

VinciWorks

VinciWorks Learning Management System

Version 6

Learning Management System



HR Integration

Joiners automatically enrol in onboarding courses, leavers are automatically deactivated and any personal details remain in sync.



Fully automated

Users are automatically enrolled in the courses to maintain compliance. Nagware automates following up with non-compliant users



Customise everything

Have you ever used an online service that sends emails you can't control? In the LMS you have control over content and branding.



Audit trail and Reporting

Issue instant, robust reports on training progress to the board, or provide compliance documentation to a regulatory body.



Easy setup and operation

The LMS includes only the features you need . Most firms are up and running in less than a month. Administrators receive one-on-one training.



Nagware

Stop chasing users. Automatically nags individuals with escalating warnings until they complete their mandatory requirements.

Upgrading from version 5 to version 6

- Upgrade will be on a weekend
- Upgrade is for everyone
- All data is backed up
- You will receive advance notice
- New system does not require training
- We are conducting beta programme to ensure quality

Agenda

- **30 minute demo of the system**

Login screen

Administrator dashboard

Learner interface

How to send us feedback

Learning plans

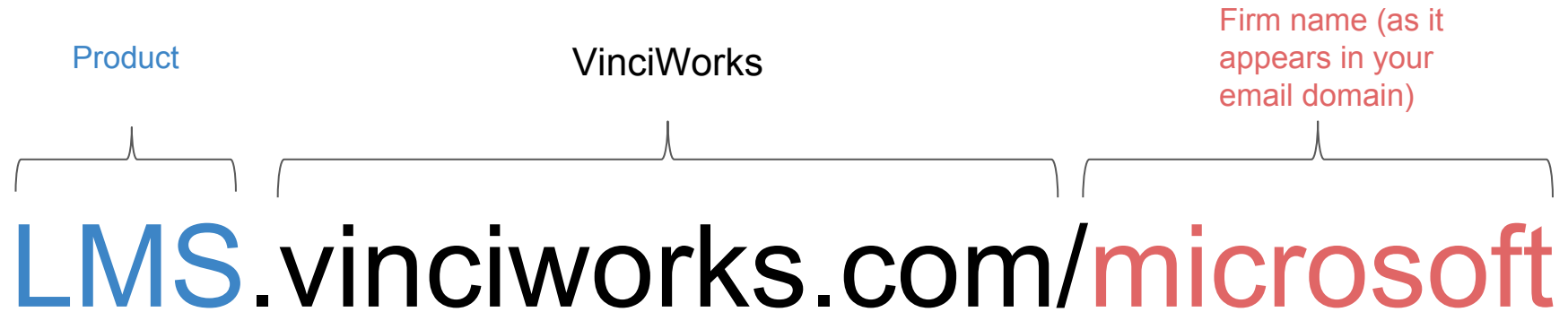
Groups interface

- **Questions and comments**

Old CLMS URL



New LMS URL




Note: The new URL requires a small update to SSO setup


Brand new user interface

VinciWorks LMS
Learning starts here

VinciWorks

USER LOGIN

 Username

 Password

LOGIN

[Register as a new user](#)
[New user? Forgot your password?](#)


VinciWorks


customised with your firm's colours and logo

VinciWorks LMS
Learning starts here

The Coca-Cola logo is displayed in its signature red script font.

USER LOGIN

 Username

 Password

LOGIN

[Register as a new user](#)
[New user? Forgot your password?](#)

VinciWorks

whatever they may be.


VinciWorks LMS

Learning starts here



USER LOGIN

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LOGIN

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(It even comes in green)

VinciWorks LMS
Learning starts here

GREENPEACE

USER LOGIN

 Username

 Password

LOGIN

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[New user? Forgot your password?](#)

