

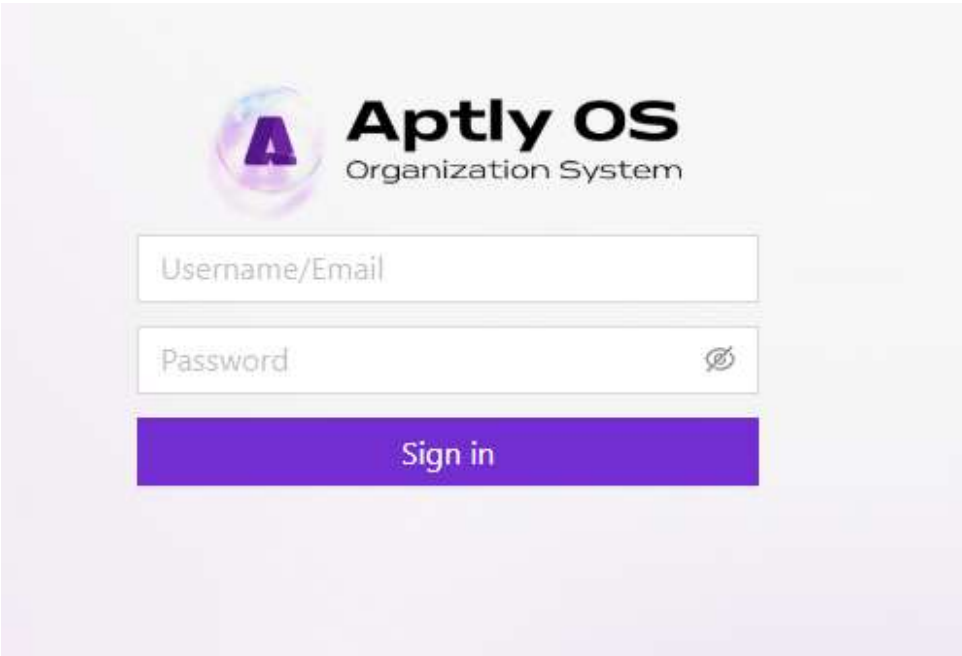
KMS user manual

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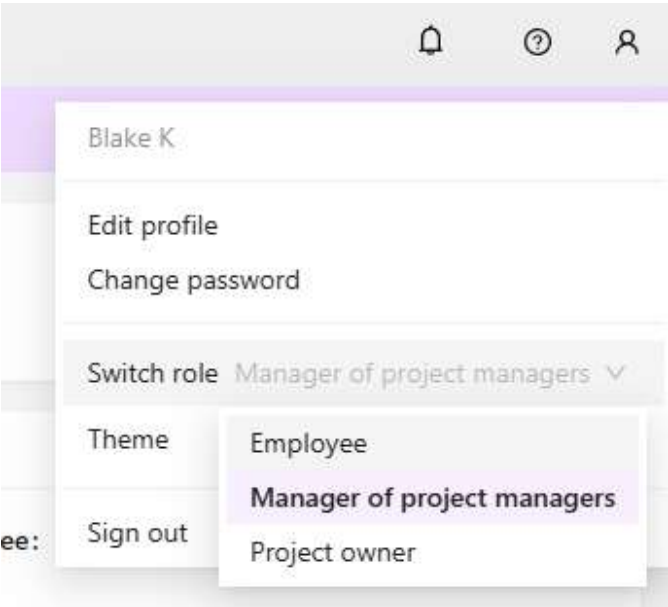
Login

