

# LEARNING NETWORK VENDOR HUB JOB AID

## Introduction to Learning Network for Leaders

Welcome to the Best Buy Learning Network Vendor Hub, a robust system that allows you, the vendor, to interact and view data collected from the Learning Network in real time! Constructed with the user in mind, the Vendor Hub is intuitive in its design and efficient in its presentation. This job aid will cover the basic capabilities and features of the Best Buy Learning Network Vendor Hub.

### TOPICS COVERED

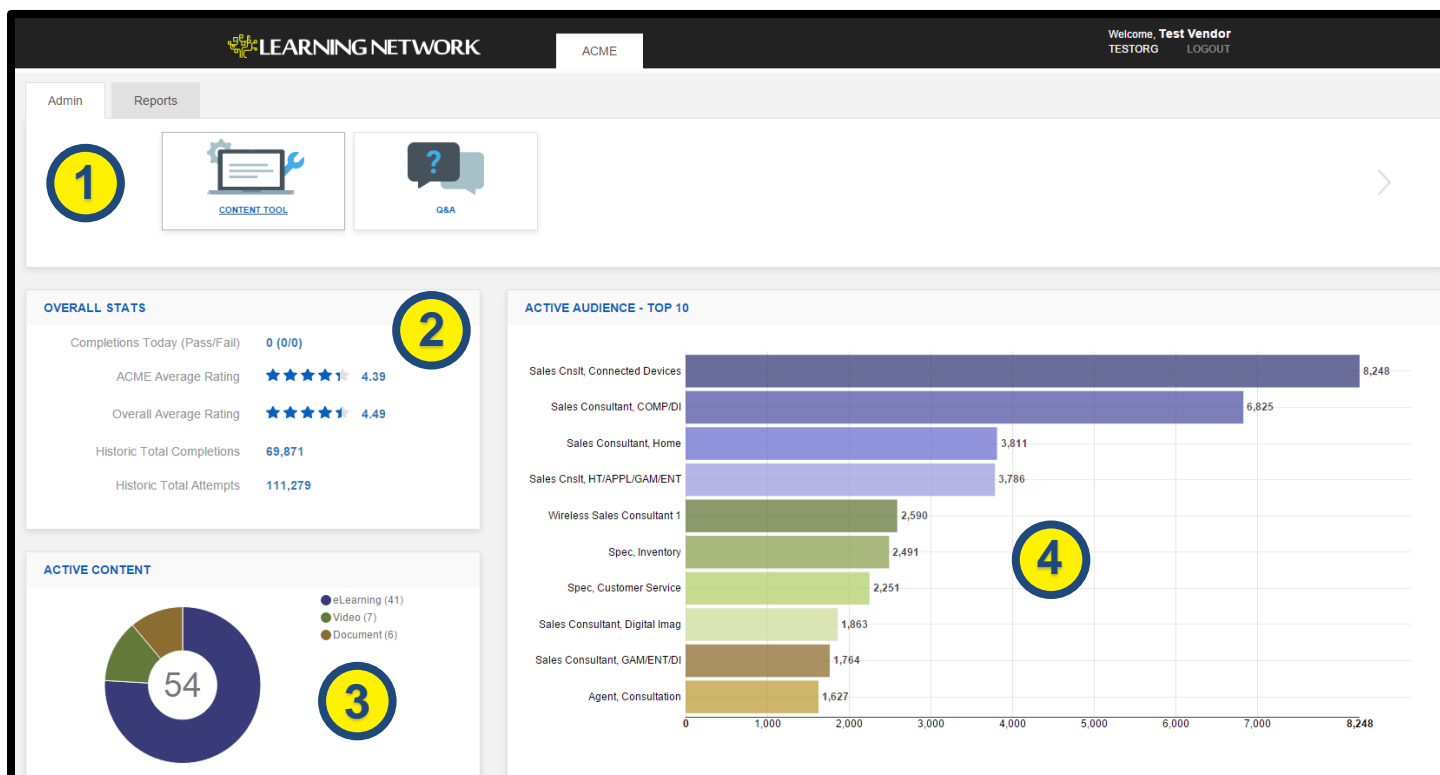
- Introduction to the Vendor Hub
- The Dashboard Explained
- Content Creation Tool
- Banner Report
- Completion Report
- Vendor Hub Access

## The Dashboard Explained

The Vendor Hub dashboard provides the vendor with overall statistics about their content. Navigating the Vendor Hub has been made easy, allowing vendors to fluently access detailed reports and launch new content to Learning Network instinctively.



