded. The expanded view shows a progress bar with a legend: Met (green), Warning (yellow), Not Met (orange), Expired (red), and Not Enrolled (grey). Below the progress bar, the course title 'Establishing a Strong Online Presence' is repeated, followed by a list of resource papers: 'Establishing Your Social Media Presence', 'Excel at Online Ordering', and 'Managing Your Online and Social Media Reputation'. A red '+' icon is in the bottom right corner of the expanded card. A yellow box highlights a 'View' button in the bottom right corner of the expanded card's content area.

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**.

The image consists of two side-by-side screenshots of a web application interface, likely a Learning Management System (LMS).

Left Screenshot: My Home Dashboard

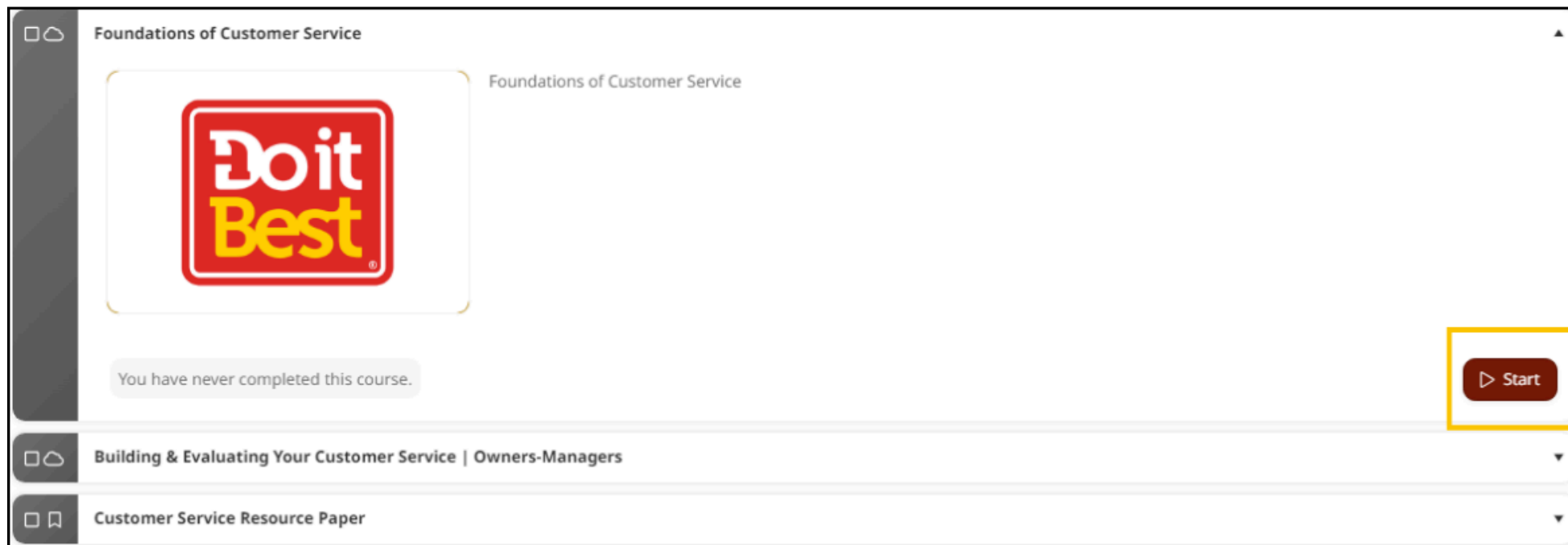
- The interface shows a "Learner View" sidebar on the left with a dark background and white text. The sidebar includes a "Vendors" option, which is highlighted with a yellow rectangle.
- The main content area is titled "My Home Dashboard" and displays a welcome message: "Welcome to the platform that gives you courses, browse the Do it Best. For detailed instructions, t".
- Below the welcome message, there is a section titled "Assigned Learning Plans" showing a circular progress indicator with the number "7" and the text "Learning Plans Total".