VinciWorks

Secure password management

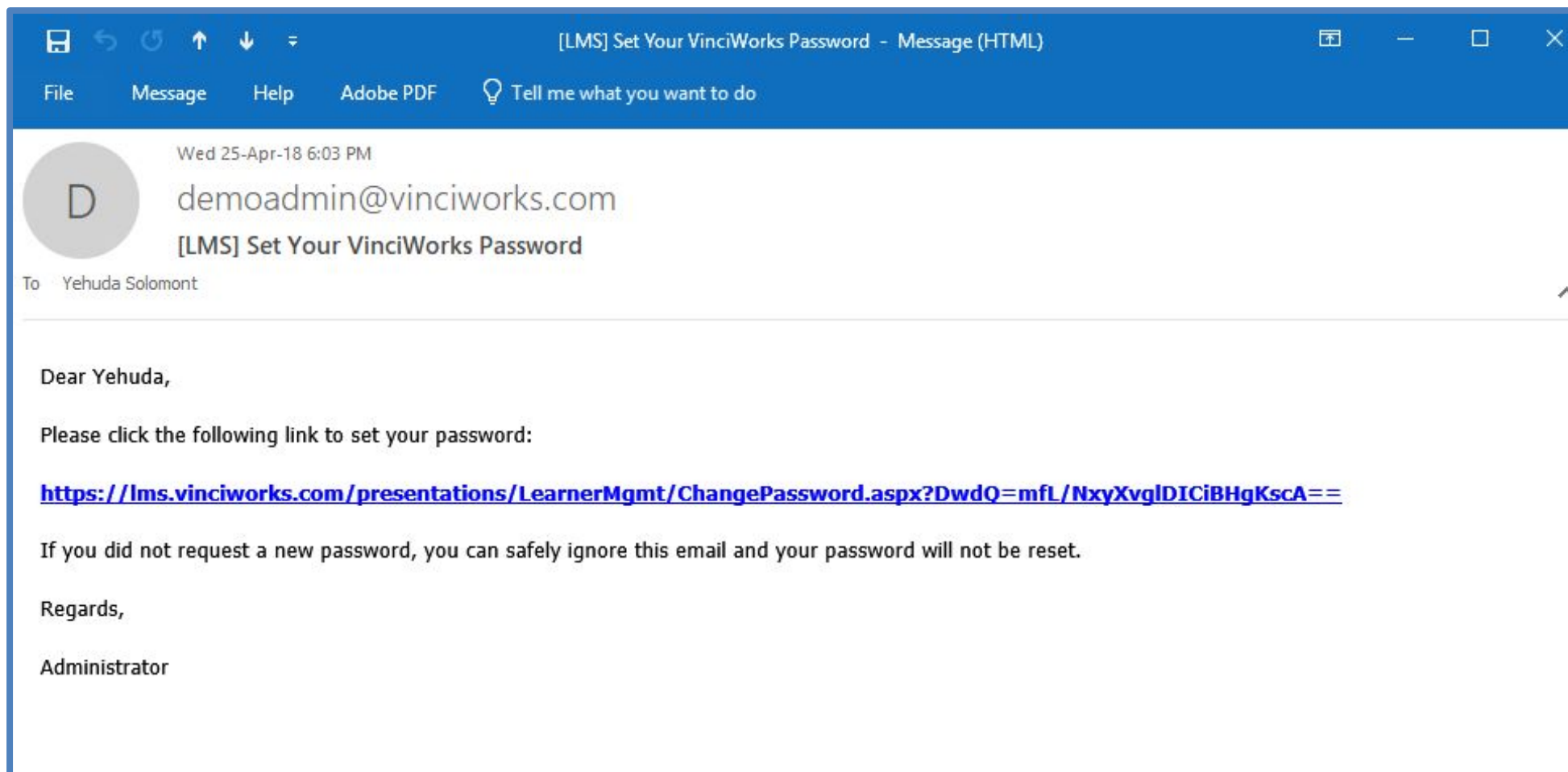
- Passwords are not sent out in system emails
- Clicking “forgot password” will send a password reset link
- You can choose to force all users to do a password reset as part of the upgrade
- Customisable password rules to match firm policy:

Passwords must contain:

Both uppercase and lowercase characters:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Numerals:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Special characters:	<input type="radio"/> Yes <input checked="" type="radio"/> No
A minimum number of characters:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Specify number of characters:	<input type="text" value="8"/>