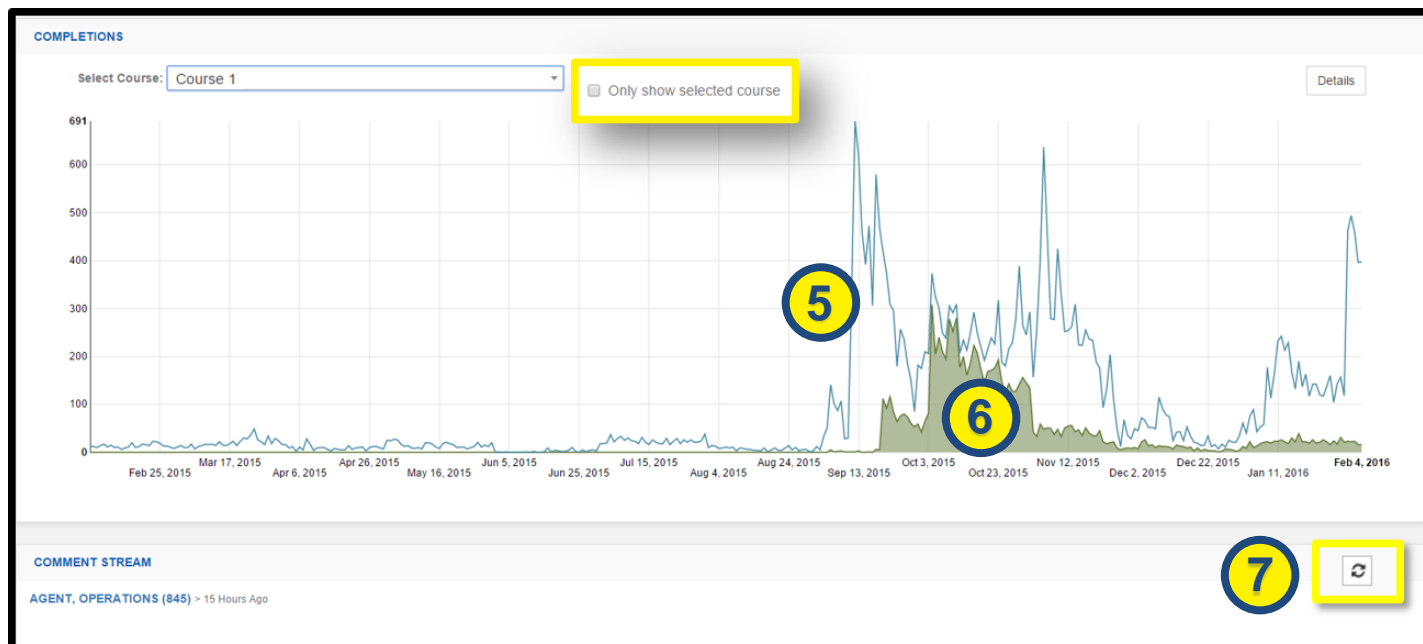
# LEARNING NETWORK VENDOR HUB JOB AID



- Admin:** Take control of your learning content! Upload documents, videos, and eLearnings through the Content Tool or answer questions posed by Best Buy Sales Associates in the Q&A section.
  - Access to the Q&A feature of the Vendor Hub can be obtained by upgrading your existing package with Best Buy. Please contact your Vendor Relationship Manager for additional information.
- Overall Stats:** See the daily pass/fail rates for your courses and compare your content's overall average rating vs. the average rating of all courses active on Learning Network.
- Active Content:** Visually observe the breakdown for all of your active course types. Hover over a section of the graph to see the total user completions for a specific content type.
- Active Audience:** Understand who takes your training. The Active Audience component illustrates the top 10 user job codes that have taken your courses.

# LEARNING NETWORK VENDOR HUB JOB AID

## The Dashboard (Continued)



5. **General Course Completions:** View a graphical representation of your content's viewing history.
6. **Specific Course Completions:** Click the drop-down menu to compare your total content views with the views of a specific course. Check the "Only show selected course" box to only show the activity for a chosen course.
7. **Comment Stream:** View Sales Associates' comments in real time. Comments are identified by a user's job code and are linked to the corresponding course title.

# LEARNING NETWORK VENDOR HUB JOB AID

## Content Creation Tool

The Content Creation Tool gives you complete control over your courses. Using this tool, you are able to create, filter, and edit content that will update to your Learning Network vendor channel.

The screenshot shows the 'Course Catalog' interface. At the top, there are 'Filter' and 'Search' sections. The 'Filter' section includes dropdowns for 'Type' (set to 'All'), 'Request Status' (set to '-'), and 'LN Status' (set to '-'). The 'Search' section includes radio buttons for 'Title', 'LN ID', and 'Vendor Reference#' (all set to 'Title'), and a search input field. Below these are 'Clear' and 'Filter' buttons. The main content area is titled 'Content Catalog' and includes an 'Action' dropdown (set to '-') and buttons for 'Content Creation Consult' and 'Submit New Content'. A table lists courses with columns: LN ID, LN Status, Type, Title, Vendor Reference#, Request Date, Request Status, and Message. Two courses are visible: Course 54 (LN ID 23265) and Course 53 (LN ID 23264). A 'Review' button is highlighted in the 'Message' column for Course 54. The total count is 'Total: 54'.

LN ID	LN Status	Type	Title	Vendor Reference#	Request Date	Request Status	Message
23265	Active	Course	Course 54	-	01/25/2016	New	Review
23264	Active	Course	Course 53	-	01/25/2016	New	

## Course Catalog

Content filters allow you to focus on specific courses. Search by:

- **Type:** eLearning, Video, or Document.
- **Request Status:** New, Pending Review, Approved, or Rejected.
- **LN Status:** Active, Draft, Disabled, or Decommissioned.

Searches can be narrowed down by course Title, LN ID, or Vendor Reference #:

- **Title:** Named title of the course.
- **LN ID:** Every course has a unique chronologically generated identification number for Learning Network.
- **Vendor Reference #:** A code used to help you identify a content item. A reference number can be created during the Create Content process.

# LEARNING NETWORK VENDOR HUB JOB AID

## Content Catalog

The Content Catalog provides an overview of all existing vendor content on Learning Network.

- **Creating a Course:** Select the "Submit New Content" button and proceed to fill out the required fields.
- **Editing a Course:** Click the review button, from here, you will be able to update the course title, description, metadata, and contents.
- **Scheduling a Consultation:** If you are having an issue uploading your course(s) you may select the "Content Creation Consult" button in order to set up a resolution meeting with our development team.
- **Deleting a Course:** If you wish to remove a course from your archived library, first select the course(s) by clicking its corresponding checkbox, next click the "Action" dropdown menu, followed by "Request Removal".

The screenshot displays the 'Content Catalog' interface. At the top right, there are two buttons: 'Content Creation Consult' and 'Submit New Content'. Below these, a 'Total: 55' indicator is visible. The main area contains a table with columns: 'Vendor Reference#', 'Request Date', 'Request Status', and 'Message'. A yellow box highlights the 'Action' dropdown menu, which is currently open and shows the option 'Request Removal'. Below the dropdown, a table lists vendor content with columns: 'LN ID', 'LN Status', 'Type', and 'Title'. The first row shows '23269', 'Active', 'Vendor Portal', and a 'Review' button. The second row shows '23263', 'Active', 'Course 52', and a 'Review' button.

