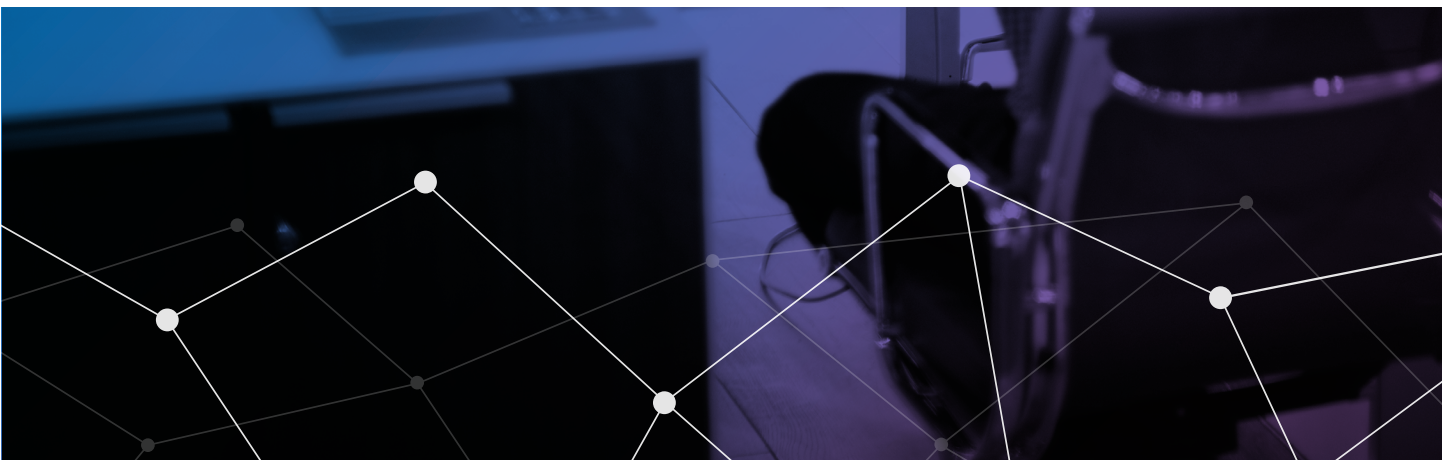




# SumTotal LMS Administration

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Earthly helps you maximize the business value of your SumTotal LMS



