



MindAtlas Learning Management System  
V.3.2 Features





# Employee lifecycle visibility.

Our Human Resource offering assists with succession planning and helps to identify employee performance trends in all business areas.

It is designed to benefit employees at each stage of their employment, from onboarding to exit.





### Integrate with payroll / HRIS to synchronise learner data

Integrate seamlessly with payroll systems, via automatic daily import of files, or through using the platform's API to create users in the platform from an external service.



### Incident Reporting

Make incident reporting quicker and easier by providing a digital version that integrates with user records and hierarchy.



### Onboarding

A digital process for onboarding employees that includes timeframes for induction courseware, surveys for new starters to complete and training objectives for managers to observe and record.



### Performance Reviews

Make your performance review process impactful and streamlined. The MindAtlas performance review tool makes it simple for managers to agree upon goals and skills with the employee and then deliver constructive feedback on their progress. With clearly outlined goals, and an easy to use digital tool, the organisation and employees will benefit for this valuable offering.



### Exit Interviewing

Users that leave an organisation are given an online survey to provide feedback to the organisation. This can be triggered on events, such as a user is missing from payroll import.



### Succession Planning

Allow managers to provide analysis on which of their staff might be suitable for taking over management roles, should the position become vacant. Succession planning reports are available to administrators.



### Team Reporting

Managers have the ability to retrieve the learning records of their staff.



### Employee Barometer Feedback

Surveys around employee satisfaction (surveys are completely customisable) with graphical response representation.



### Store Operations audits

Manage organisational performance and standards via the capture of store audits through apps on mobiles/tablets in store. Track store performance and compare against other stores and averages for regions.



### Statistical Reporting

Create reports and graphs on automated statistics that can be exported to Excel.



### Practical Competency Checking

Combine online training with real-world application of skills. On completion of training items, managers can be notified that their staff member is ready for practical competency check. Managers can observe and record practical skills of staff members into the system as part of their training records.



### Policy & Procedure Comprehension Tracking

Digitise policy and procedure documents and record acknowledgement for each staff member.



### Checklist Sign-offs

Send automated workflow notifications on any of the HR tools for ultimate sign off.



### Achievement Recognition

Reward employees with badges and achievements for completing requirements.







# Enhance organisational performance.

Our Training & Development offering encompasses numerous critical tools to achieve an unprecedented level of tracking and visibility, providing consistency across the business.





### Customise look and feel through branding and design

Unique LMS design that is on-brand and following latest website design trends. Look and feel is responsive to different browsers and devices.



### Manage face-to-face (facilitated) training, both internal and external

Book training sessions and mark attendance in the system, providing tracking for offline training as part of user training records.



### Set course/qualification expiry

Set expiry timeframes and automated warning communications.



### Set reminder notifications (user and manager)

Send email notifications to managers and employees for refresher / retraining and course expiry.



### Set automatic refresher/re-training

Set an expiry on courses after a given period of time. Users will be sent reminder notifications before the training item expires, and will be sent another notification after the training item has expired.



### Use audio / video recordings to attach to assessments

Allows users to record audio and embed within activity content such as HTML Pages, forum, quiz etc. as activity submission.



### Customise reporting to suit your organisational requirements

Customised reports can be created based on organisation requirements.



### Filter

Filter by category, course, division, region/state/site, progress status, user status.



### Edit and grade seamlessly online

Manually edit profiles and grading of student achievements.



### Set up customised system alerts and email notifications

System alerts such as impending course expiry, admin notifications, and practical competency check pending etc.



### Export reporting to HTML/Excel (.csv)

Reporting can be exported as Excel or PDF.



### Plagiarism detection

Institution and web-based plagiarism detection. Supports multi-part assignments allowing draft and revision submission.





### Establish training categories

Structure courses by categories, making the right course easy to find.



### Set training plans for groups/roles (cohorts)

Allocate training items based on brand, state, position titles and other criteria.



### Issue automated certificates

Generate PDF certificates automatically based on the completion of training requirements. Certificates include name and date of completion. Can also be used for qualification cards.



### Self-register

Provide a sign-up page for employees and contractors.



### Self-authored elearning

Author your own content via Obsidian Black. This tool will allow authorised users to author and edit their own programs.



### Distribute manager notifications workflows

Automated workflows and notifications of pending items such as Practical Competency Checks or other notifications/messaging to managers.



### Policy & procedure comprehension tracking and sign off

Digitise policy and procedure documents and record acknowledgement for each staff member.



### Written tests

Track the effectiveness of training to performance by assessing user comprehension through tests and online activities. Answers can include text responses that can be graded by an assessor.



### User Assistance

Step by step guidance through the common platform features.



### Gamification and Badges

Reward employees with badges and achievements for completing training requirements.



# Create and enhance best practice.

Our Repository offering allows your Management team to communicate with all employees in their reporting line, helping to keep employees engaged and active with one another.



## Manuals and files

Provide online access to commonly used manuals and files.



## Knowledge Chest

This feature enables authenticated LMS users to contribute their expertise, knowledge, advice and findings to benefit the organisation.



## Wiki

Wiki containing training procedures for easy reference. Empowers SMEs to share knowledge more readily with up-to-date information.



## Noticeboard and email integration

Communicate important messages out to the organisation using the messaging feature and post important notices on the front page of the system. Useful for company news/milestones and new product launches and announcements.



## Digital Domain

This feature allows colleagues to collaborate via sharing of self-produced or sourced digital files such as video, audio, podcast, eBook etc.



## External web links

Quick access to other Internet and Intranet websites within the organisation, such as brand website, IT support desk, payroll portal, etc.



## The Buzz

This feature performs much like a Twitter-style application allowing short snippets / thoughts to be shared.





# MindAtlas makes LMS easy.

Don't be held back by outdated LMS systems. Start exploring MindAtlas' LMS solutions and discover a functionally rich learning platform that seamlessly integrates with your IT systems and business processes, can be deployed rapidly and costs a fraction of proprietary LMS solutions.

Simple set up.

Customisable.

Easy to use.

Genius pricing.

At MindAtlas, we have built our LMS offerings for clients in every type of organisation (from listed enterprise to government and 10-person start ups) who need and expect fully customisable LMS platforms that offer the features, functionality and the right "look and feel" that fits with their organisation, not someone else's.

MindAtlas clients want every component to be configured to exact specifications. When clients ask, MindAtlas listens and delivers.

## With MindAtlas LMS systems expect:

- Your team can learn wherever they are
- Integration with your current systems
- Unparalleled engagement with videos, surveys, quizzes, gamification and other great learning tools
- Integrated offline (facilitated) training
- Responsive and optimised for PC/Tablet/Mobile)
- Robust reporting and administration tools

- Your own brandable LMS with the ability to customise to your own look and feel
- Scalable systems – build your LMS functionality so it can grow when you need it to
- Flexibility to adapt the LMS to operate around your existing business processes and systems

## How can the MindAtlas LMS make learning and performance easier for you?

### CONTACT US



Melbourne +613 9014 9698



Auckland +61 499 058 188



Sydney +61 499 058 188



info@mindatlas.com



### Head office:

726 High Street,  
Armadale VIC 3143



**MINDATLAS™**  
effective · engaging · eLearning