Right Screenshot: Bosch Vendor Page

- The interface shows the "Vendors / Bosch" page. The sidebar on the left is the same as in the first screenshot, but the "Vendors" option is now expanded, showing a list of vendors: ABB Distributor (103), Apex (125), Berry Plastics (12), Bosch (82), and Freud (36). The "Bosch" option is highlighted with a yellow rectangle.
- The main content area displays the "Bosch" vendor page. It features a search bar and a list of courses. The first course listed is "Bosch BLAZE Laser Distance Measures - 01".
- Below the course list, there is a large blue square with the Bosch logo and the text "BOSCH Invented for life".
- At the bottom right of the page, there is a yellow button labeled "+ Enroll".

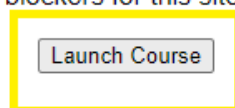
Starting a Course

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



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.



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

The screenshot displays the 'My Home Dashboard' of a learning management system. On the left, a dark sidebar titled 'Learner View' contains a navigation menu. The 'Knowledge Base' option is highlighted with a yellow box and shows a dropdown menu with three items: 'Resource Papers' (29 items), 'Owners-Managers Specific Resources' (5 items), and 'Resources' (4 items). The main content area, titled 'My Home Dashboard', features a 'Welcome to the Learning Zone' message and a section for 'Assigned Learning Plans'. A circular progress indicator shows '8 Learning Plans Total'. A specific learning plan for 'Countertops' is shown with a progress bar at 0%.

Home / My Home Dashboard

My Home Dashboard

Welcome to the Learning Zone

The platform that gives you access to training content designed to help you perform at your best. To view the topics and enroll in courses, browse the Do it Best, NHPA, and Vendor sections on the left navigation or the full course catalog below. For detailed instructions, this [user guide](#) can be used as a resource.

Assigned Learning Plans

8 Learning Plans Total

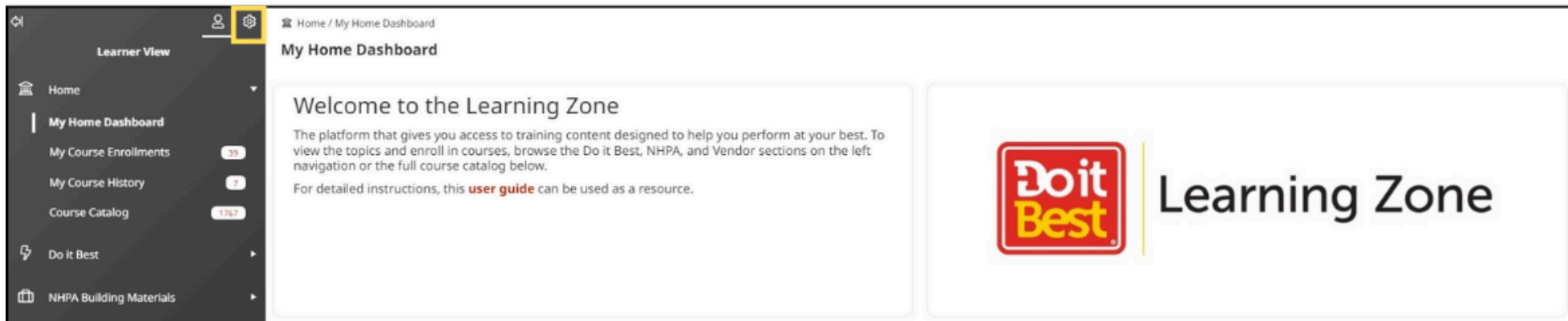
Countertops

In this learning plan, you'll learn about the popular types of countertop materials used in kitchens and bathrooms.