Login into the application with provided email and password



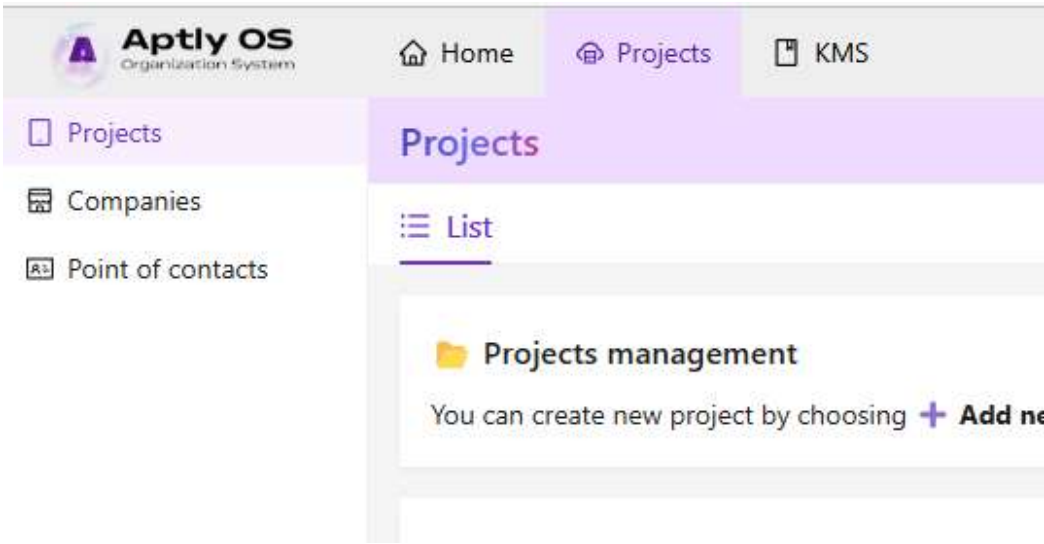
Switching role

If your account is with More than one role, you can switch between the roles from profile card



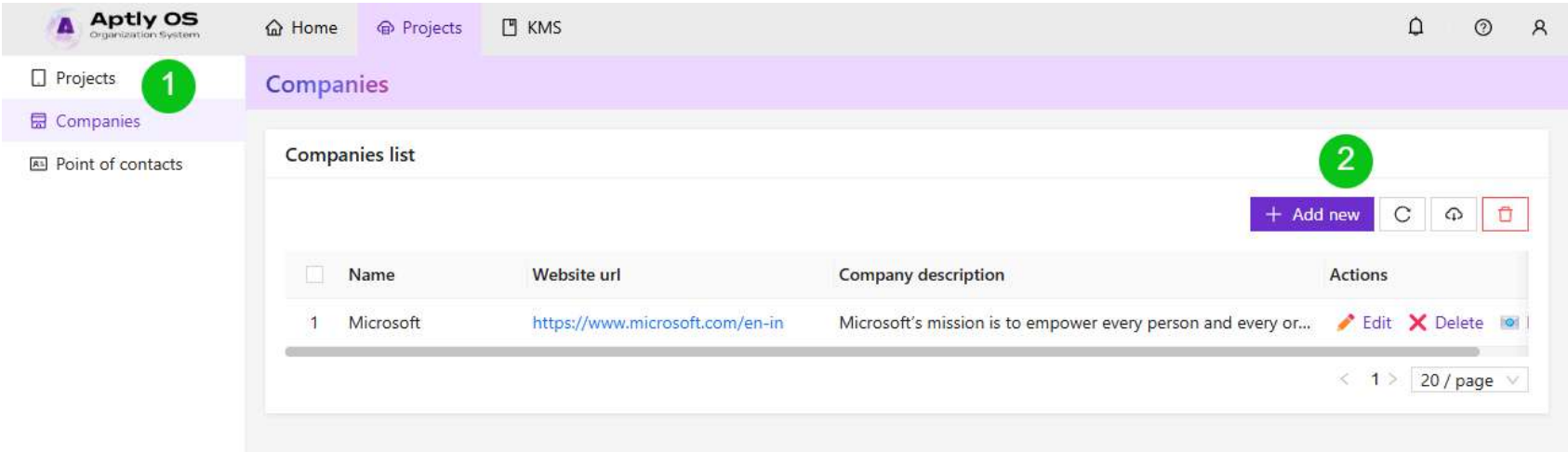
Project Management System (PMS)

You must be with Manager, owner, HR or lead role to access the Project Management System