- No change for firms using Single Sign-On

Secure password management



Learning Management System

Basic

Training administration

- Basic learning management system
- Administrator access to manage all users and course enrolments
- User course tracking
- Flexible dynamic reports
- White-glove customer support and setup

Professional

Compliance and automation

All Basic features +

- Nagware to automatically chase non-compliant staff
- Smart groups to automatically enrol people in appropriate courses
- Upload third-party courses
- Customisable emails and certificates
- HR System Integration
- Active Directory Integration

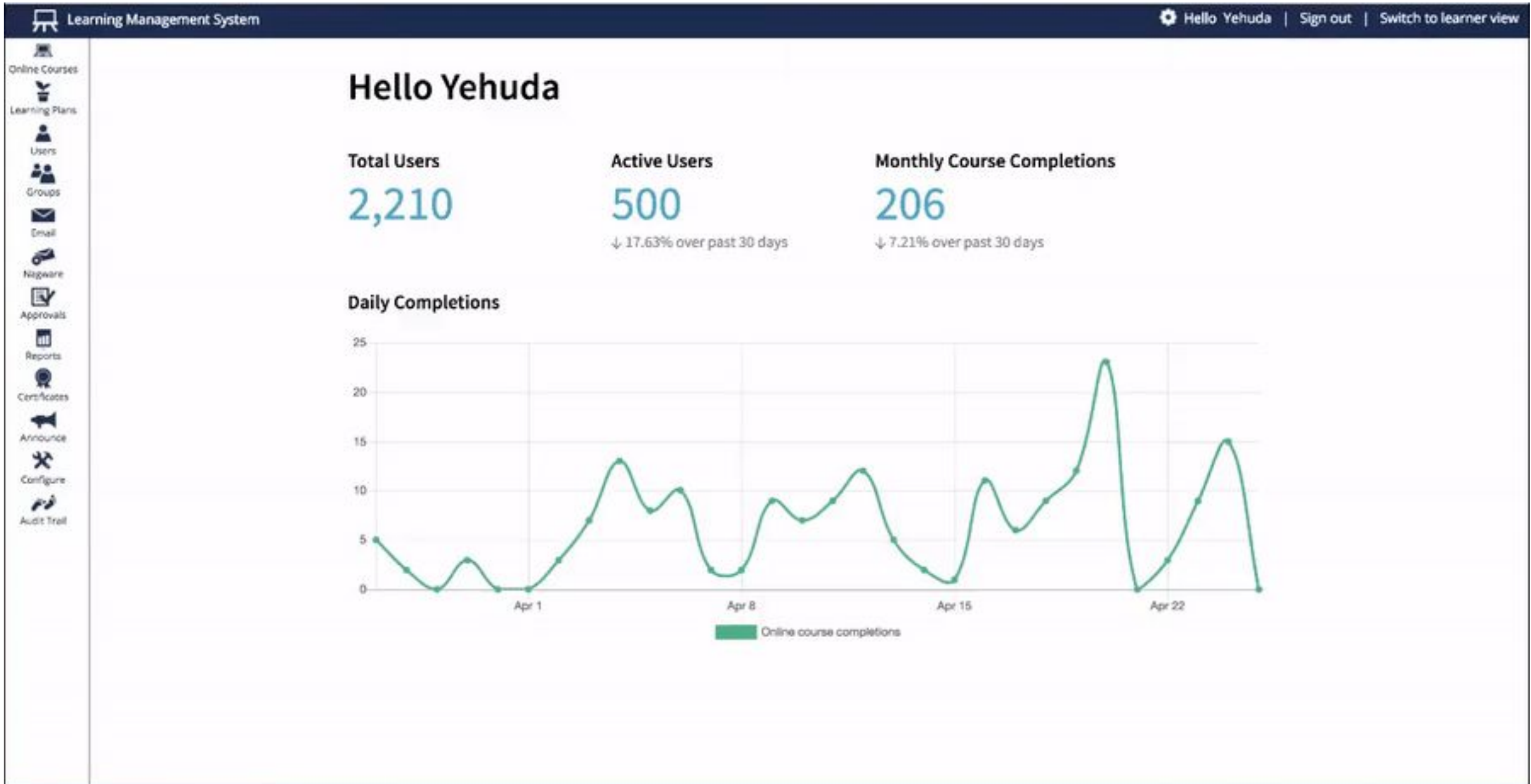
Enterprise

Total training solution

All Professional features +

- Classroom training
- Invitations and booking
- Calendars and reminders
- Outlook calendar integration
- Easy import from existing LMS
- Check firm-wide compliance at a glance
- Learners can see their accreditation status