Vendor Reference#	Request Date	Request Status	Message
-	02/04/2016	Approved	-
-	01/25/2016	New	-
-	01/25/2016	New	-
-	01/25/2016	New	-

LN ID	LN Status	Type	Title
23269	Active	Vendor Portal	
23263	Active	Course 52	

# LEARNING NETWORK VENDOR HUB JOB AID

## Create Content

To start content creation, begin by filling out all necessary information, then select "Create". The course details can be updated at any time by inputting new information, then selecting "Save".

**Create Content**

**Details**

Use this form to submit new content to Learning Network. Enter the details and click "Create" to begin.

If you are updating existing content, please locate it in the catalog and click the Review button.

\*Title:

\*Description:

Vendor Reference#:  Use this field to help you identify this content item. Example: ACME23

Launch Date:  Once approved the content will launch on this date

\*Primary Category:

\* Denotes required fields

**Create**

1. **Title:** Create a title that is relevant and meaningful. Learners primarily search for content using course titles and keywords.
2. **Description:** Provide a brief overview of what is covered in the course. The description of the course will show up on the course launch page and entice the learner into taking your training.
3. **Vendor Reference #:** A code used to help you identify and differentiate content items.
4. **Launch Date:** Set a date for when you want the content to appear on Learning Network.
5. **Primary Category:** Determines what channel your content will appear in Best Buy's "Store" network, in Learning Network Catalog.

# LEARNING NETWORK VENDOR HUB JOB AID

## Keywords

1. The addition of keywords is an important component to any course active on Learning Network. Help your target audience find your course easily by using appropriate, identifiable keywords. Learning Network is case-insensitive, and compares search strings to both course titles and keywords.

You must input at least one keyword. Once saved, you will be able to proceed to the Upload tab by selecting next.

## 2. SKUs

By adding SKUs, you are able to link your courses to a specific product, making them more accessible and easier to find through the Gravity application.

2837 - Job Aid Content

Content Info Keywords/SKUs Upload Validation Feedback

Use this section to suggest keywords and related SKUs. Key terms are used in search results as well as to help determine channel content.

There are no restrictions on the number of keywords that can be added to a single content item. If you are inputting multiple keywords, separate each word with comma. **When finished, publish key words by pressing enter, then select "Save".**

**Keywords:**

**Related SKUs:**

Enter Keyword...

Enter SKUs...

Cancel Save Next - Upload

At least one saved keyword is required to upload the content.

**Note:** When adding keywords, separate each word with comma. Example: Vendor, Hub, Training.

3. When finished, press enter, then click "Save".

# LEARNING NETWORK VENDOR HUB JOB AID

## Upload

Once the metadata is entered, you are ready to upload, validate and submit your content for review.

The screenshot shows the '1556 - Vendor Portal' interface. At the top right are buttons for 'Submit For Review' and 'Request Consult'. Below the header is a tabbed menu with 'Content Info', 'Keywords/SKUs', and 'Upload'. The 'Content Upload' section contains the instruction: 'Use this form to upload new content. To start, choose the type of content you wish to upload.' Three numbered callouts are present: 1. Points to the 'Type:' dropdown menu. 2. Points to the 'Select File' button. 3. Points to the 'Upload' button.

1. **Type:** Distinguishes the type of content used, eLearning, Video, or Document.
  - Each learning type is outlined by a brief guide for best practice specifications that should be followed prior to uploading.
2. **Select File:** Choose the file that you wish to upload from your local drive.
3. **Upload:** Once the file is selected, the upload process can begin by selecting "Upload".



# LEARNING NETWORK VENDOR HUB JOB AID

## Updating an Existing Course

1. Navigate to the Content Catalog, and press "Review" on the existing course that you would like to update.

Content Catalog Content Creation Consult Submit New Content

Action:

Total: 55

LN ID	LN Status	Type	Title	Vendor Reference#	Request Date	Request Status	Message	
23269	Active	Vendor Portal		-	02/04/2016	New	-	<span>Review</span>

2. Select the "Upload" tab.
3. Select the file type that you would like to update: eLearning, video, document.
4. Press the "Select File" button and choose the file that you wish to upload from your local drive.
5. Once the file is selected, the upload process can begin by selecting "Upload".

1556 - Vendor Portal Submit For Review Request Consult

Content Info Keywords/SKU Upload Validation Feedback

### Content Upload

Use this form to upload new content. To start, choose the type of content you wish to upload.

Type:

Before uploading, please verify that the following file requirements are met:

- Content must be packaged in a valid zip file no larger than 500MB.
- SCORM metadata must be present in the root of the zip file, e.g. not inside of a sub-folder.
- The package must contain a valid SCORM manifest file: `imsmanifest.xml`.
- Additional feedback will be given during the validation step.

**Upload File:** Select File

Cancel Upload

### Upload History



File Name	Uploaded Date	Uploaded By
1 Vendor Portal Test.zip	Feb 4, 2016 4:49 PM (CDT)	Test Vendor

# LEARNING NETWORK VENDOR HUB JOB AID

## Authentication and Review


The authentication and review processes act as a screening measure, ensuring that all content that is uploaded to Learning Network meets basic requirements. All file types have their own criteria that need to be met before an item is made active on Learning Network.

- **eLearning:** SCORM zip. file must be under 500MB and contain all of the necessary file types.
- **Videos:** Must be in .mp4 format no larger than 100MB.
- **Documents:** Content must be in a PDF format no larger than 100MB.


[Troubleshooting Guide](#)

[I need more help!](#)

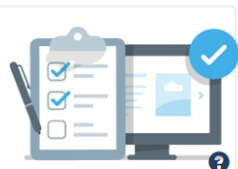
### Content Authentication

1



### Content Review

2




Begin Review

Press the button above to launch your content. You must validate that you can pass your content before it is eligible for submission.

