

Creating a New Course

From the main screen of the Courses module, you can easily create a new course by simply clicking on the "CREATE" button located at the top left.

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LIST

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+ Create

Other

Filter Corsi Assigned To All

Showing 1 - 5 of 5

<input type="checkbox"/>	Action	Assigned To	Course title	Courses Status	Course Date	Leads Contacted	Leads Confirmed	Contacts Contacted	Contacts Confirmed	Number of invitations read by Customers
<input type="checkbox"/>		formazione.vtenext@gmail.com (Bruce Wayn...	Corso CRM	Performed	28-02-2022	0	0	0	0	0
<input type="checkbox"/>		formazione.vtenext@gmail.com (Bruce Wayn...	Corso di Chimica	Performed	28-02-2022	0	0	0	0	0
<input type="checkbox"/>		formazione.vtenext@gmail.com (Bruce Wayn...	Corso di Informatica	In definition	18-03-2022	0	0	0	0	0
<input type="checkbox"/>		formazione.vtenext@gmail.com (Bruce Wayn...	Corso di Informatica	In definition	28-02-2022	0	0	0	0	0
<input type="checkbox"/>		formazione.vtenext@gmail.com (Bruce Wayn...	Corso Primo Soccorso	Performed	28-02-2022	0	0	0	0	0

Showing 1 - 5 of 5

VTENEXT 23.08.3

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Courses Module Home Page

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Course Corso di Informatica

Edit🔍🏠📁🌟🔔🔂☰

InformationsProcess GraphProcess HistoryHistory

Training Courses Management Data

Courses StatusAssigned To
In definitionformazione.vtenext@gmail.com (Bruce Wayne)
Created TimeUser creation
01-03-2022 12:31:09formazione.vtenext@gmail.com (Bruce Wayne)
Modified TimeLast modified user
01-03-2022 12:31:09formazione.vtenext@gmail.com (Bruce Wayne)

Description Information

Description

Training Courses Information

Course titleCourse Location
Corso di InformaticaSala Riunioni 5, Palazzo Grigio, Via della Valle 5, Milano
Course DateCourse Duration (hours)
18-03-20228

Training Segmentation

Addressed toCourse topics

Course TypesCourse Notes
--Nobody--

Leads Statistics

Leads ContactedLeads Confirmed
00
Number of invitations read by LeadsLeads who attended the course
00

Contacts Statistics

Contacts ContactedContacts Confirmed
00
Number of invitations read by contactsContacts who attended the course
00

Contacts Statistics

Contacts ContactedContacts Confirmed
00
Number of invitations read by contactsContacts who attended the course
00

Companies Statistics

Clients ContactedNumber of invitations read by Customers
00

General Statistics

ContactsSubscribed 🇬🇧
00
Participants 🇬🇧Total invitations read
00

Talks
Start a new talk🗣️

Shortcuts

TalksNotes

Relations

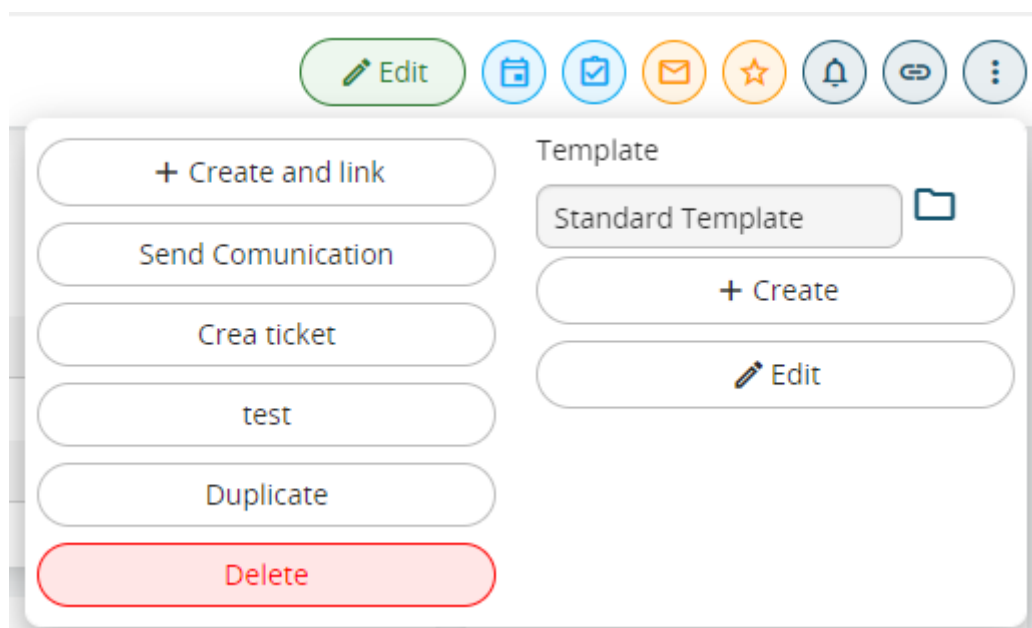
TeachersDocumentsActivitiesMessagesContactsLeadsAccounts

