

Power User Welcome Kit



Thank you for choosing ATP Training.

We are proud to deliver training & services in the spirit of excellence, and appreciate your partnership throughout our 30 years in business. Whether you've been our client for a day or a decade, we're happy to have you aboard.

We strive to give your team the skills they need to be confident, safe, & compliant **on the job**. Our trainers have over 100 years combined industry experience. Most grew their careers in our fully operational hazmat packaging & warehousing facility and our courses are designed using the expertise that only hands-on experience provides.

If you need support before, during or after your courses, we gladly give this to all ATP Learners. Please email training@alltranspack.com or call us at 703-858-5169

Harold Baird
M. J. A. Zyl *A. Huns*



Resources

This kit contains everything you need to know about our LMS, including how to:

- Add Learners to the ATP LMS
- Purchase self-paced courses
- Purchase Instructor-Led Webinar courses
- Enroll your Learners in self-paced courses
- Enroll your Learners in Instructor-Led courses
- Change a Learner's scheduled course session
- Join a virtual Instructor-Led training session
- View your Learner's Records & Certificates



Before you begin...

Our platform natively supports Zoom



But with advance notice, we can accommodate **Microsoft Teams** as well. If you're enrolling multiple users and exclusively use Teams on company computers, please let us know.



We offer two learning products via our LMS

Self-Paced eLearning

For experienced learners who prefer to complete a course at their own pace. Classes offered for Air, Highway, Ocean, General Familiarization, and multimodal Radioactive shipping.

Instructor-Led Virtual Training

For air shippers, handlers, freight forwarders, & others who need IATA Certification. Initial & Recurrent Category 6 non-Radioactive & Radioactive Hazmat training courses are available via Virtual Classroom.

Custom Courses & Content

If you don't see what you need in our catalog, give us a call or send an email to get a quote on a course customized for your company's needs.



We're ready to hit the road.

Our trainers are also available for onsite courses,
and our LMS can be accessed remotely on your
mobile device on the Go.Learn app



Let's get started.

You will need the following info for your learners:

- Learner Full Name
- Username - we recommend *firstname.lastname*
- Password - we recommend PASSWORD to start
It will be changed by the learner at first login
- Shipping address for course materials
- Email address
- Phone Number
- Date of Birth (required for IATA Certificates)
- Point of contact email & phone- if not learner

Record all info in the Excel template provided



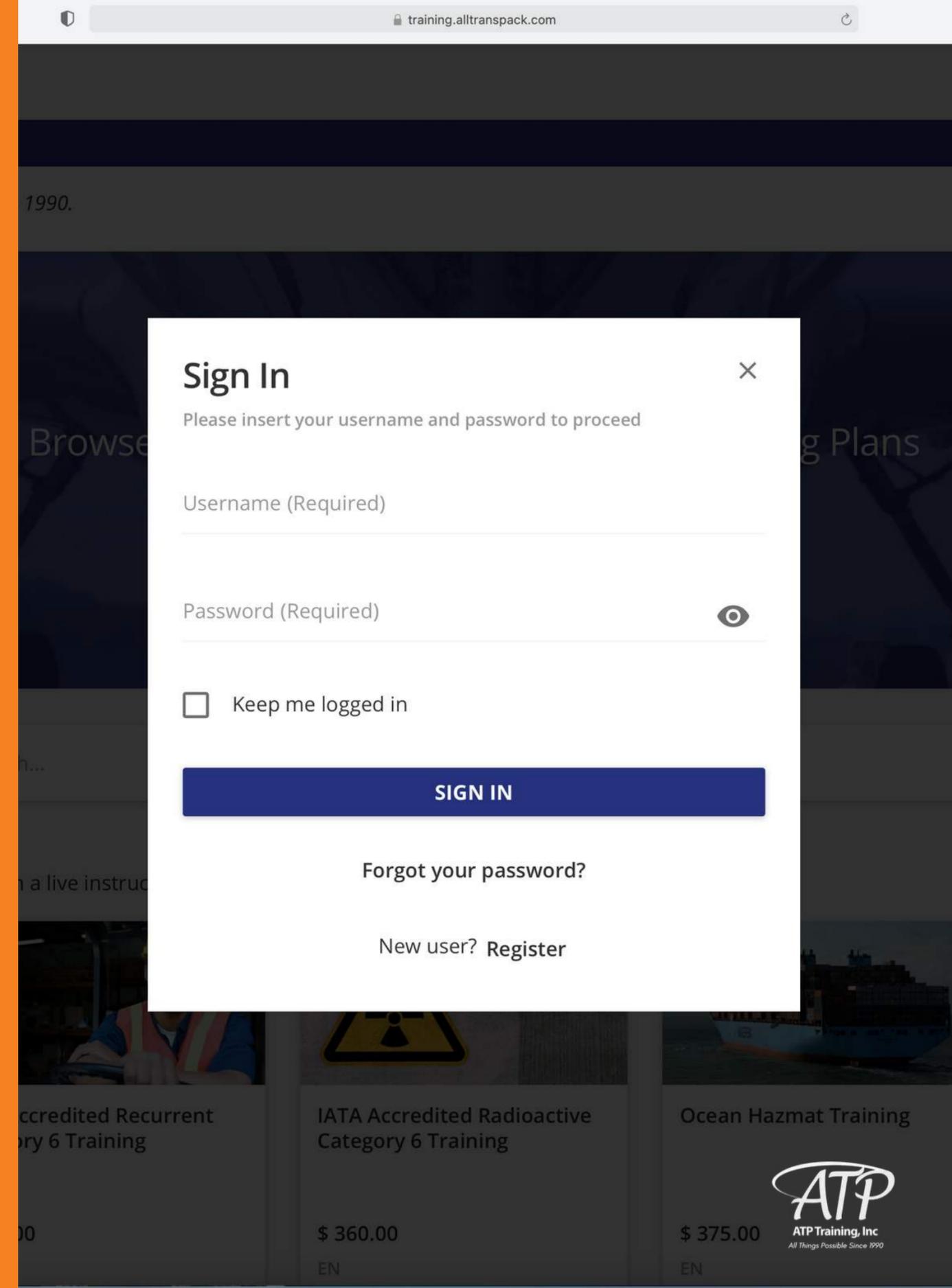
Here is an example of a complete template row:

Participant First Name	Last Name	Company	Date of Birth	Email (if available)	Phone Number	Contact Email (if not user)	Contact Phone (if not user)	Full Shipping Address for course materials	Country	Username	Password
Ima	Learner	AllTransPack, Inc.	10/31/85	ilearner@alltranspack.com	703-858-5169			22815 Glenn Dr. Ste. 101, Sterling, VA, 20164	US	ima.learner	PASSWORD
											PASSWORD
											PASSWORD
											PASSWORD
											PASSWORD
											PASSWORD
											PASSWORD
											PASSWORD
											PASSWORD
											PASSWORD

Logging In

Visit training.alltranspack.com and enter your **Username** and **Password**.

If you have forgotten your password, click **Forgot your password?** and you will get email link to reset it.





g cargo safely in the transportation cycle since 1990.



Home
Home Page for ATP Learners

Welcome, Learners



ABOUT ATP

My Classes

This is your Power User homepage

It's self-explanatory, but we *did* want to translate the icons in the upper right hand corner for you:



Notifications



Virtual Coach



Help Desk



Admin Menu

My Calendar

TODAY < > June 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

MY CALENDAR

My Profile



Sam Macher

smacher@alltranspack.com

CHANGE PASSWORD

MY ACTIVITIES

MY PROFILE



Shipping Hazardous Materials by Highway
Expired



Fully Regulated/Excepted Lithium Cells and Batteries by Air & Highway



Hazardous Materials General Awareness...
Expired



General Familiarization Demo



Admin Menu

E-LEARNING

- Dashboard
- Users
- Groups
- Course Management

- Learning Plans
- Classroom Locations
- Observation Checklists
- Reports
- New Reports
- Manage Seats