Administrator dashboard



Administrator dashboard

- Online Courses
- Offline Activities
- Learning Plans
- Users
- Groups
- Email
- Nagware
- Resources
- Approvals
- Reports
- Certificates
- Announce
- Configure
- Audit Trail

Hello Demonstration

Total Users

548

Active Users

4

↑ 33.33% over past 30 days

Monthly Course Completions

2

↓ 84.62% over past 30 days

Daily Completions



Learner dashboard

VinciWorks

LOGGED IN AS: Adam Sinclair

ADMIN LEARNER

MY ACTIVITIES

LOG COMPLETED ACTIVITY

MY ACCREDITATIONS

HELP

My Activities DISPLAY: UPCOMING SORT: A-Z List View | Grid View 4 Search...

Upcoming

GDPR learning plan Compliance > GDPR

LEARNING PLAN	DATE ENROLLED 01/25/2017	PROGRESS 57/114
ENROLLED	The General Data Protection Regulation (GDPR) will officially come into force on 25 May 2018.	

Cyber Security: Practical Applications Compliance

ONLINE COURSE	DURATION 30 min	LAUNCH
NOT STARTED	A company's cyber security is only as strong as its weakest link.	LEARN MORE

Introduction to IT Services at the Firm Onboarding > Classes

INSTRUCTOR LED	DATE 01/16/2017 TIME 15:00 LOCATION London	UNENROL
NOT STARTED	Meet the IT staff and get an overview of how best to utilize IT Services at the Firm.	DETAILS

< Aug 2017 >

SUN	MON	TUE	WED	THU	FRI	SAT
30	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	31	1	2	3

Accreditation Status
VinciWorks
Status: Started

24 Credits Required
6 Completed
 25%

Accreditation Status
Scotland CPD
Status: Started

16 Credits Required
8 Completed
 50%

Accreditation Status

Notifications

VinciWorks

LOGGED IN AS:
Yehuda

MY LEARNING

LOG COMPLETED ACTIVITY

FIND AN ACTIVITY

STATUS: All

TYPE: All

SORT: Date

VIEW:  



My Learning

Introduction to AML

LEARNING PLAN

Not Started



DATE ENROLLED
24/04/2018



Cyber Security: Practical Applications

ONLINE COURSE

Not Started



VERSION
2018 training suite



DATE ENROLLED
23/08/2017

LAUNCH 

DETAILS 



You've been enrolled in a learning plan:
Introduction to AML

[See All Notifications](#)

April 2018

Mo	Tu	We	Th	Fr	Sa
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	

Learner dashboard

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Accreditation Status

Find an activity

VinciWorks

MY LEARNING » FIND A COURSE



LOGGED IN AS:

Yehuda



Switch To Admin View

MY LEARNING

LOG COMPLETED ACTIVITY

MY COMPETENCY

FIND A COURSE

SUBMIT ACTIVITY REQUEST

CONTACT SUPPORT

REPORT AN ISSUE

GDPR



8 Results Found

Online Course

GDPR Knowledge Check

NOT ENROLLED

Version: Knowledge check

Assess your GDPR comprehension with this five minute knowledge check. There are ten questions to answer, and you will receive feedback after each ques ...

Online Course

GDPR Knowledge Check for Marketing

NOT ENROLLED

Version: Knowledge check

Assess your GDPR comprehension in relation to marketing activities with this five minute knowledge check. There are ten questions to answer, and you w ...

Online Course

GDPR: Privacy at Work

NOT ENROLLED

Version: 2018 training suite

This course, based on the General Data Protection Regulations (GDPR) combines the latest in policy and law with best practice guidelines for data prot ...