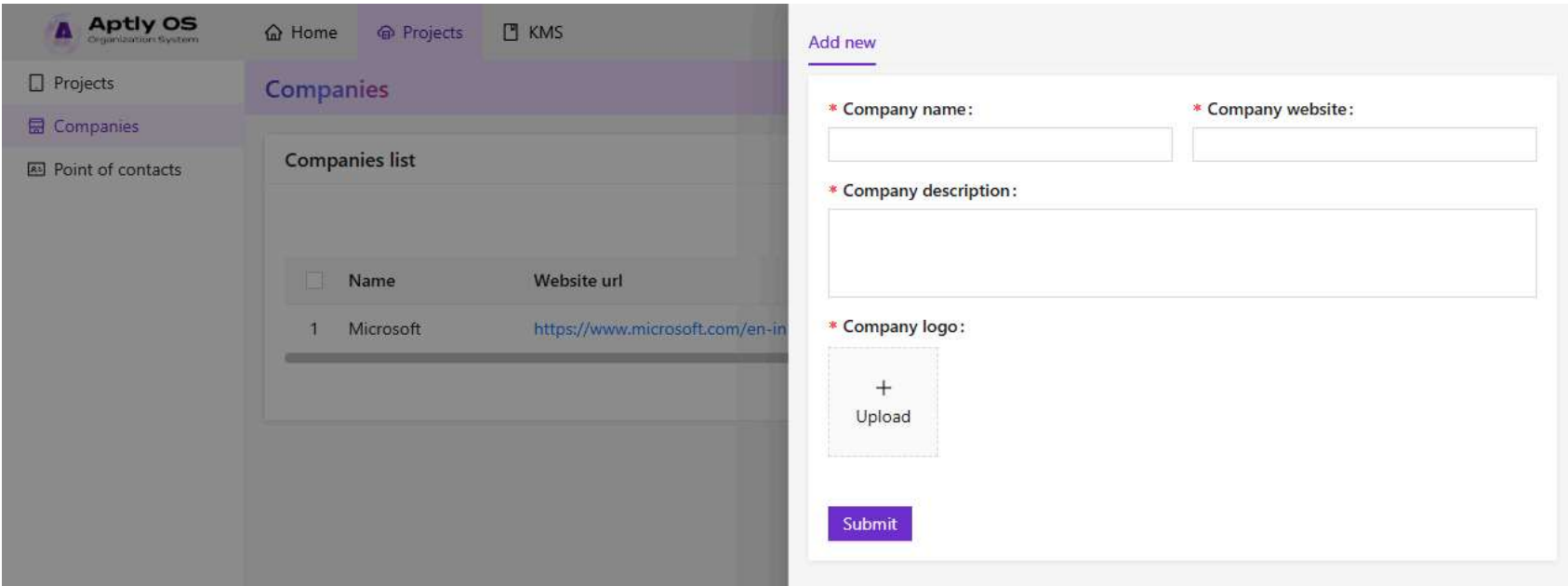


Add client company and point of contacts

From the left menu click on the the Companies menu (Pointer 1) and then click on the Add new button(Pointer 2)

