

User Management Dashboard

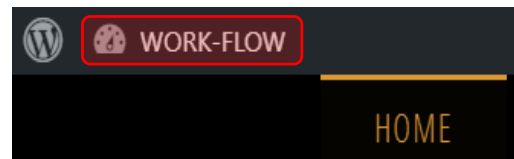
1. Preface

If you have been designated as Group Leader, you are able to log in to <https://work-flow.tech> and visualize registered users for your group or organization.

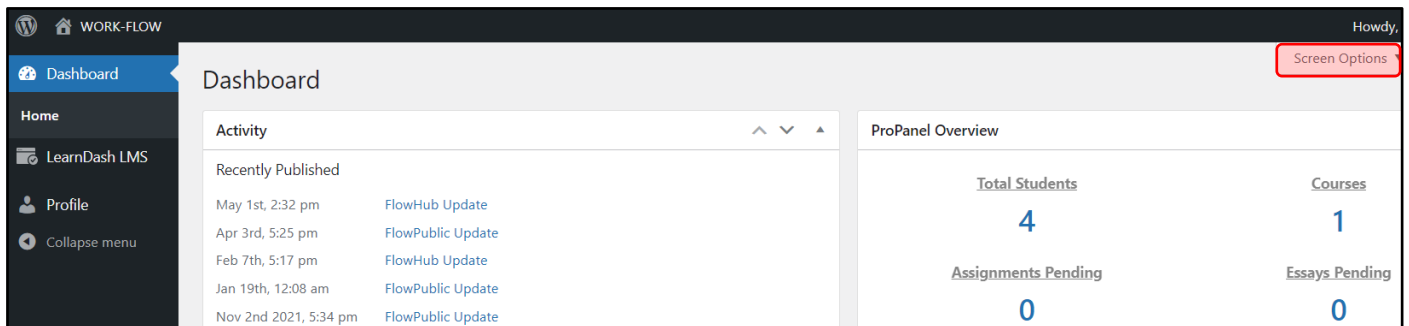
Additionally, you can view and export user progress and quiz results, as well as edit user profiles.

2. User Management Dashboard Access

- Log in to <https://work-flow.tech>
- In the upper left corner, click WORK-FLOW



- The Dashboard will load, providing you with a global view of your users.



The screenshot shows the dashboard with a sidebar menu on the left containing 'Dashboard', 'Home', 'LearnDash LMS', 'Profile', and 'Collapse menu'. The main content area is titled 'Dashboard' and includes a 'Screen Options' button in the top right. It features two panels: 'Activity' with a 'Recently Published' list and 'ProPanel Overview' with statistics for Total Students (4), Courses (1), Assignments Pending (0), and Essays Pending (0).

Note that the Dashboard can be configured by checking/unchecking items in the Screen Options top menu.

3. User Management Dashboard Use

- On the left-hand side menu, click the LearnDash LMS link and get access to your user list, their progress, and results.



The screenshot shows the 'Groups' management interface. It has a sidebar with 'Groups' selected. The main area contains a table with columns 'Group Name' and 'Actions'. The first row shows 'Your Organization' with three action links: 'List Users', 'Export Progress', and 'Export Results'.

- Click the List Users link to show all the individuals in your group.
- Click a username to open its associated profile.
- You can now change the email address, resend the confirmation email, manually activate the account, generate a new password, and view course information.