### Submit Content for Review

3



Submit

Once your content passes the validation steps 1 & 2 press the button above to submit your content for final review.

Test Log

Test Conducted	Value	Date/Time	Notes	Status
Content Review		-	Please launch and pass the content to validate the completion criteria.	
Content Authentication	PDF	16/3/2016 - 1:02 PM (CDT)	-	✓ Passed
File Authentication	PDF	16/3/2016 - 1:02 PM (CDT)	-	✓ Passed

**Content Review:** Select "Begin Review" to launch the course. Take the course in its entirety and achieve a passing score in order to complete the content review process.

- The content review will confirm that the course is sending the appropriate API calls to Learning Network.

**Content Authentication:** Automated test that screens a file's contents to confirm that it has the correct configuration.

**File Authentication:** Automated test that ensure that the correct files are being uploaded.

# LEARNING NETWORK VENDOR HUB JOB AID

Although it is not required, the content review step should be conducted in both Internet Explorer and Google Chrome to eliminate any potential launch and crediting issues on Learning Network.

**Note:** If your content fails the authentication and review processes, the course will not successfully operate on Learning Network. If you are continuously unable to submit your content, please refer to the *Troubleshooting Guide* for more information about the problem that you're experiencing.

If you have exhausted all solutions, please select the "I need more help" button and request a consultation with our development team.

- A consultation with our development team involves one hour of free support from our first tier development team. If a solution is not reached and further analysis is needed, subsequent examination will incorporate our second tier and incur a fee. This cost will cover three additional hours of tier two support.

## Troubleshooting Guide

This is an instructive aid for submitting content to Learning Network through the Vendor Hub Content Tool. The document covers common issues experienced by vendors and provides a corresponding solution.

# LEARNING NETWORK VENDOR HUB JOB AID

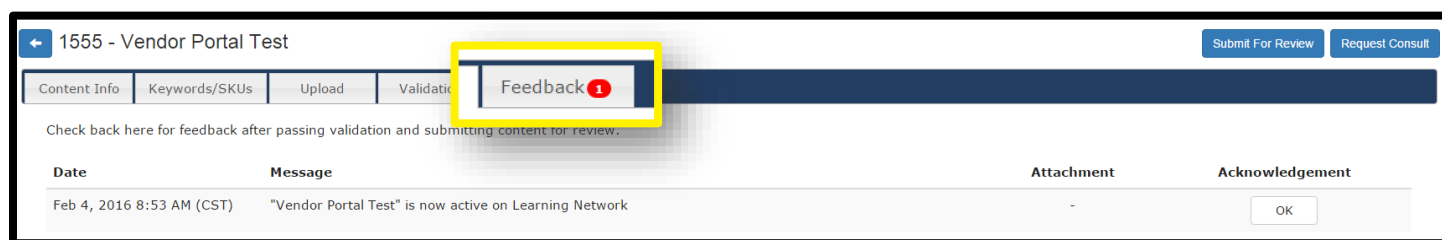
## Review

Once the validation process is complete, the course is ready to be uploaded. Click the "Submit for Review" button to begin the publication process. Courses can be approved or rejected by Best Buy, however, each response will be accompanied with constructive feedback.

- **Approved Course:** Vendors will be notified that their course is now operational on Learning Network; any further edits will result in the alteration of an active course.
- **Rejected Course:** If rejected, this means that the course has been declined and defined as unfit for Learning Network; see Best Buy feedback for additional information. If your content is continuously rejected, please request a consultation with our development team.

## Feedback

Feedback for a course can provide helpful tips to help shape effective and efficient upload practices. When viewing course details, new feedback is highlighted by a red notification and can be viewed in its respective tab.



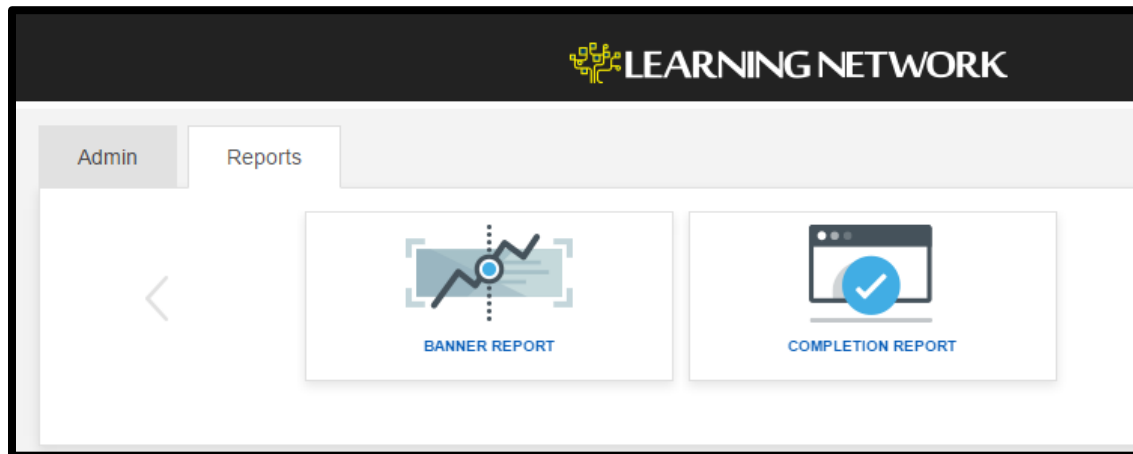
The screenshot shows the '1555 - Vendor Portal Test' course page. The 'Feedback' tab is highlighted with a yellow box and a red notification icon. Below the tabs, a message states: 'Check back here for feedback after passing validation and submitting content for review.' A table below shows a single feedback entry:

Date	Message	Attachment	Acknowledgement
Feb 4, 2016 8:53 AM (CST)	"Vendor Portal Test" is now active on Learning Network	-	OK

# LEARNING NETWORK VENDOR HUB JOB AID

## Reports

The reporting feature of Learning Network Vendor Hub allows you to have access to both high-level and low-level reporting capabilities. The Vendor Hub is the embodiment of versatility, allowing you to view general statistics about your content as a whole, or break down information for a single course to an individual store level. You will have access to both banner and course completion reports.