# Overview

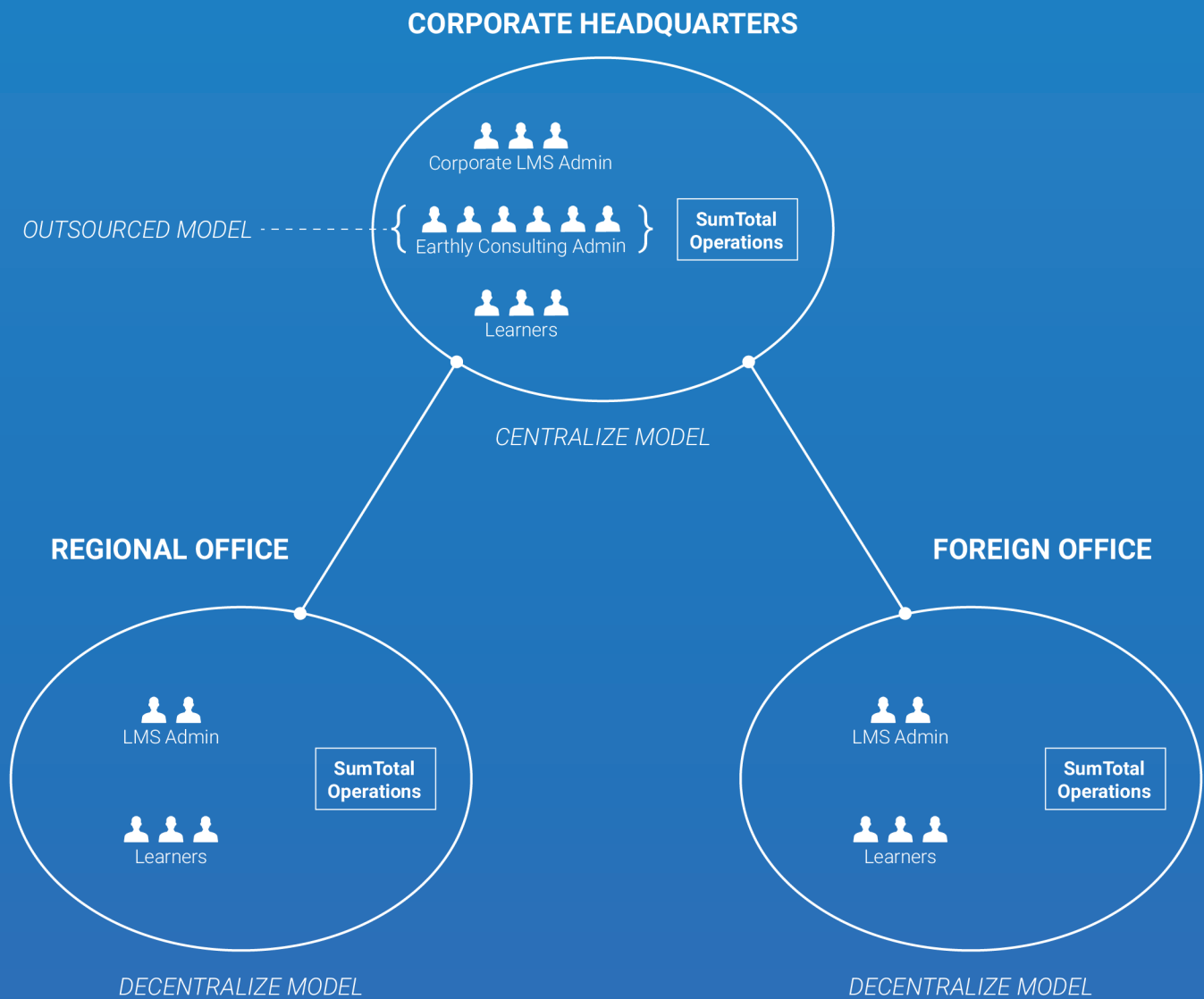


At Earthly, our administration services provide ongoing support for all your SumTotal LMS needs. Our administration team works closely with your business owners and subject matter experts to address your ongoing support needs. This ensures your internal resources are able to put more focus on strategic roles, while your regular time intensive functions are externalized.

Earthly recommends the Hybrid Administration Model to meet your current L&D needs. This Model also anticipates your future needs, enhances all parts of your SumTotal environment, and drives maximum ROI. Our administrators make sure SumTotal delivers results you can see and sustain.