SETTINGS

- Certificate Template
- Question Bank
- Background Jobs

Apps & Features

NOTIFICATIONS

- Manage

SUBSCRIPTIONS

- Manage
- Transactions

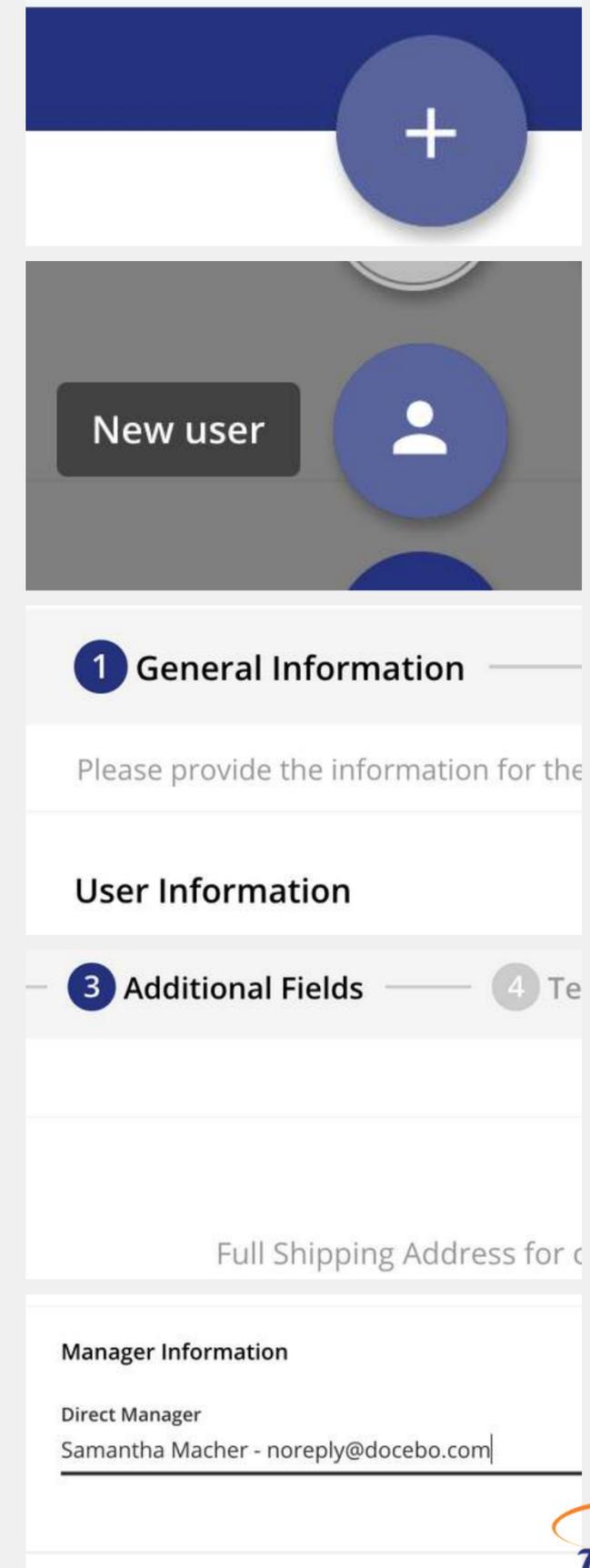
This is your Admin menu

Most of the time, you'll be using the links on the left hand side of the screen. The two you'll use the most are **Users** and **Course Management**

How to register a single learner

Click on **the admin menu** 

- Click on Users (left side of the screen)
- Click on the **blue plus sign** for New Users/Branch (right side of screen) and select **New User**
- Fill in the **General Information** and click **NEXT**
- Skip branch information and click **NEXT**
- Fill in **Additional Fields** and click **NEXT**
- Type in your name in **Direct Manager** field & click **CREATE USER**



+

New user

1 General Information

Please provide the information for the

User Information

3 Additional Fields **4** Te

Full Shipping Address for c

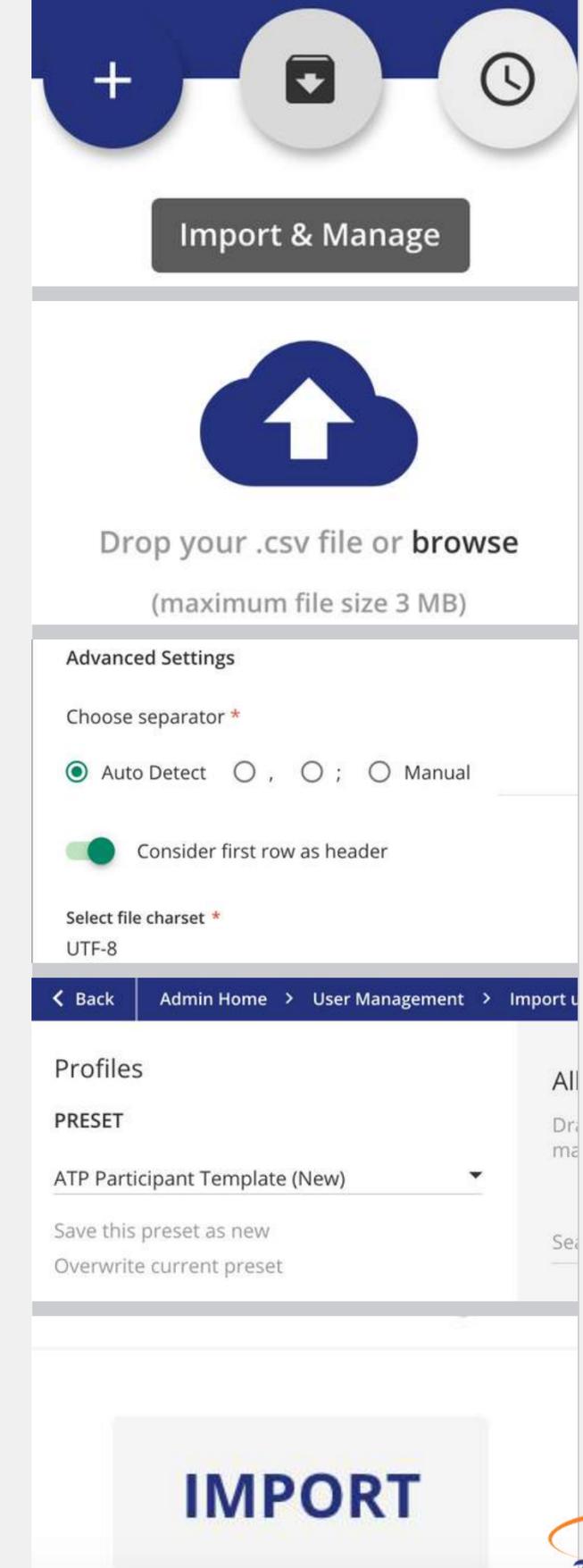
Manager Information

Direct Manager
Samantha Macher - noreply@docebo.com

How to register multiple learners

Click on **the admin menu** 

- Click on Users (left side of the screen)
- Click on the grey **Import & Manage** icon then click the grey **CSV Icon**
- Drag & drop your .csv file on the cloud icon or click browse and upload
- Double-check the **Advanced Settings** that the separator is set to **auto-detect**, and the **first row is a header** and click **CONFIRM**
- The **ATP Participant Template** is preloaded. All data should match to the fields.
 - If data does not match, drag the correct field and drop next to column
 - Once the fields match the columns, click **IMPORT**
- You'll get a notification via email/in the LMS when users are added