# LEARNING NETWORK VENDOR HUB JOB AID

## Banner Report

The screenshot shows the Banner Report interface. At the top, there are two buttons: 'REQUEST NEW BANNER' (callout 1) and 'SUBMIT NEW BANNER' (callout 2). Below these is a section for 'ACME' with an 'EXPORT' button (callout 9). The main table has columns: Title, Start Date, End Date, Total Impressions, Unique Impressions, Total Clicks, and Unique Clicks. The data row shows: Nov 27, 2015, Jan 31, 2016, 1,405,019, 43,349, 2,448, and 1,908. Callouts 3 through 8 point to these columns. At the bottom right, there is a 'REVIEW' button (callout 10) and a 'Total Results: 1' indicator.

Title ^	Start Date ^	End Date ^	Total Impressions ^	Unique Impressions ^	Total Clicks ^	Unique Clicks ^
	Nov 27, 2015	Jan 31, 2016	1,405,019	43,349	2,448	1,908

A Banner Report provides the following information:

1. **Request New Banner:** Set up an appointment with our team to assist you in the creation of a new banner.
2. **Submit New Banner:** Submit new banner assets for review. Vendors must ensure that they adhere to Learning Network's banner guidelines:

- For higher resolution displays and tablets, banner dimensions should remain within **1200 x 210**.



- For mobile optimization banners should remain within the space of **750 x 210** to ensure that the viewer has a complete view of the banner from their mobile device.



3. **Start Date:** The initial launch date of the banner on Learning Network.
4. **End Date:** The date that the banner was or is to be removed from Learning Network.
5. **Total Impressions:** This figure represents how many users, in total, have been exposed to a banner.
6. **Unique Impressions:** This figure represents how many new users have viewed a banner.
7. **Total Clicks:** Represents the total number of users that have clicked on a banner.
8. **Unique Clicks:** Represents how many new users have clicked a banner.
9. **Export:** Export your banner report in Microsoft Excel or a Comma-Separated Values format.
10. **Review:** Select to gain access to a detailed report for a specific banner.

# LEARNING NETWORK VENDOR HUB JOB AID

## Detailed Banner Report

See a visual representation of your banner's statistics.

- **Daily Impressions and Clicks:** Illustrates the ratio between the total views and total clicks for a banner. Hover over a point on the graph to see the total impressions and clicks for a chosen day.
- **Top Impressions and Clicks by Audience:** See who is primarily viewing your banners. Hovering over a job code will show you the average number of impressions and clicks for that specific position.



# LEARNING NETWORK VENDOR HUB JOB AID

## Completion Report

The screenshot shows the 'Content Completion Report' interface. It includes a search bar (1), a filter dropdown (2), a status filter (3), and print/export buttons (4). Below is a table titled 'Completions by Course' (5) with columns for Status, Type, Title, Date Added, Total Attempts (6), Total Passes (7), Avg. Attempts To Pass (8), Average Rating (9), Number of Ratings (10), Average Duration (11), and a Review button (12).

Status	Type	Title	Date Added	Total Attempts	Total Passes	Avg. Attempts To Pass	Average Rating	Number of Ratings	Average Duration	Review
Active	Document	Primary Support Reship	Aug 30, 2017	38	38	1	-	0	11.94	Review
Active	Document	AMBR: Breeze System Simulations for Subscription Software (S2)	Dec 21, 2016	407	407	1	5	2	13.97	Review
Inactive	Document	DirectTV Certification FY17	Jul 1, 2016	1848	1848	1	4.67	8	.08	Review

The following is a list of capabilities for the Completion Report:

- Search:** Filter content by searching for its title.
- Status:** Sort content by All, Active, or Inactive.
- Type:** Sort data by type – eLearning, Video, Document.
- Export & Print:** Export or print your entire course catalog and completion report.
- Title:** Titles of your courses, can be sorted alphabetically.
- Attempts:** Total user attempts for a chosen course.
- Passes:** Complete record of all users who have passed a specific course.
- Average Attempts to Pass:** The number of failures before the user's first successful attempt. It does not include subsequent successful completions by the same candidate.
- Average Rating:** The average rating across all employees.
- Number of Ratings:** The total number of employee ratings. This column provides context to the average rating column.
- Review:** Select for a detailed report for a specific course.



# LEARNING NETWORK VENDOR HUB JOB AID

## Detailed Completion Report

By selecting "Review" for a chosen course, you have accessed the detailed Completion Report. This section of the report delivers a more user-friendly, visually rich presentation of course statistics. Filter the contents of the report to show data based on a selected year and/or month.

## Completions Over Time

Track a course's long-term completion record.

1. **Hover:** Hover over the graph to display the number of completions for a specific day.
2. **Legend:** View the values displayed and select a statistic to hide it from the graph to further refine the data.
3. **Click and Drag:** Click and drag on the graph to zoom in on a defined segment.
4. **Download:** Select the menu to print the graph or download it as a jpeg, png, pdf, or svg file. Any filters applied will be reflected in the graph export.



# LEARNING NETWORK VENDOR HUB JOB AID

## Completions by Location

View content completion metrics based on Best Buy's organizational levels - region, market, district, and store. Select a location to drilldown in the hierarchy.