▼ Status

- Enrolled
- Not Enrolled
- Waitlisted

▼ Activity Type

- Instructor Led
- Offline Activity
- Workshop

▼ Category

- GDPR
- New Hire Training
- New Hire Training » Summer Associates

▼ Location

- Blank
- London
- New York Office

▼ Accreditation

- NY CLE

Filterable training calendar (Enterprise)

VinciWorks

My Activity Calendar DAY | WEEK | MONTH TIME ZONE (UTC -12:00) International Date Line West

LOGGED IN AS: **Demonstration** ▼

Switch To Admin View

MY LEARNING

LOG COMPLETED ACTIVITY

FIND AN ACTIVITY

CONTACT SUPPORT

REPORT AN ISSUE

< Apr 2018 >

SUN	MON	TUE	WED	THU	FRI	SAT
1 Apr	2	3	4	5	6	7
8	9	10 CDD lunch and l...	11	12	13	14
15 GDPR Advanced	16	17	18	19 Anti Money Lau...	20	21
22	23	24	25 gdpr workshop	26 Negotiation Boilerplate drafting	27 Collaborating w...	28 Microsoft Office...
29	30 June class focusi...	1 May	2	3	4	5

▼ Status

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 50%

Accreditation Status

Accreditation tracking (Enterprise)

VinciWorks

Select year 2018-2018

🔔

LOGGED IN AS:
Demonstration ▼

MY LEARNING

LOG COMPLETED ACTIVITY

MY COMPETENCY

FIND AN ACTIVITY

CONTACT SUPPORT

REPORT AN ISSUE

Scotland CPD

Total CPD hours

Completed 15/20

🔔

Due date:
31/12/2018

Verifiable CPD

Completed 3/15

🔔

Due date:
31/12/2018










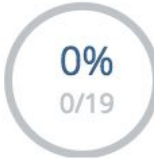
My completed activities [Add an activity](#)

Activity name	Description	Date completed	Accredited Credit Hours	Areas of Professional Practice Credit Hours	Ethics and Professionalism Credit Hours	Law Practice Management Credit Hours	Skills Credit Hours	Edit	Delete
Accepting or Rejecting Track Changes	Version: 0.0	29/01/2018 00:00:00	5	1	3	0	1	✎	Delete

April 2018

Su	Mo	Tu	We	Th	Fr	Sa
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					

Learning cards

Boilerplate drafting	GDPR: Privacy at Work	Skills Induction training
INSTRUCTOR LED Not Started	ONLINE COURSE In Progress	LEARNING PLAN In Progress
<p> DATE 27/04/2018</p> <p> TIME 14:30-16:30</p>	<p> VERSION 2018 training suite</p> <p> DATE ENROLLED 05/04/2018</p>	<p> DATE ENROLLED 01/02/2018</p>
<p>UNENROL </p>	<p>LAUNCH </p>	<p>PROGRESS</p>
<p>DETAILS </p>	<p>DETAILS </p>	<p> 0% 0/19</p>

Learning Plans

Induction training

Required learning path for all new inductees. Includes information on internal procedures and basic

COMPLETED 

Display Screen Equipment Risk Assessment

ONLINE COURSE



VERSION

1.0



DATE COMPLETED

19/11/2014

LAUNCH 

DETAILS 

 COMPLETED

IN PROGRESS 

Anti-Money Laundering: Know Your Risk

ONLINE COURSE



VERSION

2018 training suite - NEW

LAUNCH 

DETAILS 

IN PROGRESS



DATE ENROLLED

14/11/2017

IN PROGRESS 

Anti-Bribery: Know Your Deal

ONLINE COURSE



VERSION

2018 training suite - NEW

LAUNCH 

DETAILS 

IN PROGRESS



DATE ENROLLED

17/01/2018

NOT STARTED 

Diversity: A Practical Overview

ONLINE COURSE



VERSION

2018 training suite



DATE ENROLLED

25/04/2018

LAUNCH 

DETAILS 

NOT STARTED

Creating a Learning Plan

Learning Management System Hello Yehuda | Sign out | Switch to learner view

Add Learning Plan * Indicates a required field

- Online Courses
- Learning Plans**
 - List All Learning Plans
 - Add New Learning Plan
 - Duplicate Learning Plan
 - Edit Learning Plan
 - Enrol Users in Learning Plan
 - Unenrol Users from Learning Plan
 - Enrol Groups in Learning Plan
 - Unenrol Groups from Learning Plan
- Users
- Groups
- Email
- Nagware
- Approvals
- Reports
- Certificates
- Announce
- Configure
- Audit Trail