First, you need to enter all the necessary information for setting up the Course, such as the Course Title, Location, Date, Duration, Topics to be covered, Course Type, Target Audience, etc. Note that there are some sections with fields that cannot be manually filled in, as they are controlled by the module's automation (we will go over these in detail later).

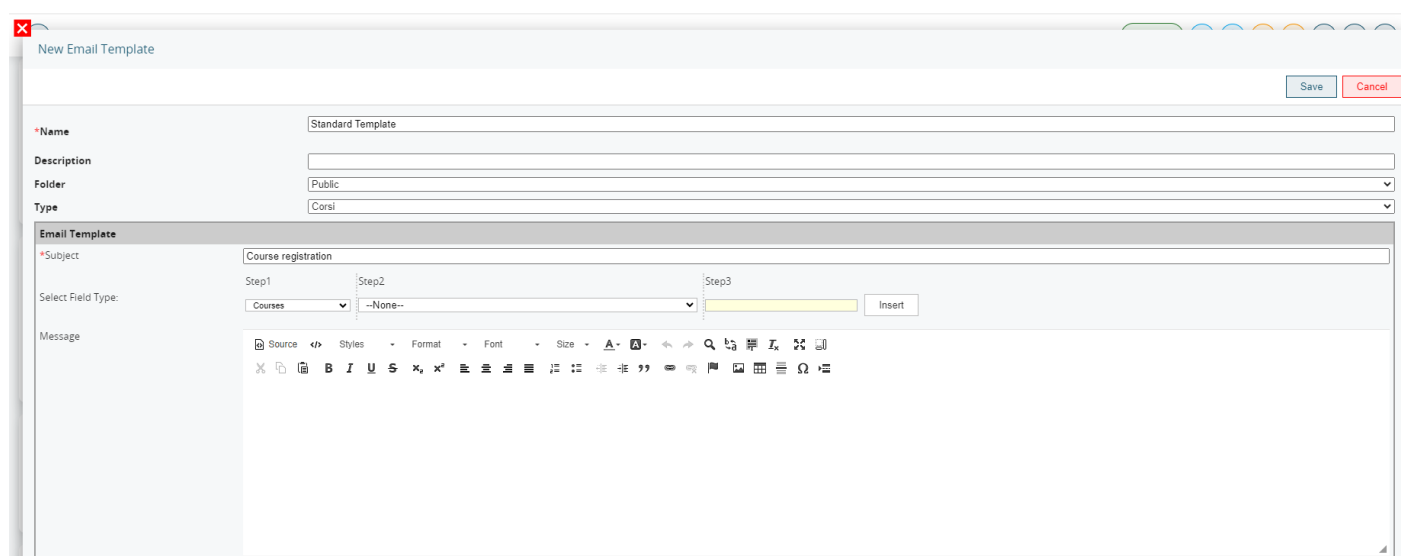
It is important to configure the dropdown menus mentioned earlier (such as Target Audience, Course Topics, Course Type) under SETTINGS > STANDARD PICKLIST EDITOR. This allows for maximum customization of the module based on specific needs. There is also the option to add additional fields as needed and create display rules using conditional fields, depending on the course type chosen (standard configuration in vtenext).

Creating the Communication Template for the Course

By clicking the MORE button in the top right, you can create or select a Template for the communication that will be sent to all course participants.



Details of the Popup for Choosing/Creating a Course Communication Template.

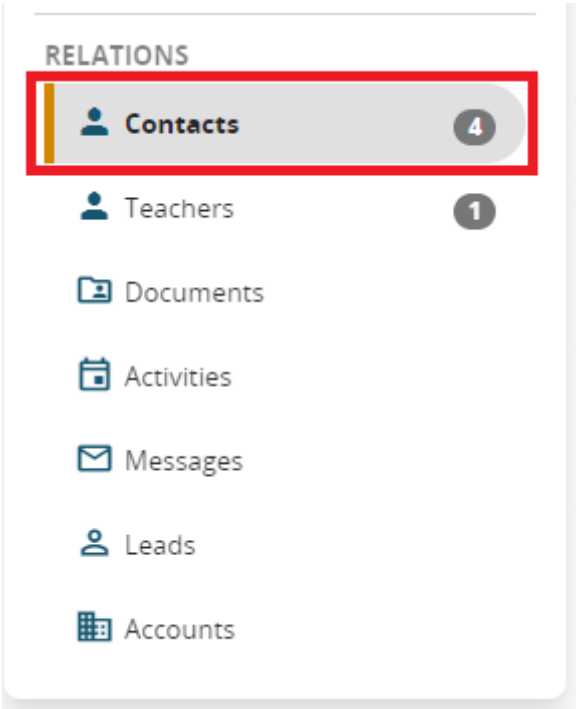


Details of the Course Communication Template Creation Screen

From this popup, you can create your own templates using the standard editor or by importing source code created on another external platform.