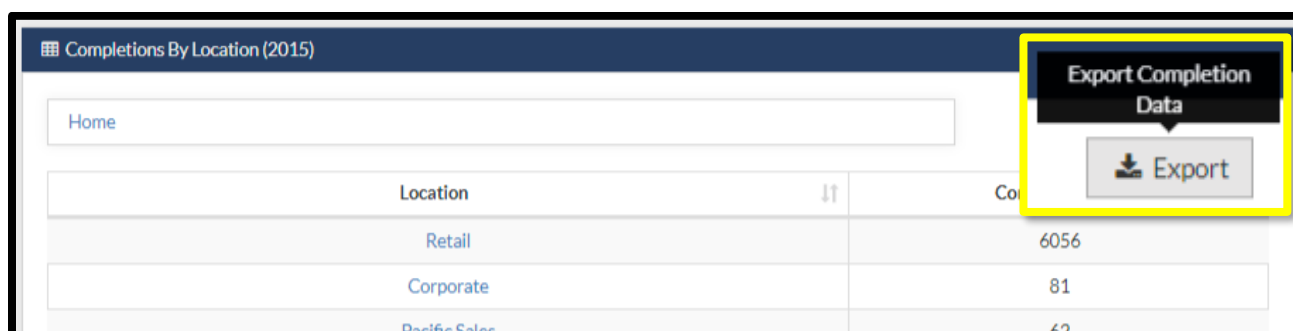


Completions By Location (2015)	
Home	Export
Location	Completions
Retail	6056
Corporate	81
Pacific Sales	62
USO's	46
Retail Offices	19

1. **Breadcrumbs:** This area will contain a hierarchical list of the organization. Click a link to move back up the chain.
2. **Location Link:** Clicking a location link will expand that location. Example: Selecting a Retail will show you all Markets contained within.

## Completion Report Export

Export a full report of all employee completions, based on the organizational hierarchy. View rolled-up totals for Regions, Market, Districts, and Stores.

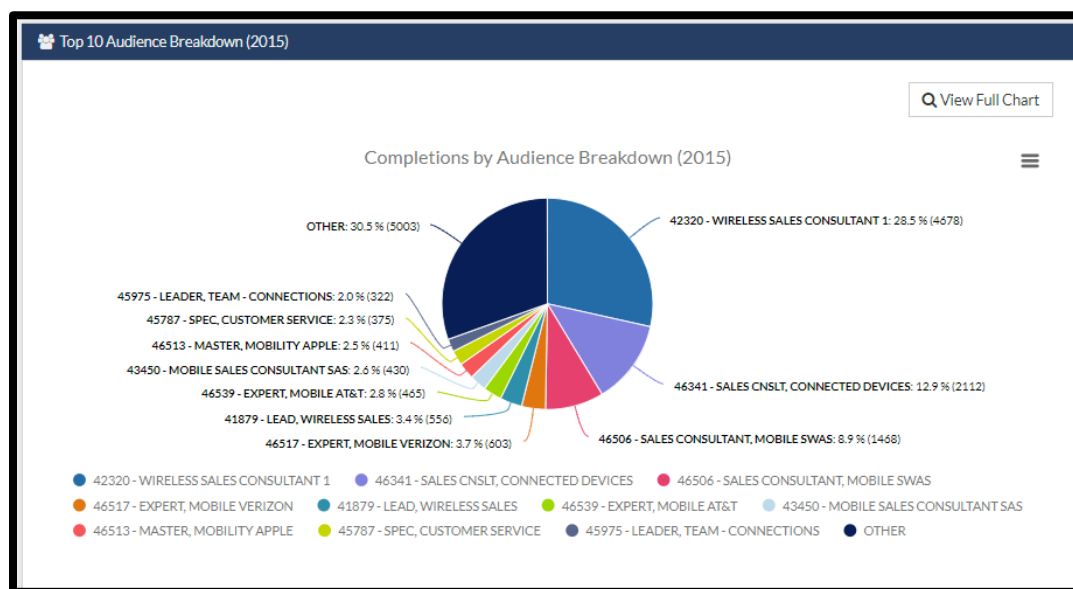


Completions By Location (2015)	
Home	Export
Location	Completions
Retail	6056
Corporate	81
Pacific Sales	62

# LEARNING NETWORK VENDOR HUB JOB AID

## Audience Breakdown

Are your courses reaching the right people? See what job codes are taking your courses the most. Within each section of the pie graph, view a breakdown for a job code's total completions and their percentage of total course completions.



Click "View Full Chart" to get a completion breakdown by audience.

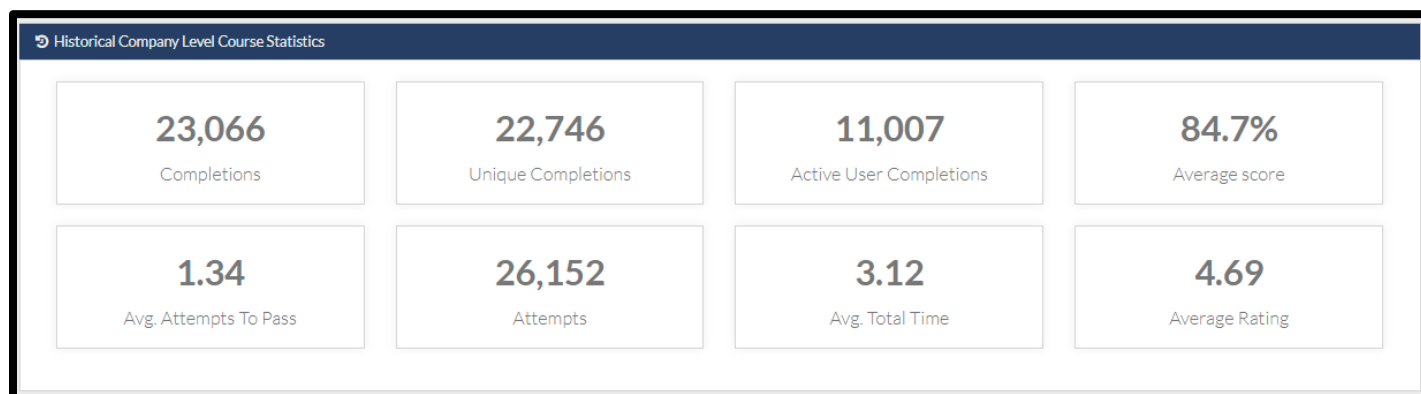
Select the menu to print the graph or download it as a jpeg, png, pdf, or svg file.