0%

Admin View

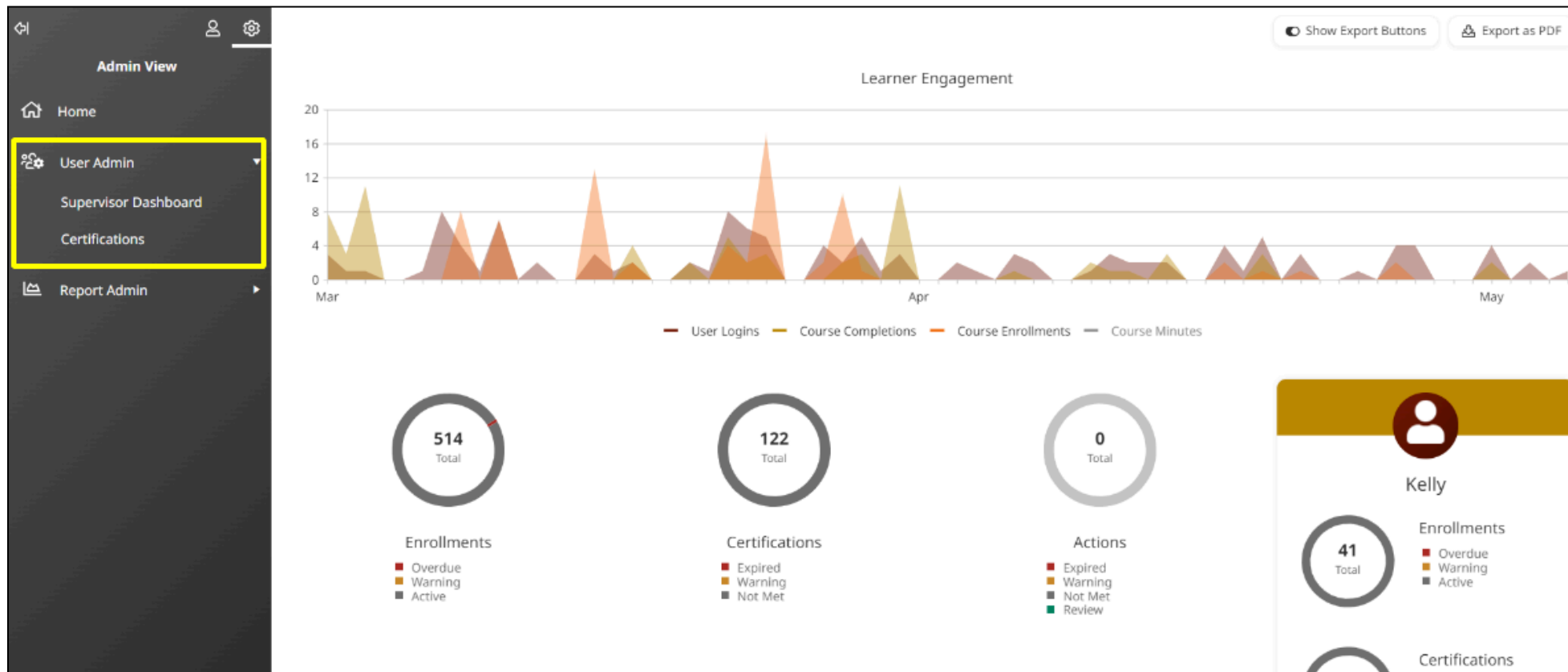
Users with the Coordinator level permission can access Admin View by clicking the **gear** in the gray navigation panel.