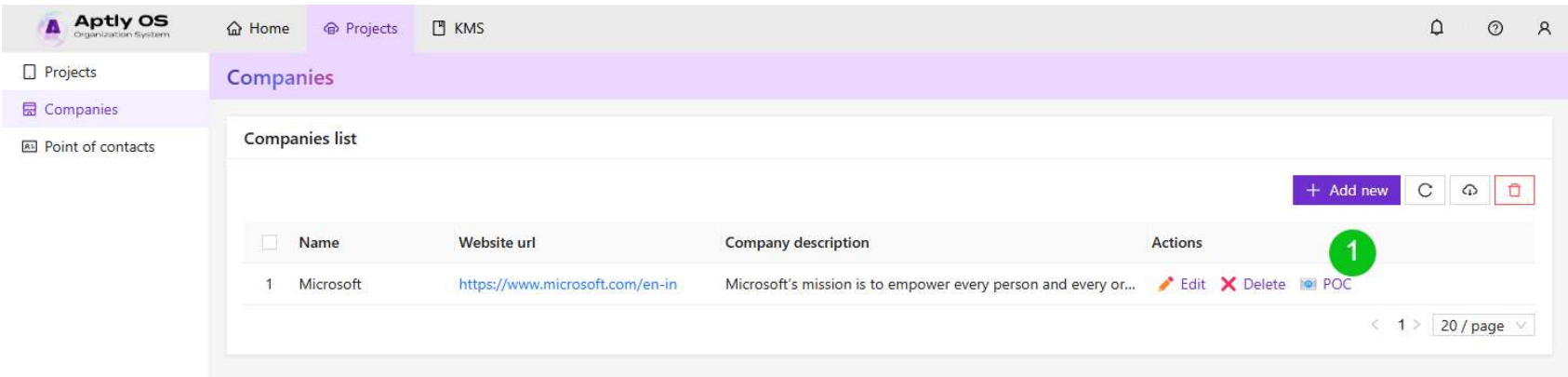


then you can get the Add new form to create new company, fill the form with required information

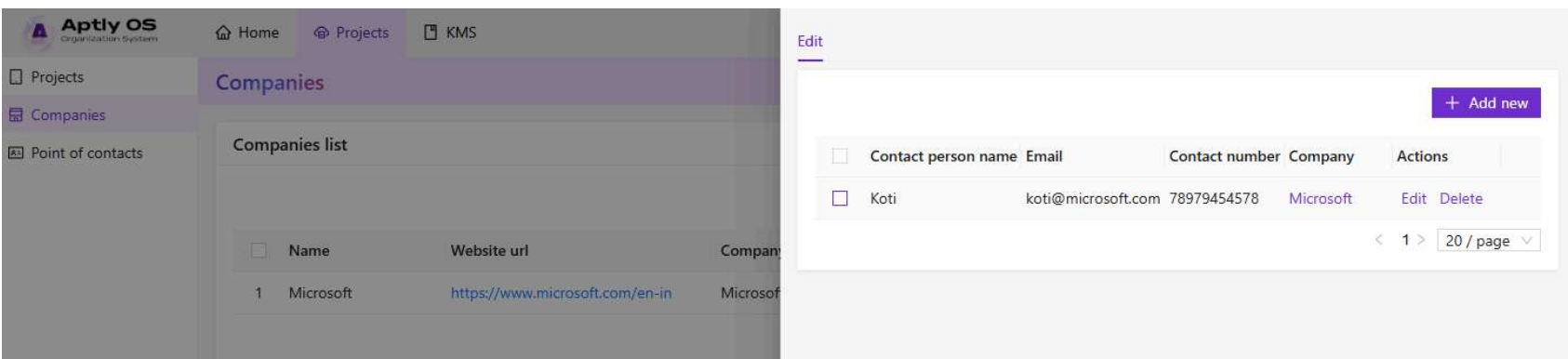


Add poc to company

To add point of contacts of the company you can click on the POC (pointer-1) from the bellow Companies listing table



you can add the exiting poc to the company or you can create new POC by clicking on Add new button



Then in the new poc form fill the details and submit

Edit

Add new

Company:

Microsoft

* Contact person name:

* Email:

* Contact number:

Submit

Add new project

To add the new project click on the Add new project button (pointer-1)

Aptly OS

Organization System

Home

Projects

KMS

Projects

Companies

Point of contacts

Projects

List

Projects management

You can create new project by choosing + Add new project button, and you can add team member to the project by choosing View of the project action

+ Add new project

☐	Project title	Project description	Company name	Project status	Point of contacts	Actions
1	Azure Geo Expansion	Azure Geo Expansion Des	Microsoft	Active	Koti	Edit View
2	DFM Copilot Improvement	DFM Copilot Improvement	Microsoft	Active		Edit View

<

1

>

20 / page

Then in the project creation form fill the required information and submit

Add new project

* Project title:

* Project description:

* Company name:

Add new

Point of contacts:

Add new

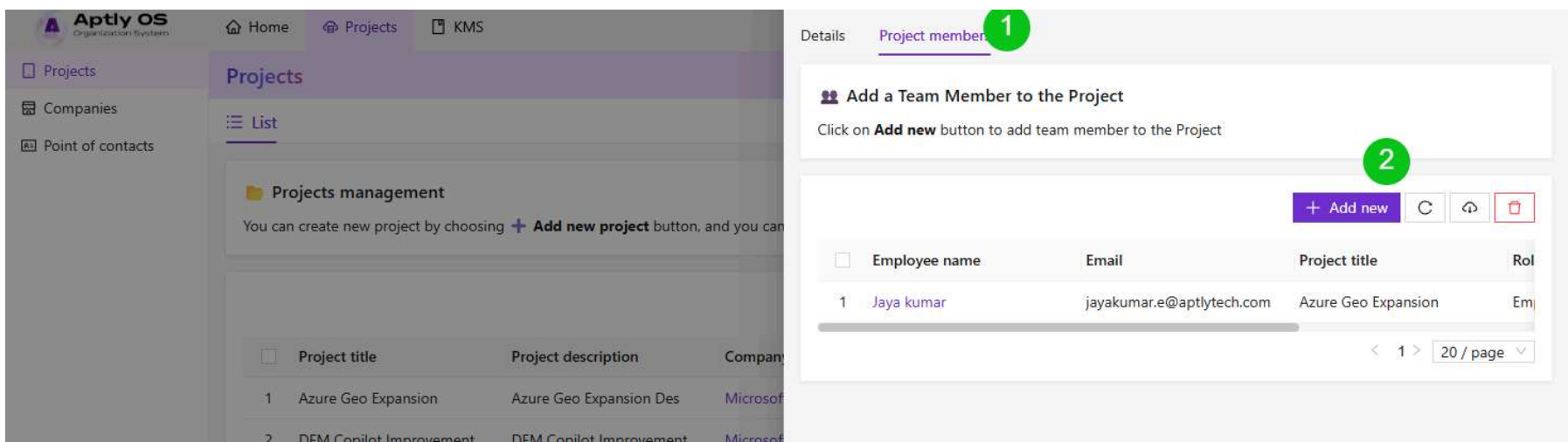
* Project status:

Active

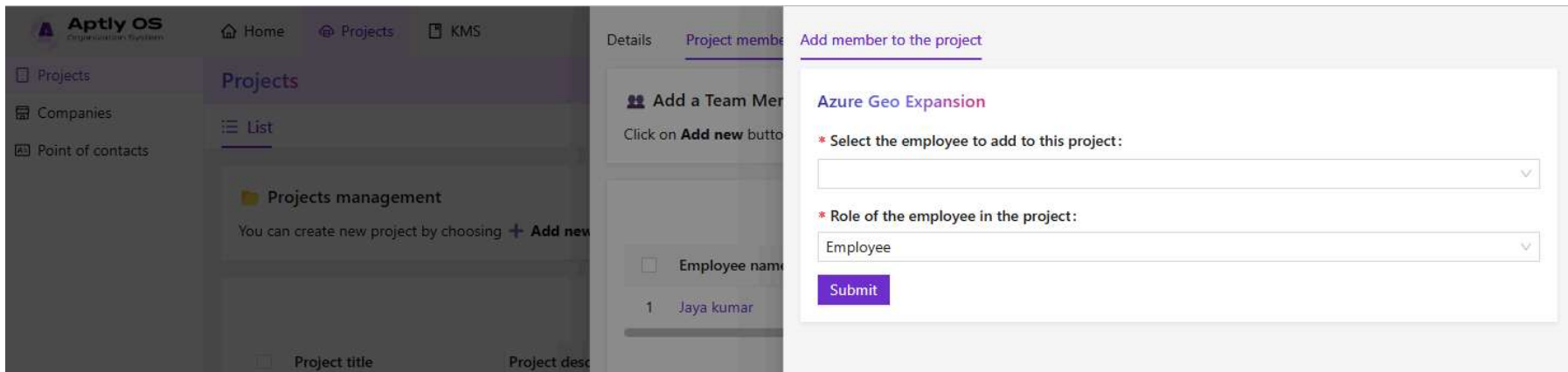
Submit

Assign employee to the project

To assign the employee to the project click on the view button in the projects listing table , then select the project member tab (pointer-1) and then click on the Add new button (Pointer-2) as shown in the bellow image