View values and select a statistic to hide it from the graph to further refine the information displayed.

## Historical Company Level Course Statistics

The Historical Company Level Course Statistics report offers general statistics about a chosen course. Many of the categories in the Completion Report are highlighted above, with the exception of:

- **Total Unique Completions:** Displays how many new users have passed a chosen course.
- **Total Completions for Active Users:** Results are limited to users who are still active employees at Best Buy.

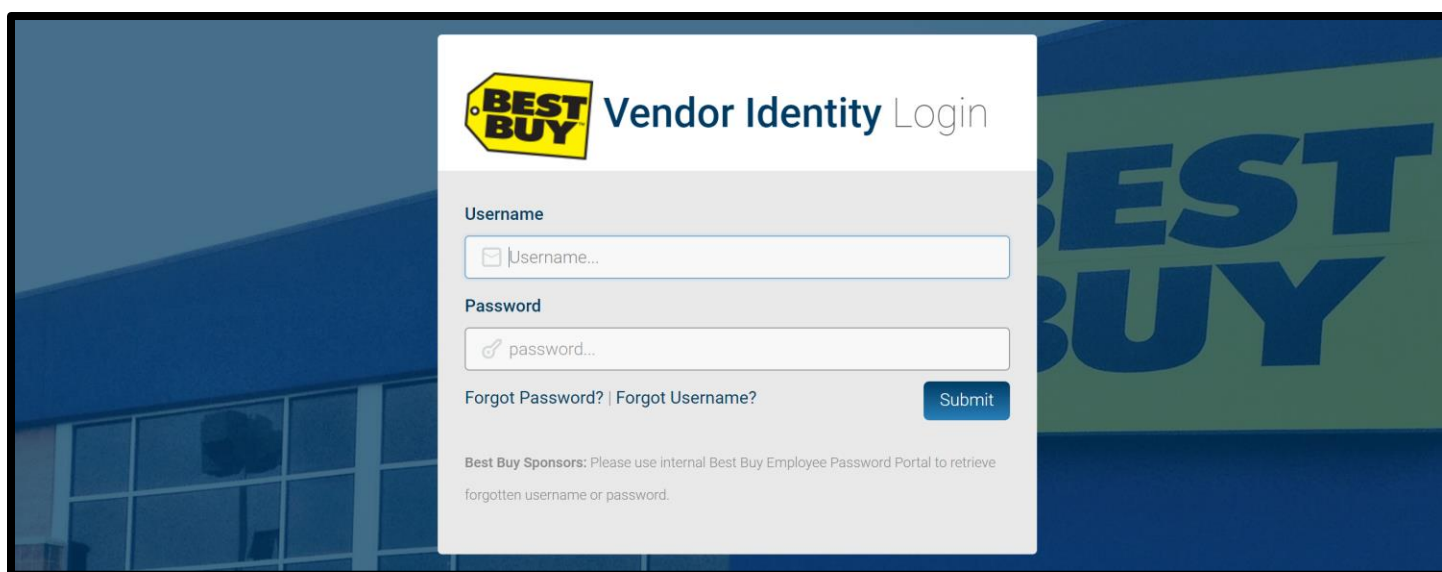


# LEARNING NETWORK VENDOR HUB JOB AID

## Vendor Hub Access

In order to gain access to Vendor Hub and its various components, you will need to have a unique Vendor Identity (VID) generated and validated by a Best Buy Vendor Relationship Manager (VRM). To gain access to Vendor Hub, you will need to provide a Best Buy VRM with your name, your company email and the vendor(s) that you are requesting access to.

Once a VID and password have been configured for your Vendor Hub account, visit the [Vendor Identity Login](#) portal to gain entry.



**BEST BUY** Vendor Identity Login

Username

Password

[Forgot Password?](#) | [Forgot Username?](#) [Submit](#)

Best Buy Sponsors: Please use internal Best Buy Employee Password Portal to retrieve forgotten username or password.

# LEARNING NETWORK VENDOR HUB JOB AID

## Permissions

Upon login, you will see all aspects of the site that you have been granted access to. To request additional access, select the "Access" tab then select "Request Access".

The screenshot shows the Learning Network Vendor Hub dashboard. The 'Access' tab is highlighted in the top navigation bar. Below it, the 'REQUEST ACCESS' button is highlighted with a yellow box. The dashboard also displays 'OVERALL STATS' and 'ACTIVE AUDIENCE - TOP 10'.

Stat	Value
Completions Today (Pass/Fail)	0 (0/0)
ACME Average Rating	★★★★★ 4.39
Overall Average Rating	★★★★★ 4.49
Historic Total Completions	69,871
Historic Total Attempts	111,279

Brand/Category	Count
Sales Cnslt, Connected Devices	8,248
Sales Consultant, COMP/DI	6,825
Sales Consultant, Home	3,811
Sales Cnslt, HT/APPL/GAM/ENT	3,786
Wireless Sales Consultant 1	2,590
Spec, Inventory	2,491
Spec, Customer Service	2,251
Sales Consultant, Digital Imag	1,863

### Request Brand Access

The following form will allow you to request permissions for the selected brand. To begin, select the brand and check the area(s) to which you require access. If you already have access to the brand, you may also use this form to request additional permissions. Ensure that you accurately fill in the reason and contact information. You will receive access when it has been approved by the VSA for the selected brand.