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



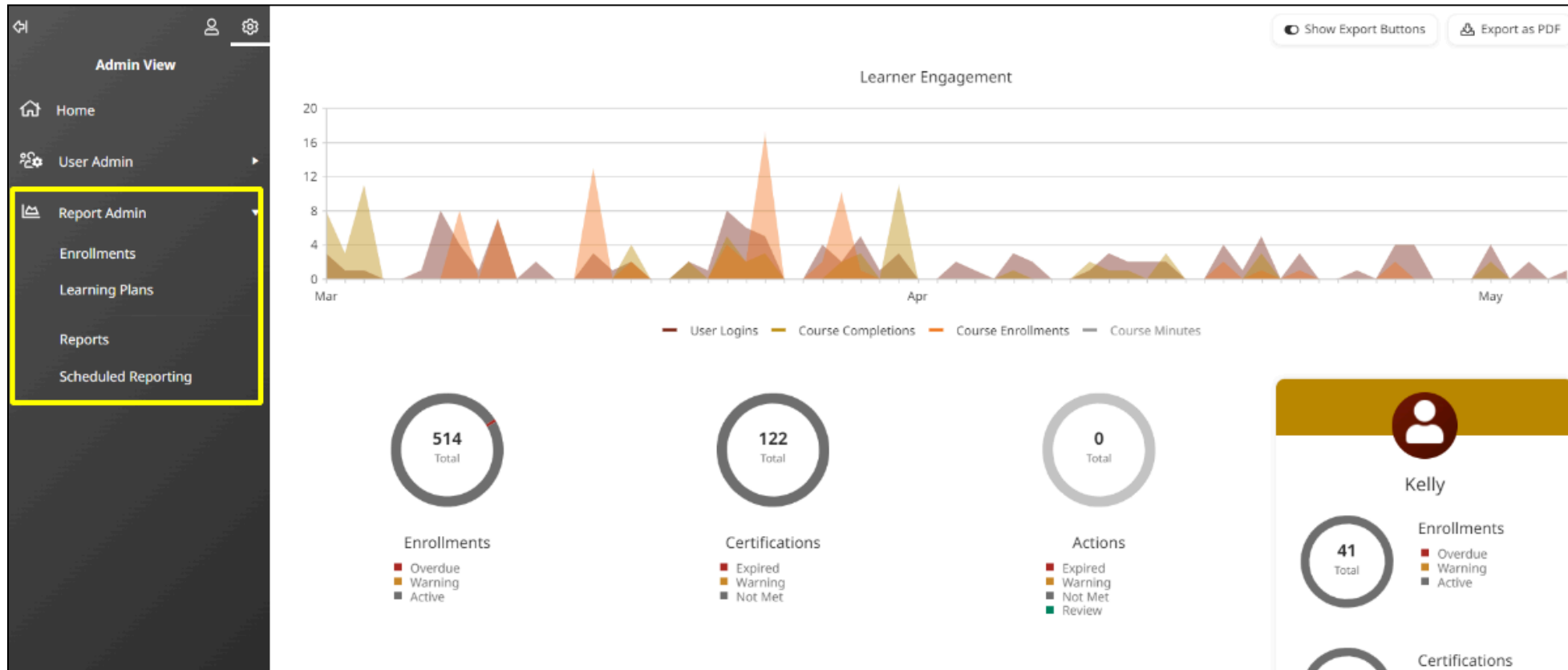
Click on **Report Admin** to expand this menu:

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**.

The screenshot displays the 'Default Enrollment Report' interface. On the left is a dark sidebar with navigation links: Home, User Admin, Report Admin, Enrollments (selected), Learning Plans, Reports, and Scheduled Reporting. The main content area has a top bar with '+ Enrollments' and '+ Learning Plans' buttons. Below this is a tab labeled 'Default Enrollment Report'. A toolbar at the top right of the report area contains icons for a calendar, a 'Run Report' button (highlighted with a yellow box), an 'Edit' button, a 'Save As' button, and a 'Reset' button. The 'Filters' section is expanded, showing 'Editable Filters' in a grid. The filters include: 'Filter by Group' (set to 'All Groups'), 'Filter by Course Type' (with buttons for 'All', 'Instructor-Led', 'Online', and 'SCORM'), 'Filter by Course' (set to 'All Courses'), 'Filter by Session Date' (with a 'Date Range' dropdown and date input fields), 'Filter by Learner' (set to 'Active Learners'), 'Filter by Supervisor' (set to 'All Supervisors'), 'Filter by Organization' (set to 'All Organizations'), 'Filter by Team' (set to 'All Teams'), 'Filter by Enrollment Tag', and 'Filter by Enrolled Date'.

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

Filters

Output

Enrollment Report

986

Distinct Enrollments

398

Distinct Courses

33

0

Distinct ILT Sessions

0s

Total Distinct ILT Duration

0s

Actions

Export to CSV

Export to CSV (full)

Export to XLS

Export to XLS (full)