Selecting Participants and Sending Course Communication.

In the course details view, by clicking on the related records on the right side, such as Leads, Companies, and Contacts, you can choose a filter and import the records you want to contact.



Details of Relationships with Contacts Selected for the Specific Course

Contacts (4) · List

Showing 1 - 4 of 4

-- Select One --

Load List

Select Contacts

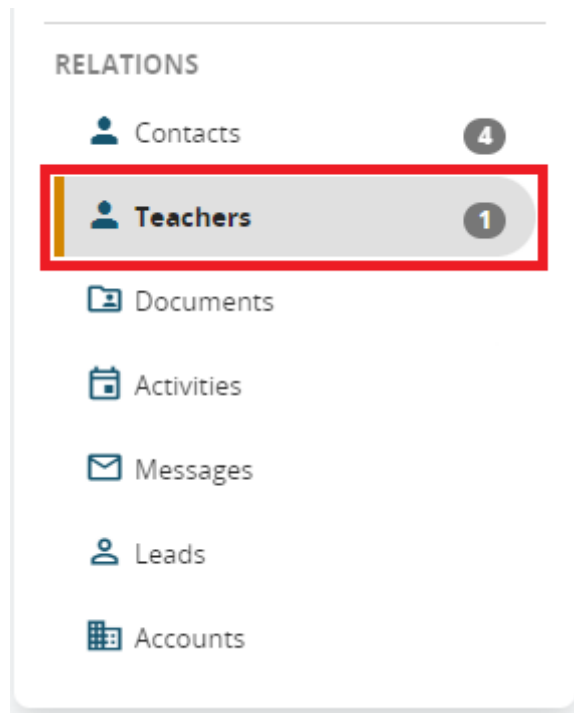
Add Contact

Action	Last Name	First Name	Email	Mobile	Account Name	Confirmed	Participated	Paid	Mail Viewed
<div><div>⊗</div><div>🔍</div></div>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<div><div>✎</div><div>✕</div></div>	Alighieri	Dante	martina.salmeri@vtenext.com		TEST MS	no	no	no	no

Details of the Related Section with Selected Records and Interaction Information

Selection of Instructors and Speakers

In the course details, by clicking on the relationships to the right concerning Instructors and Speakers, you can select from the contacts in vtenext who will be the individuals fulfilling those roles.



Detail of Relationships with Instructors and Speakers Selected for the Specific Course