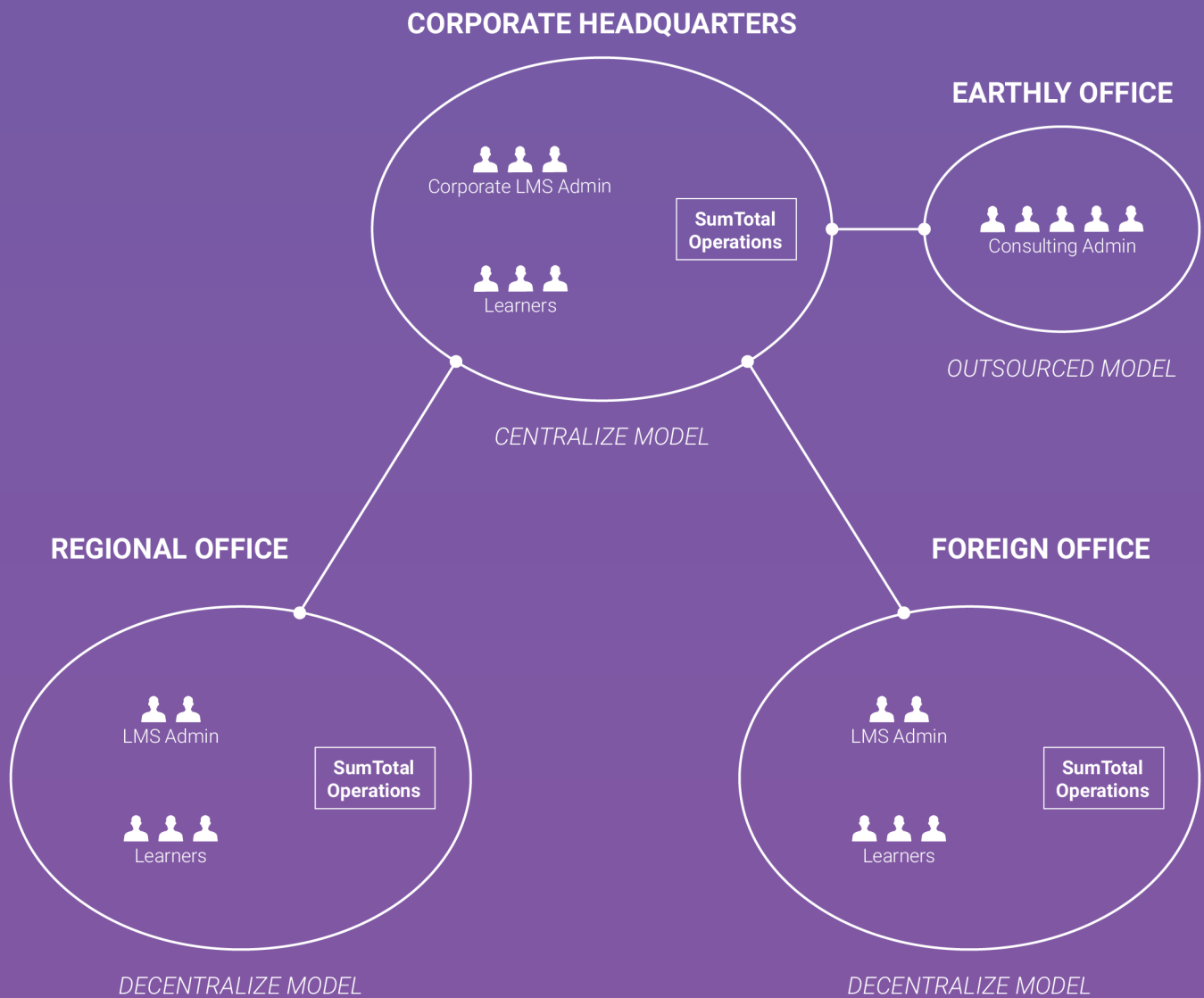
# Hybrid Administrative Model

ONSITE



# Hybrid Administrative Model

OFFSITE





# LMS Administration

Earthly can handle any level of administrative tasks, along with other time-consuming activities, at an affordable price. We know how to cut administrative costs, increase service quality, and shift fixed costs. This allows you the time and money to concentrate on your business-critical goals and objectives.

Earthly has a team of high-quality professionals who are ready to help you with anything you need 24/7. We have worked to create an admin center that can effectively provide all your needed solutions. Our administrators have the knowledge and experience necessary to make certain that you are not just getting the job done, but that it is getting done correctly in less time.

## LMS Administration Levels

1	System Administration	Configuration	User management	Organization management	DSU & TMU data migration	AR configuration and run reports
2	Domain Administration	Perform actions in one particular domain	Manage audiences	Notifications	Assign training	Schedule and run reports
3	Training Administration / Learning Activity Administration	Build and revise LMS curricula	Class roster management	Activity notifications	Training governance initiatives	Training communication
4	Content Administration / LCMS Administration	Initial course setup	Courseware development	Content updates	Manage content knowledge and documents	Creating tests and questionnaires
5	Mobile Administration	Mobile web & app configuration	Mobile push notifications	Mobile course management	Assign training	Mobile app content development
6	Learner Support	Troubleshoot and respond to learners' incidents	Help desk FAQ's	Roll out announcements	Validate LMS patches and upgrades	Communicates learning plan changes and updates to LMS support staff

SumTotal Administrators are available both onsite and offsite at a low monthly price to help you with all your SumTotal Administration needs.

For ongoing maintenance of user management, roster management, catalog management, etc., we offer full-time or part-time SumTotal administrator both onsite and offsite.

# Benefits



Our experienced professionals work as an extension of your team and are always on-call to provide solutions to any problems or issues you may encounter.

Additional benefits associated with using Earthly's services include:

- *Easily maintain and manage users*
- *Quickly generate and distribute all types of reports*
- *Translate your specific needs into effective operations within your LMS*
- *Efficiently create and modify reports*
- *Proficiently communicate with stakeholders regarding hotfixes, new release updates, and impacts*
- *Rely on Earthly's best practices and experience with how your LMS works*
- *Serve as Subject Matter Experts and advise other administrators on learning development processes*
- *Use Earthly Accelerators to automate the tasks*



## Why Earthly?

- Historical relationship
- Cultural alignment
- Technical expertise, specifically in SumTotal
- Opportunity to interview our team during selection
- Commitment to delivering and supporting SumTotal.
- Leverage SumTotal platform by extending with Earthly accelerators, best practices and leading practices.

We offer an innovative, time-saving and cost-effective approach to realize the highest value and continuous improvement from your SumTotal LMS. With mature Post Production Services, we create customers for life and deliver ground breaking success with SumTotal LMS.

For general or sales requests, you can email us at: **[info@earthlysystems.com](mailto:info@earthlysystems.com)**

To speak with a sales professional, call: **+ 1 805-308-2942**

*To learn more about SumTotal Learn Post Production Services, contact an Earthly sales representative or visit:*

**[www.earthlysystems.com](http://www.earthlysystems.com)**