By clicking the Add new button you can get the Add member to the project form as shown in the bellow and select the employee and role then click on submit

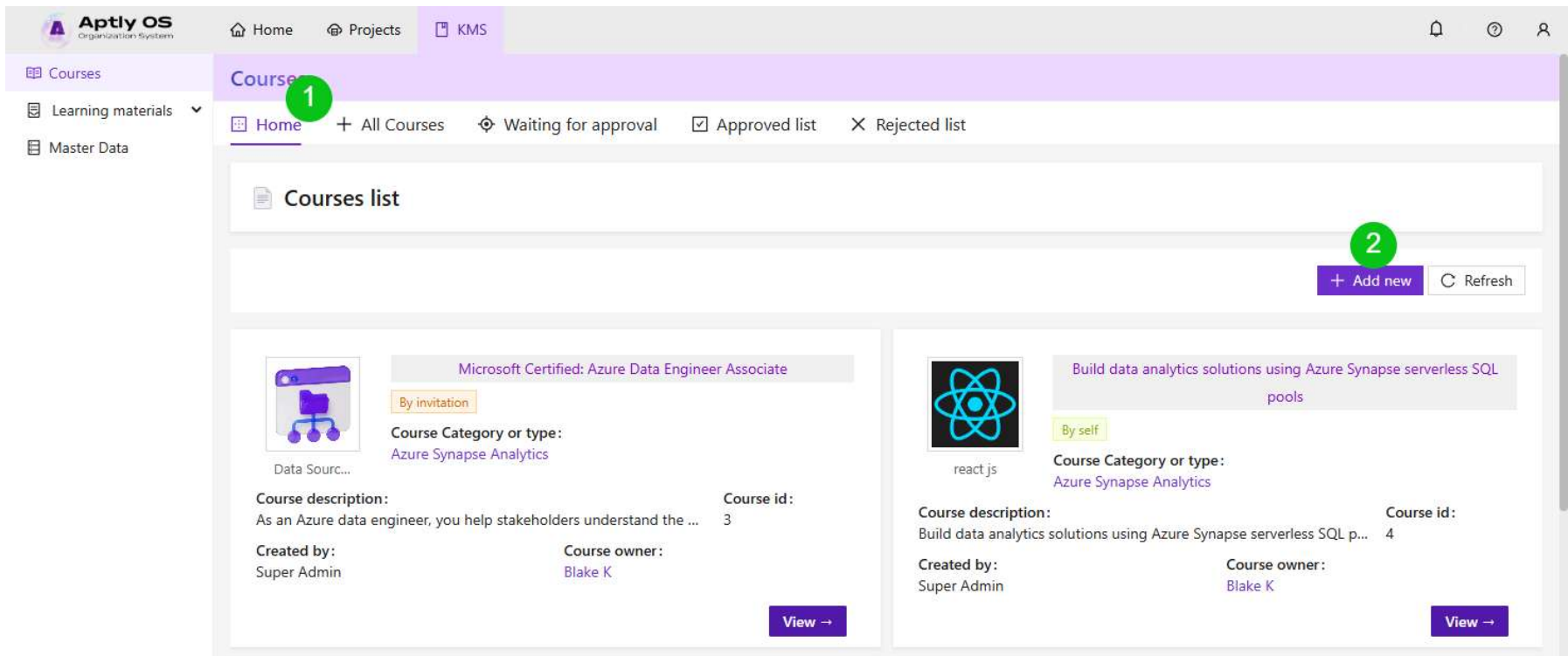


KMS

Note: KMS supports learning material reusable nature, so you can create learning material and you can add that learning material for multiple courses as required

Add new course

From the courses Home page (pointer-1), you can click on the Add new button (Pointer-2) to create new course into the KMS



then you can get the bellow form and fill the form with required information

Add new course

* Course title:

* Course description:

* Course icon:

+
Upload

* Course Category or type:

Add new

* Mode of access:

* Course owner:

Blake K

Submit

Create learning materials

Note: KMS supporting three types of learning material(Web links, video links, Uploads)

