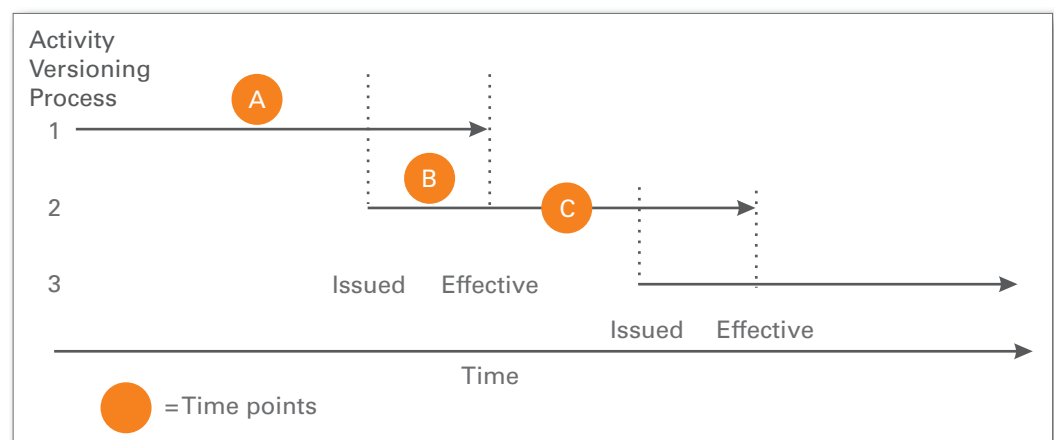


The pace of change in knowledge and learning management can be relentless. Administrators face the difficult task of trying to manage multiple versions of content, workflows, and reporting within an organization. TotalVersioning relieves the administrative burden around tracking multiple versions by automating the control and lifecycle of learning activity versions. Working with TotalLMS, version 7.5, this product links multiple versions of a learning activity together with automated workflows and notifications.

## Benefits

- Automatically notify users when a new version is available
- Reduce administration time required to duplicate learning activities in the system
- Reduce the potentially enormous amount of effort required by managers, HR and training to track and ensure completion of training
- Easily track versions and required training
  - Track versions of learning activities at all lifecycle stages: Draft, Issued, Effective and Retired
  - Track whether re-training is required for a particular version change
  - Track the dates by which learners must complete training or retraining
  - Track what versions have been taken by each learner

This diagram shows how TotalVersioning saves time and reduces administrative burdens.



# TotalVersioning™

**Time Point A** – New Learning Activity is created. Users requiring completion of this activity are assigned the activity with a specified date to complete the activity.

**Time Point B** – A new version of the activity is created. Since this new version replaces the old version, the new version has several implications depending on the user's status with the previous version.

## Completed Users on the Previous Version:

- User may be assigned this new version to complete by a specific date
- Users may be assigned and even registered in the new version
- User is waived on the new version

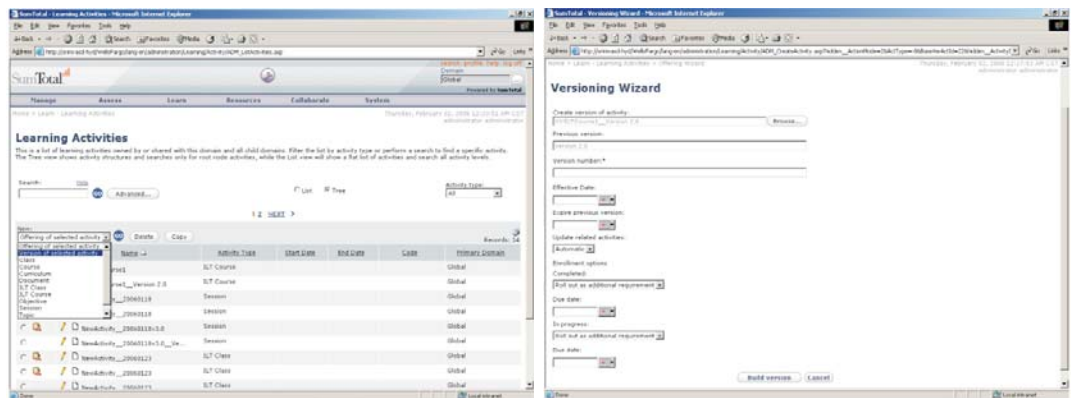
## In Progress Users on the Previous Version

- User may be assigned this new version to complete by a specific date
- Users may be assigned and even registered in the new version and cancelled in the previous version
- User is waived on the new version

## New Users (have not completed the previous version)

- User is assigned to previous version and new version
- User is assigned new version only

**Time Point C** – Only the new version of the Learning Activity is available. Users requiring completion of this activity are assigned the new activity version with a specified date to complete the activity.



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