The screenshot shows the 'Import & Manage' interface in the ATP LMS. At the top, there are three circular icons: a plus sign, a download arrow, and a clock. Below these is a dark grey button labeled 'Import & Manage'. The main area features a large blue cloud icon with an upward arrow, followed by the text 'Drop your .csv file or browse' and '(maximum file size 3 MB)'. Below this is the 'Advanced Settings' section, which includes a 'Choose separator' field with radio buttons for 'Auto Detect' (selected), ',', ';', and 'Manual'. There is also a toggle for 'Consider first row as header' which is turned on. The 'Select file charset' field is set to 'UTF-8'. A breadcrumb trail at the bottom of the settings section reads '< Back Admin Home > User Management > Import U'. Below the settings is a 'Profiles' section with a 'PRESET' dropdown menu currently showing 'ATP Participant Template (New)'. There are options to 'Save this preset as new' and 'Overwrite current preset'. At the bottom of the interface is a large, light grey button with the word 'IMPORT' in bold blue letters.

How to purchase self-paced classes for a single learner

Click on **the course** you'd like to purchase and **ADD TO CART**

- If you're done shopping, **VIEW CART**
- In **Your Details** section, double check your order, add coupons, and **CHECKOUT**
- When you get to **Payment and Billing**, select **Enable payment on behalf of another registered user** and type the registered user's name under **Select User**
- Select your **Payment Method** and **CONFIRM ORDER**
 - Select **Authorize.Net** to pay by Credit Card
 - *Class will be available to learner right away*
 - Select **wire transfer** to receive an Invoice
 - *Class will be available to learner once invoice is paid*

When payment is received, learner will get an email prompting them to

The screenshot displays the ATP Training website's checkout process. At the top, a price of \$250.00 is shown for one seat. A blue 'ADD TO CART' button is prominent. Below this, the 'Your Shopping Cart' page is visible, featuring a search bar and navigation tabs for 'Your Shopping Cart', 'Your details', and 'Payment and Billing'. The 'Payment and Billing' section includes a checkbox for 'Enable payment on behalf of another registered user' and a 'Select User' dropdown menu with 'John.Smith' selected. The 'Your Shopping Cart' section contains a 'Coupon Code' field and a 'Payment method' section with radio buttons for 'Authorize.Net' and 'wiretransfer'. A checkbox for 'I agree with the Terms and Conditions of the service' is checked. At the bottom, a confirmation message states 'You have just been enrolled in course Hazmat 101- D.O.T. General Awareness Training' and includes an email notification from ATP Training with a 'TAKE THE COURSE NOW!' button.

How to purchase self-paced classes for multiple learners

Click on **the course** you'd like to purchase:

- Add number of seats you need and **ADD TO CART**
- If you're done shopping, **VIEW CART**
- In **Your Details** section, double check your order, add coupons, and **CHECKOUT**
- Select your **Payment Method** and **CONFIRM ORDER**
 - Select **Authorize.Net** to pay by Credit Card
 - *Class will be available to learner right away*
 - Select **wire transfer** to receive an Invoice
 - *Class will be available to learner once invoice is paid*
- When payment is received, learner will get an email prompting them to **TAKE THE COURSE NOW**

Price
\$ 295.00

Seats
How many seats?

ADD TO CART

 Ocean Hazmat Transportation has been added successfully to your cart
\$ 885.00

CONTINUE SHOPPING **VIEW CART**

Coupon Code

Payment method

Authorize.Net **wiretransfer**

I agree with the [Terms and Conditions of the service.](#)

Your order has been received

Please place your payment of \$ 885.00 via bank transfer with payment deadline is set to 00:00 of the last available day. Below, find the bank details needed to complete the transaction.