Scheduled Reporting

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

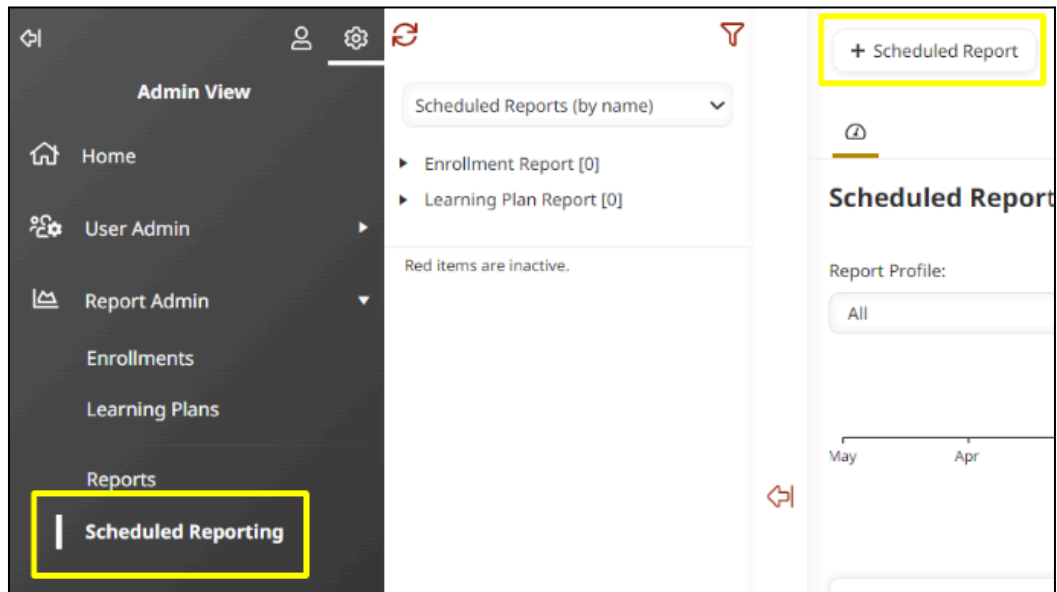
Type: select Enrollments or Learning Plan

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**



Add/Edit Scheduled Report

✓ Save

↺ Cancel

Main

Type:

Enrollments

Learning Plans

Status:

Active

Inactive

Report Profile:

Select a report profile...

Name:

Next Run:

N/A

File Type:

CSV

XLS

☒ Always Send Email

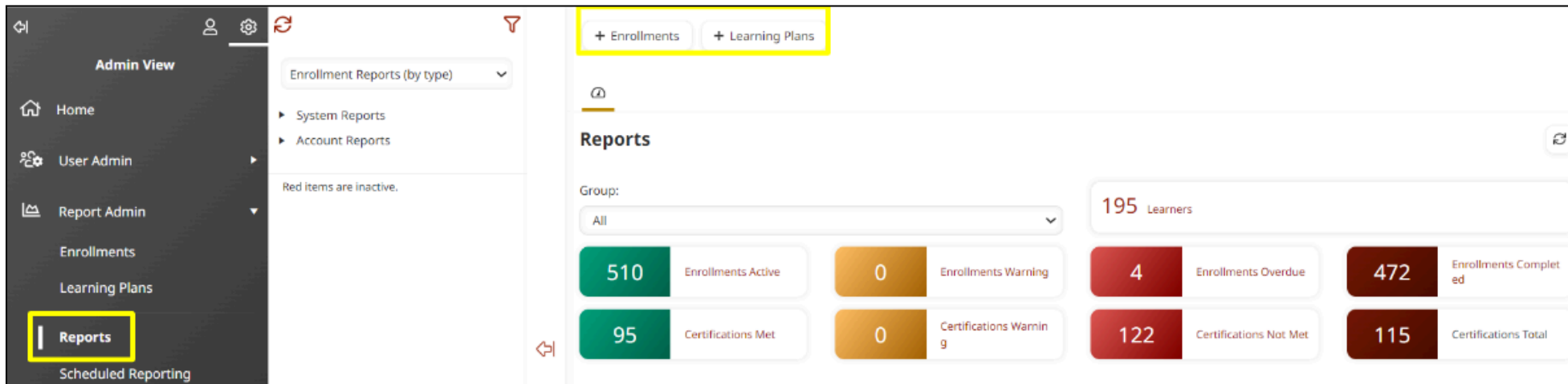
Always send this scheduled export, even if there are no results

Scheduling

Notifications

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

Report Profile

Name:

Status:

Active Inactive

Visibility Level:

Private Group Account

Description:

Filters

Output

Columns

Enrollment Report

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. ?