Learning Plan Name: *

Description:
Design HTML Preview
Words: 0 Characters: 0

Category:
[Add New Category](#)

Target Audience:

Sequential: No Yes

Creating a Learning Plan - drag and drop

▶ Edit Learning Plan : Induction training * Indicates a required field

Settings **Courses** Users Groups

Available Courses & Learning Plans

All

Name	Type	Duration
<input type="checkbox"/> Anti-Money Laundering: A Practical Overview (Hong Kong)	Online	01 hour
<input type="checkbox"/> US Client Due Diligence for International Matters	Online	30 minutes
<input type="checkbox"/> AML 360	Online	20 minutes
<input type="checkbox"/> AML 360 for Hong Kong	Online	30 minutes
<input type="checkbox"/> AML 360 for Sweden	Online	30 minutes
<input type="checkbox"/> AML 360 for Accountants	Online	20 minutes
<input type="checkbox"/> Anti-Money Laundering: Know Your Risk	Online	40 minutes
<input type="checkbox"/> AML 360 (Cyprus)	Online	20 minutes

Learning Plan:
Induction training

Name	Type	Duration
No records to display.		
Anti-Money Laundering: Know Your Risk	Online	40 m

Creating a Learning Plan - enrol users or groups

Learning Management System Hello Yehuda | Sign out | Switch to learner view

Online Courses
Learning Plans
Users
Groups
Email
Nagware
Approvals
Reports
Certificates
Announce
Configure
Audit Trail

Edit Learning Plan : Induction training * Indicates a required field

Settings **Courses** Users Groups

Available Courses & Learning Plans Learning Plan:

All

Name	Type	Duration
GDPR training	Le	
GDPR: The Basics	O	
GDPR: The Basics	O	
GDPR: Privacy at Work	O	
GDPR: Privacy at Work	O	
Six Principles of Data Protection	O	
Display Screen Equipment Risk Assessment	O	
_VinciWorks Demo	O	
SRA Competence Statement (PDF)	O	
Drafting: Structure of Legal Documents HK	O	
Manual Handling Risk Assessment	O	
Six Principles of Data Protection	Online	05 minutes
Financial Crime 360	Online	40 minutes
Stress at Work Risk Assessment	Online	15 minutes
Slips, Trips & Falls Risk Assessment	Online	05 minutes

Who would you like to enrol in this learning plan?

Enrol Users

Enrol Groups

Changes saved successfully. X

Save And Enrol Save And Close Cancel

Name	Type	Duration
...ring: Know Your Risk	Online	40 minutes
...Your Deal	Online	45 minutes

Updated Groups interface


- Online Courses
- Offline Activities
- Learning Plans
- Users
- Groups
- Email
- Nagware
- Resources
- Approvals
- Reports
- Certificates
- Announce
- Configure
- Audit Trail

1 Group Details

Group Name: *

Description:

2 Who should be included in this group?

 Profile1

Users whose:

Department Includes

AND

Date Added After

I want to add group members individually

Members

Groups conditions - before and after

CLMS 5:

Condition:


and or **Add**

```
Department = Finance and Date Added >'01/04/2018' or  
Department = General Support and Date Added >'01/04/2018'  
or Department = Human Resources and Date Added  
>'01/04/2018' or Department = Marketing and Date Added  
>'01/04/2018'
```

Clear Conditions

LMS 6:

2 Who should be included in this group?

 Profile1

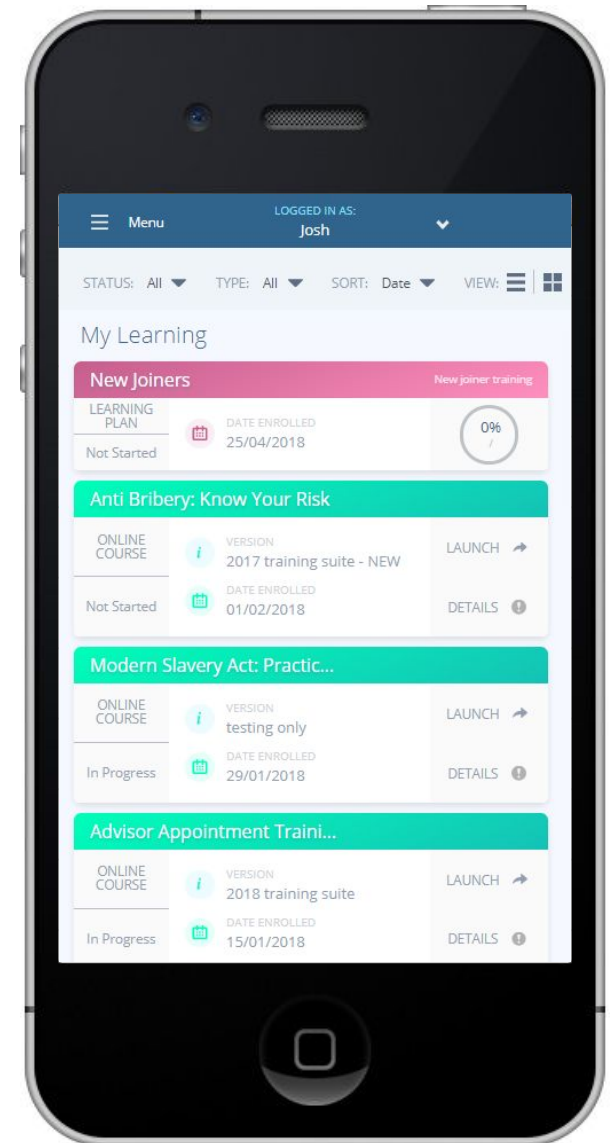
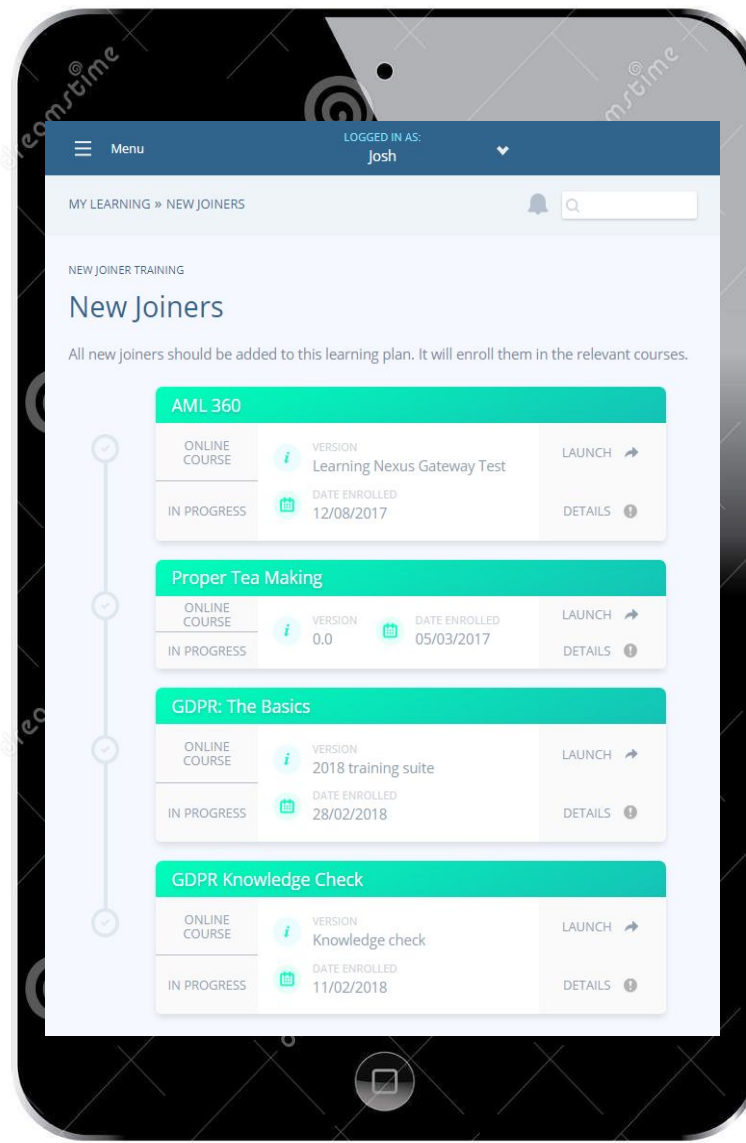
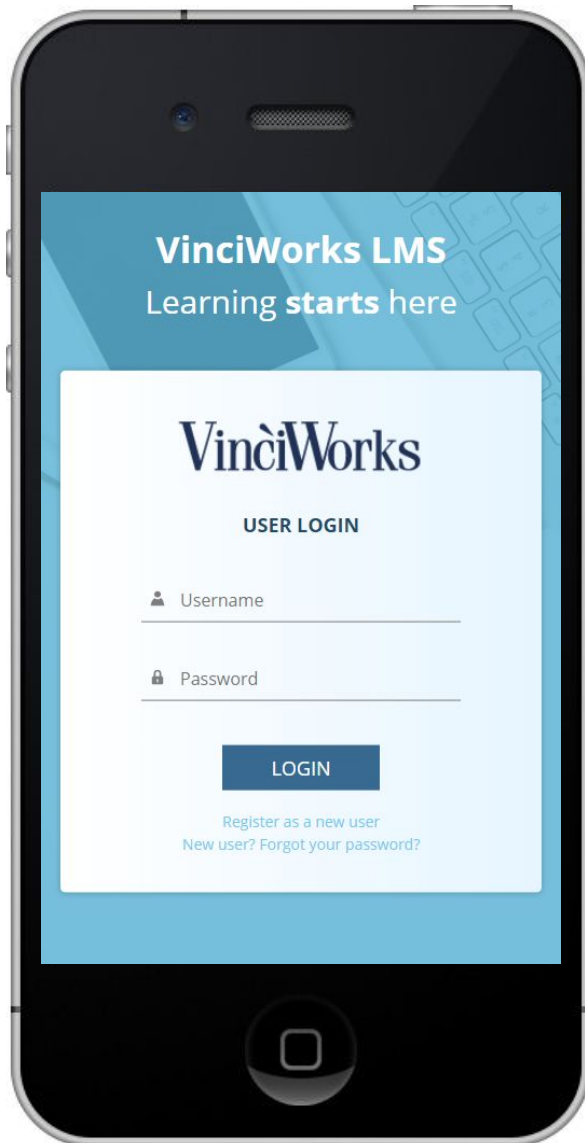
Users whose:

Department Includes

AND

Date Added After 01/04/2018 **+ Add criteria**

Responsive for mobile devices



LMS 6 vocabulary

- CLMS > LMS
- “Learning cards” instead of “View My Courses”
- No more “Play button”
- No more “Exit Course button”
- Passwords are not sent in emails

Version comparison

Basic

- New interface

Professional

- New interface
- Enhanced *Group Builder*
- Learning plans
- Add a video course

Enterprise

- New interface
- Enhanced *Group Builder*
- Learning plans
- Add a video course
- Training calendar
- Enhanced activity search
- Accreditation manager

Internal communication plan

Example:

You will notice the new system interface when you log in to complete your training. As part of the new system, you will be asked to choose a new password after logging in. After entering your new password, you will see learning cards with the training that you need to complete. Click the “Launch” button to start the training.

[Click here to learn more about the system](#)

VinciWorks

VinciWorks Learning Management System

http://vinciworks.com/demonstrations/lms/LMS_demo.html