Bank Details

E-LEARNING

Dashboard

Users

Groups

Course Management

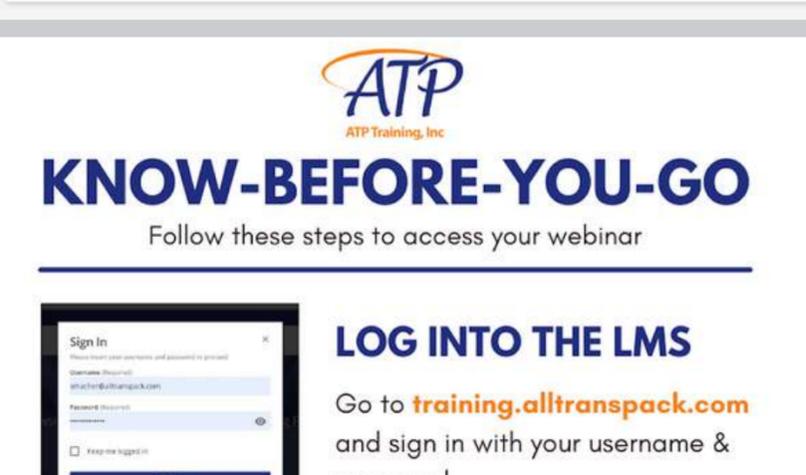
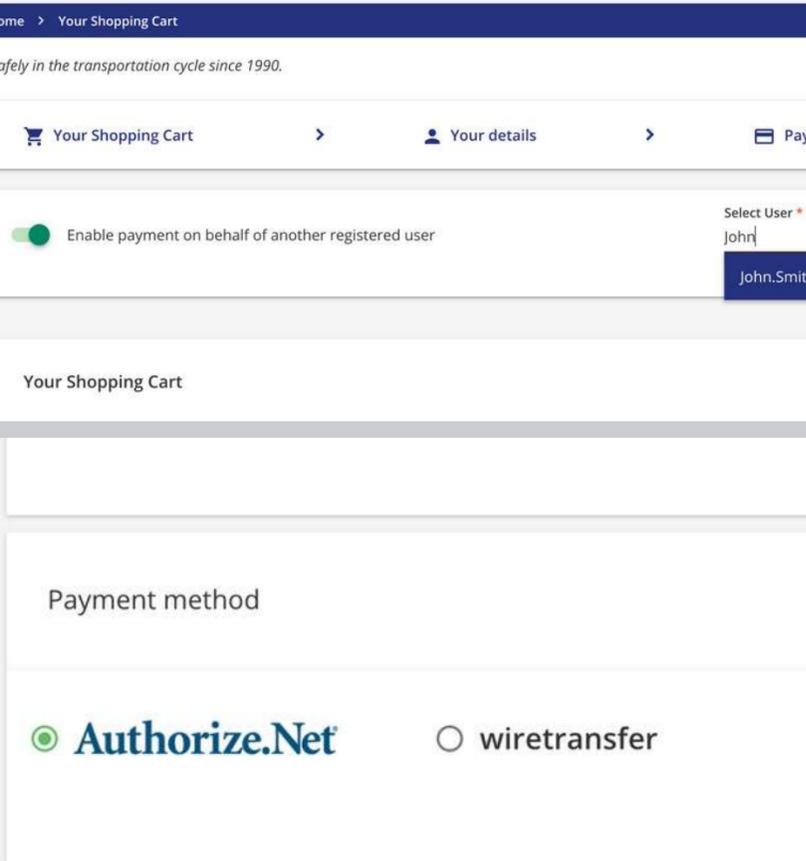
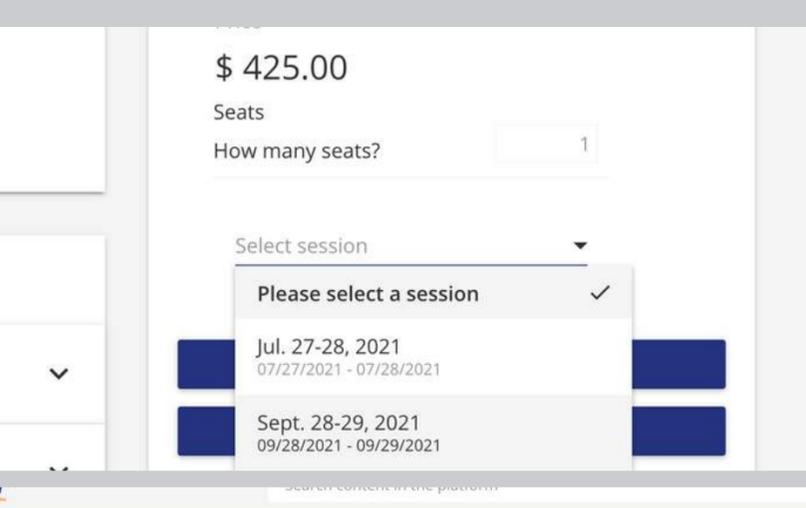
The screenshot shows the 'Enroll Users' interface. At the top, there are tabs for 'COURSE WAITLI...', 'SESSION WAITLI...', 'ENROLLMENTS', and 'SEATS'. Below these, there's a search bar and a table of users. The 'SEATS' column shows '3/3' and a dropdown menu with options: 'Edit', 'Enroll Users', 'Reports', 'Duplicate', and 'Delete'. Below the table, there's a notification: 'You have just been enrolled in course Hazmat 101- D.O.T. General Awareness Training'. At the bottom, there's an email notification from ATP Training with a 'TAKE THE COURSE NOW!' button.

SEARCH HERE...	SEARCH
<input type="checkbox"/>	SEARCH HERE...
<input checked="" type="checkbox"/>	Linda.Donahue Linda Donahue
<input checked="" type="checkbox"/>	Alex.Lu Alex Lu
<input checked="" type="checkbox"/>	Kezia.Jones Kezia Jones
<input type="checkbox"/>	John.Smith John Smith
<input type="checkbox"/>	trainingadmin@alltr... Ina Structor trainingadmin@alltr...