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

The screenshot displays the LMS interface. On the left is a dark sidebar with navigation links: Home, User Admin, Report Admin, **Enrollments**, Learning Plans, Reports, and Scheduled Reporting. The 'Enrollments' section is expanded, showing a list of reports under 'Account Reports'. A yellow box highlights the following reports: '**Store Location Report', '*Do it Best Courses Monthly Com...', '*Do it Best Courses Monthly Enroll...', '*NHPA Courses Monthly Completi...', '*NHPA Courses Monthly Enrollme...', '*Vendor Courses Monthly Comple...', and '*Vendor Courses Monthly Enrollm...'. The main content area shows the 'Default Enrollment Report' page. At the top, there are tabs for '+ Enrollments' and '+ Learning Plans'. Below the tabs is a breadcrumb trail: 'Default Enrollment Repor ...'. The report title 'Default Enrollment Report' is displayed. To the right of the title are buttons: 'Run Report', 'Edit', 'Save As', and 'Reset'. Below the title is a 'Filters' section. The 'Filters' section has a header 'Filters' and a sub-header 'Editable Filters'. There are six filter sections: 'Filter by Group' (dropdown: All Groups), 'Filter by Course Type' (radio buttons: All, Instructor-Led, Online, SCORM), 'Filter by Course' (dropdown: All Courses), 'Filter by Session Date' (Date Range dropdown, input fields for start and end dates), 'Filter by Learner' (dropdown: Active Learners), and 'Filter by Supervisor' (dropdown: All Supervisors). There are also 'Filter by Organization' and 'Filter by Team' sections at the bottom.

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:

The screenshot displays the 'Admin View' interface. On the left, a sidebar menu lists various sections: 'Admin View', 'Home', 'User Admin', 'Report Admin', 'Enrollments', 'Learning Plans', 'Reports', and 'Scheduled Reporting'. The 'Enrollments' section is expanded, showing a list of reports under 'Enrollment Reports (by type)'. The report '*Store Location Report' is highlighted. The main content area shows the report title, filters, and a table of enrollment data.

****Store Location Report**

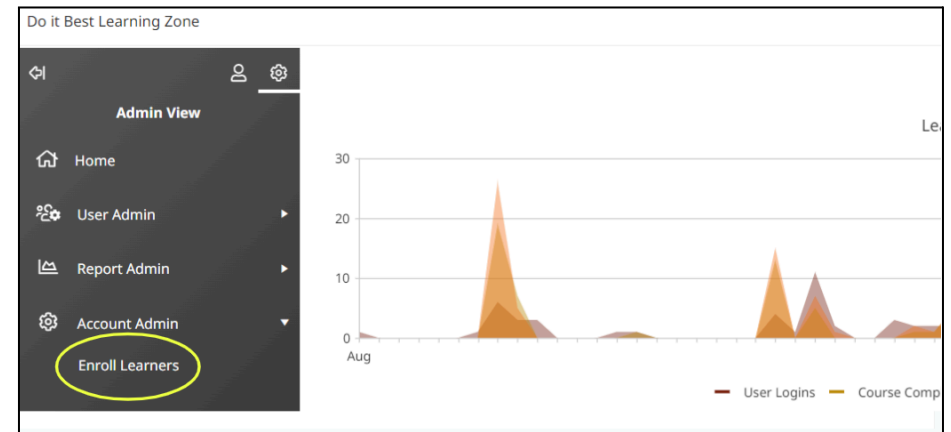
Report Profile
Filters
Output
Enrollment Report

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


Name	Course	P...	Grade	Comple...	User
Boes, Tim	Best Practices for Invent...	Com...	80%	24-Mar-2023	****
Brown, Adam	Building & Evaluating Yo...	In Pr...			****
Carrier, John	Circuit Protection and Fu...	Com...	Not Graded	10-Apr-2023	****

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.



Learning Zone

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



Learning Zone

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)

Learner's name*

First Name

Last Name

Member Number (Location where the learner works)*

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

- ☐ Yes
☐ No

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.