T Teachers (1) - List 📌 ✕

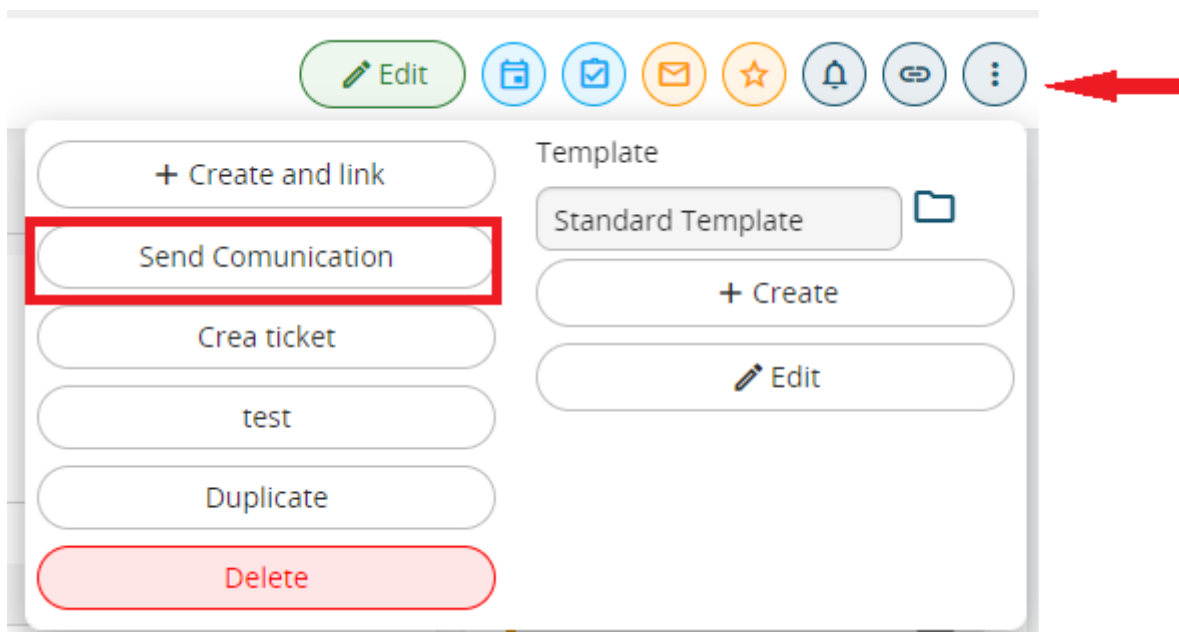
Showing 1 - 1 of 1 Select Teachers

Action	Last Name ▾	First Name	Email	Mobile	Ruolo
✕ 🔍	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
✎ ✕	Amarone	Guido	amaroneguido@gmail.com	32463841	

Detail of the Related List of Selected Records for Instructors and Speakers

Sending Course Invitation Communication

Once the participants have been selected (similar to creating a manual target), it will be necessary to send the communication, which is the email containing the invitation that all recipients will need to click to accept.



Details for Sending Communication to All Course Participants

By clicking the "OTHER" button in the top-right corner, you will be able to send the communication by first selecting the previously created template and then clicking the "SEND COMMUNICATION" button.

NOTE: To enable this sending, the CRM's SMTP server must be configured.

"**SEND COMMUNICATION**" opens a popup for sending multiple emails, where all the course participants' email addresses are included. Each participant will only see their own email address as the recipient and will not see the other email addresses to which the communication was sent.

A screenshot of a 'Compose' email form. At the top left, there is a 'Close' button. The title 'Compose' is centered at the top. Below the title, there is a 'Send Mode' section with two radio buttons: 'Single' (selected) and 'Multiple'. To the right of this is a 'Subject' field. Below the 'Send Mode' section, there is a 'From' field with the value '"formazione.vtenext@gmail.com"<formazione.vtenext@gmail.com>'. Below the 'From' field, there is a 'To' field with three recipient names: 'Baroni Simone', 'Anselmo Simone', and 'Alighieri Dante'. Each name has a blue 'X' icon next to it. To the right of the 'To' field, there is a blue circular icon with a white 'X'. Below the 'To' field, there is a 'Cc' field. To the right of the 'Cc' field, there is a blue circular icon with a white 'X'. At the bottom left, there is a link that says 'Add Bcc'. On the right side, there are two dropdown menus: 'Font' and 'Size'.

How the Courses Module Works


Once the communication is sent, the selected records will receive an email. When the email is opened, the value **MAIL VIEWED** will change from "no" to "yes." The email also contains a link that, when clicked, allows the CRM to record this data and change the value of the **REGISTERED** column from "no" to "yes."



The other two values, **PARTICIPATED** and **PAID**, need to be managed manually by flagging the appropriate fields to indicate the participant's attendance and payment status for the course.

Legend for Columns in Related **LEADS, COMPANIES, and CONTACTS**

Registered	when the recipient of the course communication email clicks on the link in that email, the value changes from NO to YES
Attendend	it is used for taking attendance; the instructor will be responsible for changing the value from NO to YES
Paid	when the administration reports that the course participant has made the payment for the registration, the value should be changed from NO to YES
Mail Viewed	when the recipient of the course communication email opens the received email, the value changes from NO to YES

To modify the flags, you need to click on the related list of Contacts / Leads / Companies. Once the list appears, double-click on the flag you want to modify:

 **Contacts (4)** - List











Showing 1 - 4 of 4

-- Select One --

Load List

Select Contacts

Add Contact

Action	Last Name	First Name	Email	Mobile	Account Name	Confirmed	Participated	Paid	Mail Viewed
 	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
 	Alighieri	Dante	martina.salmeri@vtenext.com		TEST MS	no	no	no	no
 	Anselmo	Simone	simone.anselmo@lanservice.it			no	no	no	no
 	Bacco	Gino			Bacanai	no	no	no	no
 	Baroni	Simone	simone.baroni83@gmail.com			no	no	no	no

You will be given the option to modify the value and then save the change:

Confirmed	Participated	Paid	Mail Viewed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
no	no	sì	no
no	no	<input type="checkbox"/>	no
		<div>Salvao Annulla</div>	
no	no	no	no

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