How to assign self-paced classes to multiple learners

Navigate to the **admin menu** 

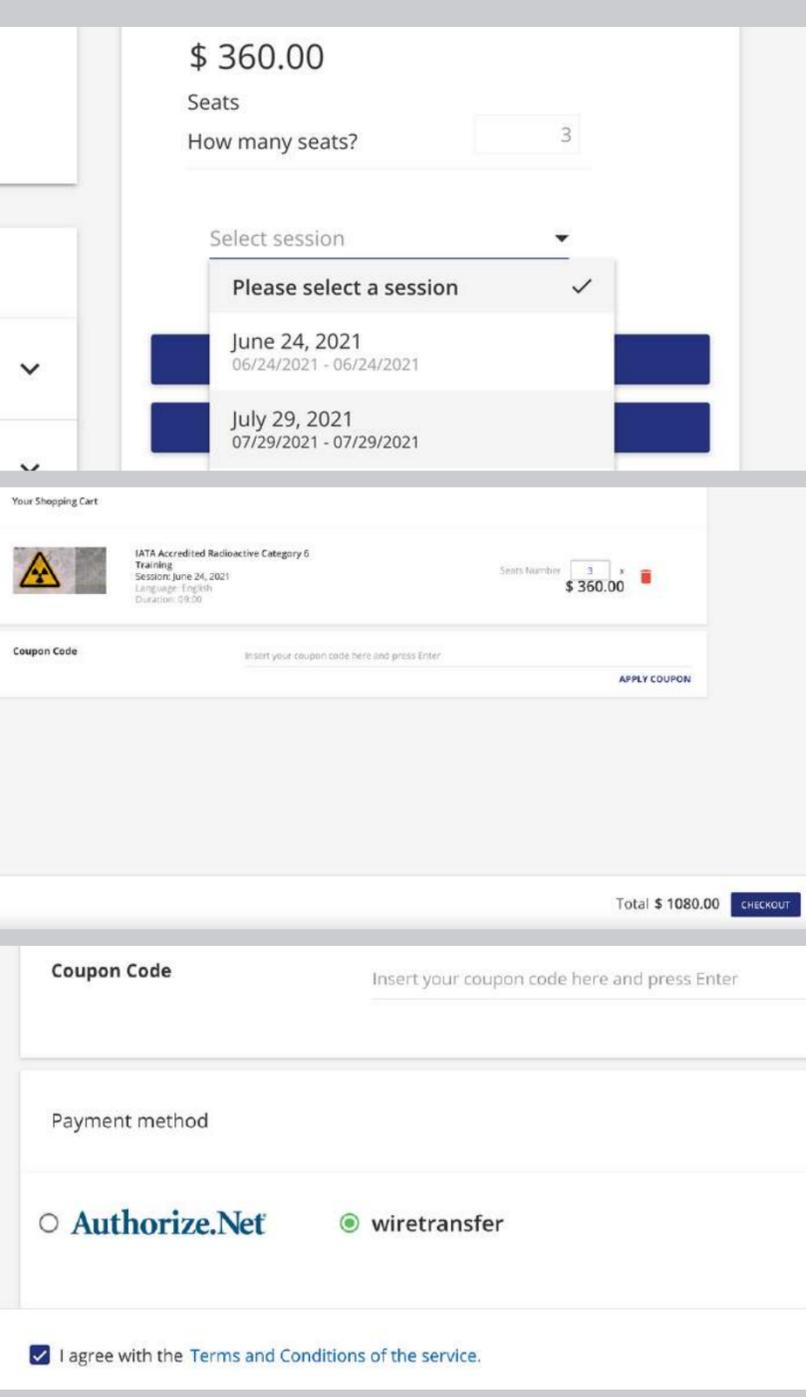
- Click on **Course Management** (left side of the screen)
- Type course name in the search bar 
- When course appears, hover over the ... icon under **SEATS** column (right side of the screen)
- Click on **ENROLL USERS** and view list of all your learners
- Check the boxes next to the names of learners you'd like to enroll. You may enroll as many learners as you have **SEATS**
- Click **NEXT** once you've selected your learners, then **CONFIRM** enrollment
- Learner will get an **email notification** prompting them to **TAKE THE COURSE NOW**



How to purchase instructor-led classes for a single learner

Click on **the course** you'd like to purchase and **SELECT A SESSION**

- Click **ADD TO CART**, and if you're done shopping **VIEW CART**
- In **Your Details** section, double check your order, add coupons, and **CHECKOUT**
- When you get to **Payment and Billing**, select **Enable payment on behalf of another registered user** and type the registered user's name under **Select User**
- Select your **Payment Method** and **CONFIRM ORDER**
 - Select **Authorize.Net** to pay by Credit Card
 - Select **wire transfer** to request an invoice
 - *Certificate will be issued after the course upon receipt of payment*
- When payment/invoice request is received, learner will get an email with instructions on how to access the session. They'll also get reminder emails one week and 1 day out.