\* Brand:

Search... Current

\* I require access to:

- ☒ Dashboard
- ☐ Content Manager
- ☐ Banner Manager
- ☐ Q&A
- ☐ Completions Report
- ☐ VSA

\* Reason:

\* Contact Information:

## Request Brand Access

Requesting brand access will trigger a web form that will require you to input the following:

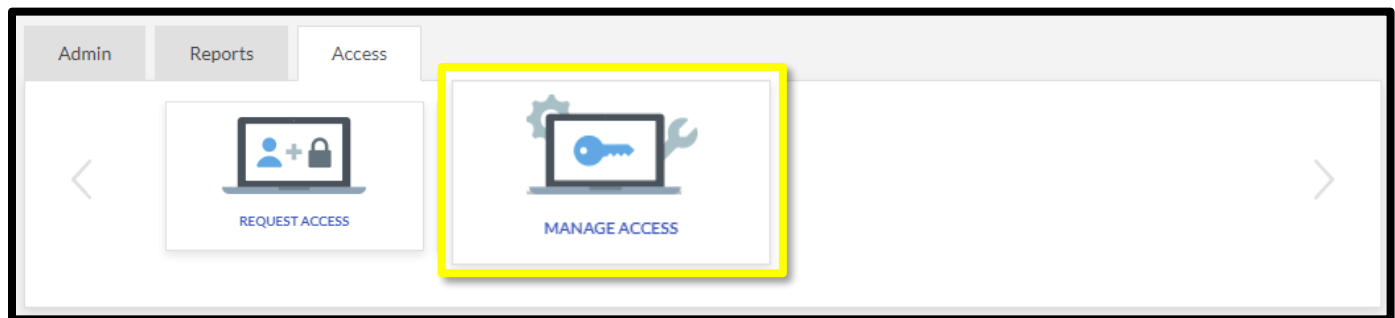
- Pertinent Brand/Vendor
- Site-specific sections that you require access to
- Reason/rationale behind needing access
- Contact Information

When finished, select "Submit" to alert VRM or Vendor Service Administrator (VSA). A VSA is a Vendor user that has access to all tools and components offered by Vendor Hub and is an access moderator for permission approval or rejection.

# LEARNING NETWORK VENDOR HUB JOB AID

## VSA Management

Having a VSA designation will grant you permission to use the Vendor Access Management Tool, a tool that allows you to control who has access to Vendor Hub, and what sections they have access to. To access this tool, select "Access," then "Manage Access."



# LEARNING NETWORK VENDOR HUB JOB AID

The table below displays this information and incorporates incoming access requests.

222 - ACME Permission Manager										
Status		All								
Search		Search Name/VID/Email							Clear	Filter
Bulk Actions									Add User	Export
Name	Type	Status	VID	Email	Access	Added	Expires	Renew	Edit	
<input type="checkbox"/> Awaiting Login	Admin	ACTIVE	VENDORACCESSMANAGER2	-	Vsa	September 19, 2016	January 01, 2017	Renew	Edit	
<input type="checkbox"/> Test User	User	ACTIVE	VENDORACCESSMANAGER	conduit4test+vendoraccessmanager@gmail.com	Dashboard	September 19, 2016	January 01, 2017	Renew	Edit	

Filter results by the users' status or search for a user by name, or view and filter entries by:

- **User Name**
- **Type:** Admin/VSA or user account
- **Status:**
  - Active: User has access to the system
  - Expired: User account has expired
  - Inactive: Account has not expired but is currently disabled due to date restrictions
- Designated **VID**
- Email
- System **Access** permission
- Date **Added**
- Date the account is set to **Expire**
- **Renew:** Ability to renew the account for 90 days from the current date
- **Edit:** Delete a user, add or remove system permissions, or configure their start and end access dates

# LEARNING NETWORK VENDOR HUB JOB AID

## Adding a New User

Designate a new vendor user with a VID and Vendor Hub Access by selecting the “Add User” button from the tool’s browse page.

The screenshot shows the 'Best Buy Permission Manager' interface. At the top, there's a header with 'Best Buy Permission Manager' and a user greeting 'Welcome, Test User'. Below the header, there are two tabs: 'Permission Manager' and 'Requests'. The main content area is titled '1 - Best Buy Permission Manager'. It features a search bar with a dropdown for 'Status' (set to 'All') and a search input field labeled 'Search Name/VID/Email'. To the right of the search bar are 'Clear' and 'Filter' buttons. Below the search bar is a 'Bulk Actions' dropdown and a prominent blue 'Add User' button, which is highlighted with a yellow rectangle. Below this is a table with columns: Name, Type, Status, VID, Email, Access, Added, Expires, Renew, and Edit. The table contains one entry for 'Test User' with status 'ACTIVE' and VID 'TESTUSER'. At the bottom, there's a pagination bar showing 'Showing 1 to 1 of 1 entries' and a 'Show 25 entries' dropdown.

Selecting this will allow you to create a new user by adding a VID or email.

The screenshot shows the 'Grant Access to Best Buy' form. It has a back arrow and the title 'Grant Access to Best Buy'. The form contains instructions: 'Use this form to grant access to this brand.', 'If the user has requested access, you will have received an email containing their VID and requested permissions. You may use this to assign access to an existing account.', and 'Otherwise, you may pre-assign access using an email address and the account will be created the first time the user logs in. Please note that email addresses must be an exact match--be careful of any additional spaces if copying from another application.' Below the instructions, it says 'To get started, enter the VID or Email below.' and provides a search input field labeled 'VID or Email:' with a 'Submit' button.



# LEARNING NETWORK VENDOR HUB JOB AID

From here, you can define the user's degree of access for a configurable length of time. By default, vendor user access is expired every 90 days.

<

Grant Access to Best Buy

VID: Demo

Name: -

Email: -

Access

These changes will take effect the next time the user logs in.

Off

VSA - Permission Manager

Off

Content Manager

Off

Banner Manager

Off

Q&A

Off

Completions Report

On

Dashboard

Start Date

End Date

Cancel

Save

Once a user has been approved for access, their associated VID status will be "Awaiting Login" until their account is set up and the user signs in. These users account details and permissions can be edited at any point using the Manage Access Tool.