Learning Zone

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)

Member Number (Location where the learners work)*

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

- ☐ Yes
☐ No

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 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, will see the learning plans or courses in their assigned learning on the Home Dashboard

Second user to enroll? *

First Name: Sally Last Name: Rogers 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

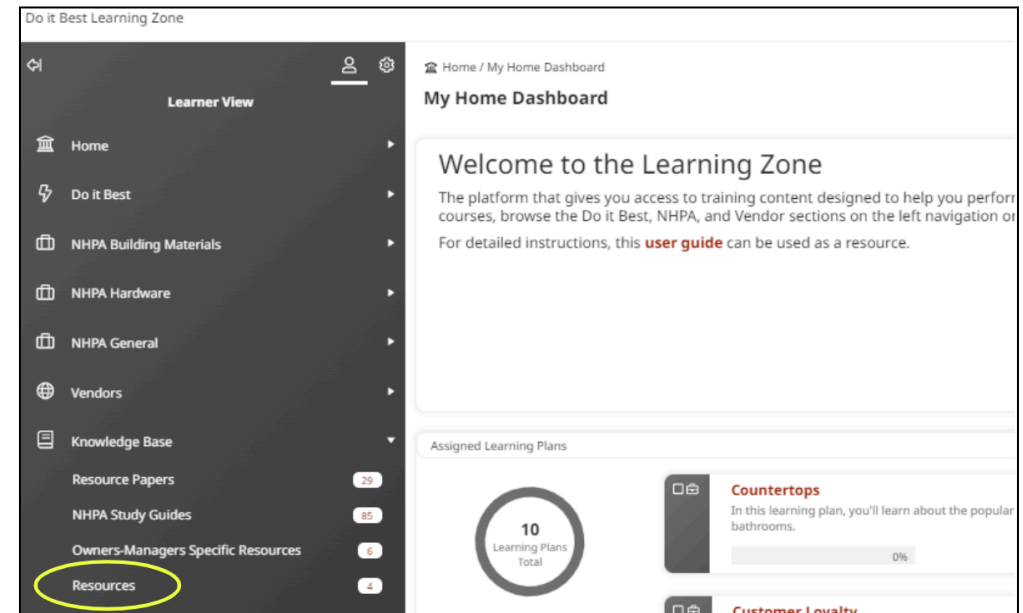
Oct 19 2023

Submit Form

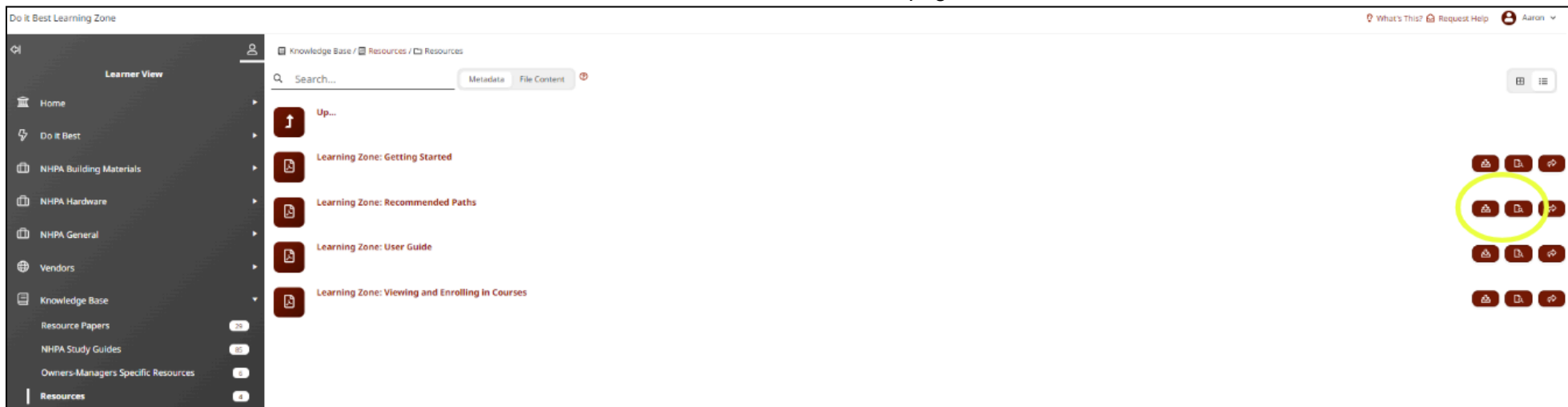
or
and

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.

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.