How to purchase instructor-led classes for multiple learners

Click on **the course** you'd like to purchase and **SELECT A SESSION:**

- Add number of seats you need and **ADD TO CART**. If you're done shopping, **VIEW CART**
- In **Your Details** section, double check your order, add coupons, and **CHECKOUT**
- Select your Payment Method and **CONFIRM ORDER**
 - Select **Authorize.Net** to pay by Credit Card
 - Select **wire transfer** to request an invoice
 - *Certificate will be issued after the course upon receipt of payment*
- When payment/invoice request is received, learner will get an email with instructions on how to access the session. They'll also get reminder emails one week and 1 day out

ATP
ATP Training, Inc.

KNOW-BEFORE-YOU-GO

Follow these steps to access your webinar

LOG INTO THE LMS

Go to training.alltranspack.com and sign in with your username &

E-LEARNING

Dashboard

Users

Groups

Course Management

SESSION WAITI...	ENROLLMENTS	SEATS
	0	0/0
	0	0/0
	0	0/0
	0 Enrolled Users	0/0
	0	3/3

IATA Accredited Recurrent Category 6 Training
Enrolling users to course or session

I want to enroll users to the course

I want to enroll users to a session

	Search...			
<input checked="" type="radio"/>	<input type="text"/>	<input type="text"/>		
NAME	SESSION UNIQUE ID	START DATE	END DATE	
<input checked="" type="radio"/>	Jul. 27-28, 2021	BEV4OVL	07/27/2021 08:00 am	07/28/2021
<input type="radio"/>	June 22-23, 2021	BRV8X7P	06/22/2021 08:00 am	06/23/2021
<input type="radio"/>	Oct. 26-27, 2021	BJ59X7E	10/26/2021 08:00 am	10/27/2021



KNOW-BEFORE-YOU-GO

Follow these steps to access your webinar



LOG INTO THE LMS

Go to training.alltranspack.com
and sign in with your username &

How to assign instructor-led classes to multiple learners

Navigate to the **admin menu**

- Click on **Course Management** (left side of the screen)
- Type course name in the search bar
- When course appears, click **0** icon under **ENROLLMENTS** column (right side of screen)
- Click on the grey **MANAGE ENROLLMENTS** button and click **Enroll Users**
- Check the boxes next to the names of learners you'd like to enroll into a session. You may enroll as many learners as you have **SEATS**
- Select the session you'd like your learners to join and click **NEXT**
- Click **NEXT** once you've selected your learners, then **CONFIRM** enrollment
- When payment/invoice request is received, learner will get an email with instructions on how to access the session. They'll also get reminder emails one week and 1 day out



ATP Training, Inc.
All Things Possible Since 1990

How to change a learner's session:

In the logistics industry, things can change at a moment's notice, which is why learners can change sessions easily in our LMS to accommodate their schedules. But if you need to change it on their behalf, email your request to:

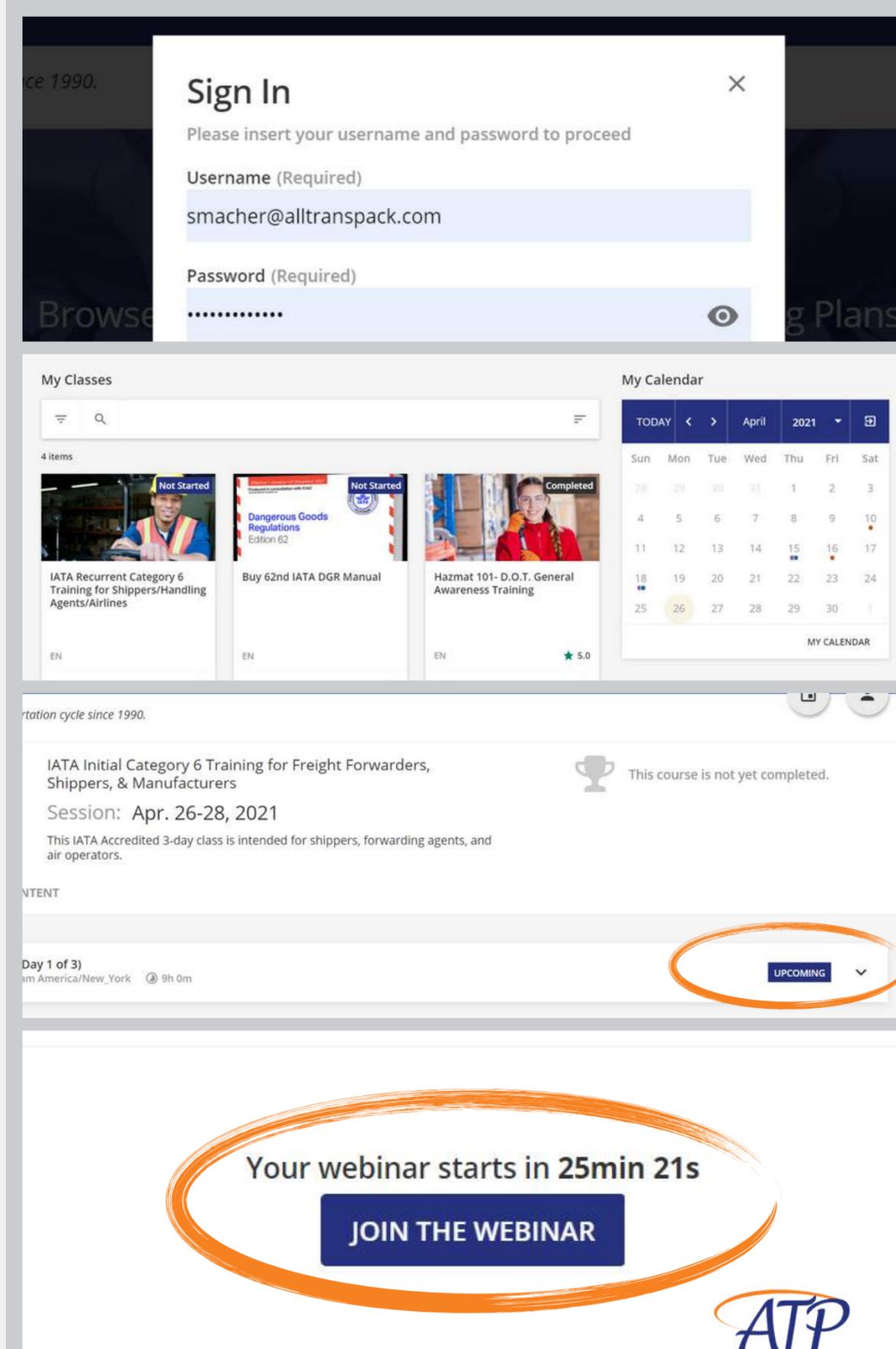
trainingadmin@alltranspack.com



How to join a virtual Instructor-Led Training Session

Visit training.alltranspack.com

- Enter your Username and Password to sign in
- Navigate to **My Classes** on your homepage and click on your course
- The option to join the course is available 30 minutes prior to the session
- Click on the  to the right of the blue **UPCOMING** button
- Click **JOIN THE WEBINAR** to access the class



The screenshot displays the ATP Training website interface. At the top, a 'Sign In' modal is open, prompting the user to enter their username and password. The username field contains 'smacher@alltranspack.com' and the password field is masked with dots. Below the sign-in form, the 'My Classes' section shows a list of courses, including 'IATA Recurrent Category 6 Training for Shippers/Handling Agents/Airlines', 'Buy 62nd IATA DGR Manual', and 'Hazmat 101- D.O.T. General Awareness Training'. A 'My Calendar' widget is also visible, showing the current date as April 26, 2021. The main content area features a course titled 'IATA Initial Category 6 Training for Freight Forwarders, Shippers, & Manufacturers' with a session scheduled for April 26-28, 2021. A blue 'UPCOMING' button is highlighted with an orange circle. At the bottom, a large orange oval contains a countdown timer: 'Your webinar starts in 25min 21s' and a prominent blue 'JOIN THE WEBINAR' button.

How to view your learner's certificates

Click on **the admin menu** 

- Click on Users (left side of the screen)
- Hover over the ... icon on the right side of the screen and click on **User Personal Summary**
- To view completed courses and certificates, click on **Courses**
- If the course has been completed, a green **COMPLETED** box will appear under **USER STATUS**
- To download the certificate for a completed course, click on the  icon

	CREATIO...	STATUS	LANGUA...	EXPIRAT...	
1	04/30/2021	✓	English		...
	04/30/2021	✓	English		User Personal Summary
	04/30/2021	✓	English		Merge User
	04/30/2021	✓	English		Channel
	04/30/2021	✓	English		Edit
					Delete

Personal Summary: Linda.Donahue

Select User GENERATE Print

Statistics

- Additional Info
- Courses**
- ILT (Instructor-Led Training)
- Learning Plans
- Badges
- Social
- Webinars
- Certification

Linda Donahue
Linda.Donahue

Level: User

E-mail

Groups

4/30/2021 12:45:15 pm
Subscription date

0s
Total time

Progress **0 (0%) TO BEGIN**

See all activity within the last

Reports > User Personal Summary: Linda.Donahue

in the transportation cycle since 1990.

Personal Summary: Linda.Donahue

Select User GENERATE Print Download as PDF

Statistics

- Additional Info
- Courses**
- ILT (Instructor-Led Training)
- Learning Plans
- Badges
- Social
- Webinars

Courses

COURSE CODE	COURSE NAME	USER STATUS	ENROLLED DATE	EXPIRATION DATE	COURSE COMPLETION	CREDITS (CEUS)	TOTAL TIME	SCORE
	Shipping Hazardous Materials by Ocean	COMPLETED	6/24/2021	6/24/2021			0s	0.00

Total: 1



Now you're the expert

We hope this kit, along with our 1:1 Client Onboarding, has provided you with all the information you need to get started in our LMS, but if you have questions at any time, you can contact our helpful admin team for further assistance at trainingadmin@alltranspack.com

You can also visit our Knowledge Base or use the in-platform chat for videos, articles and other resources that will maximize your ATP LMS experience. Thank you again for choosing ATP Training to be a part of your learning journey.