Click on pointer-2 to add new learning material into KMS

Aptly OS
Organization System

HomeProjectsKMS

Courses

Learning materials1

Web links

YouTube links

Upload own data

Master Data

Web links

Active materialsOutdated materials

Active Learning Materials (Web links)

Web links (Learning materials)

2

+ Add new

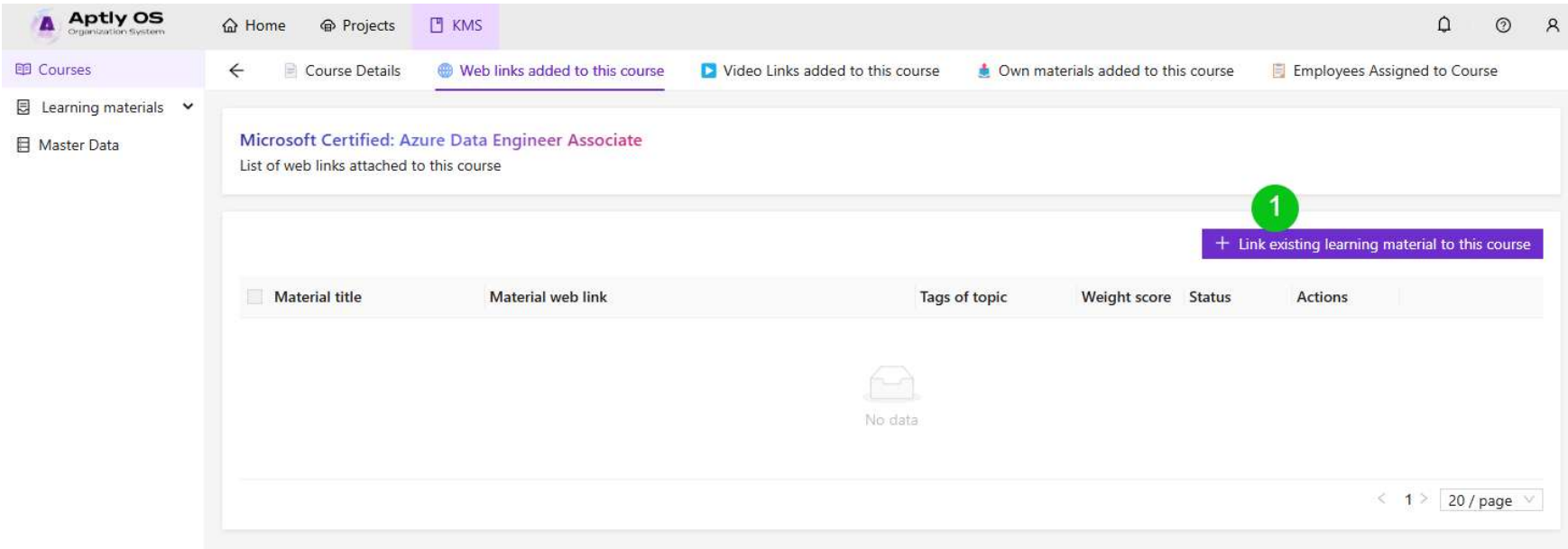
	Material title	Web link	Material expiry date	Actions
1	Describe cloud service types	https://learn.microsoft.com/en-us/training/modules/describe-cloud-service-ty...		EditDelete
2	Data Engineering on Microsoft Azure	https://learn.microsoft.com/en-us/credentials/certifications/resources/study-g...		EditDelete
3	Data Engineering on Microsoft Azure	https://learn.microsoft.com/en-us/credentials/certifications/resources/study-g...		EditDelete
4	Microsoft Azure AI Fundamentals: AI Overview	https://learn.microsoft.com/en-us/training/paths/get-started-with-artificial-int...	March 31st 2025	EditDelete
5	Get started with Windows PowerShell	https://learn.microsoft.com/en-us/training/paths/get-started-windows-power...	March 31st 2025	EditDelete
6	Maintain system administration tasks in Wind...	https://learn.microsoft.com/en-us/training/paths/maintain-system-administra...		EditDelete

Fill the bellow form with required information.

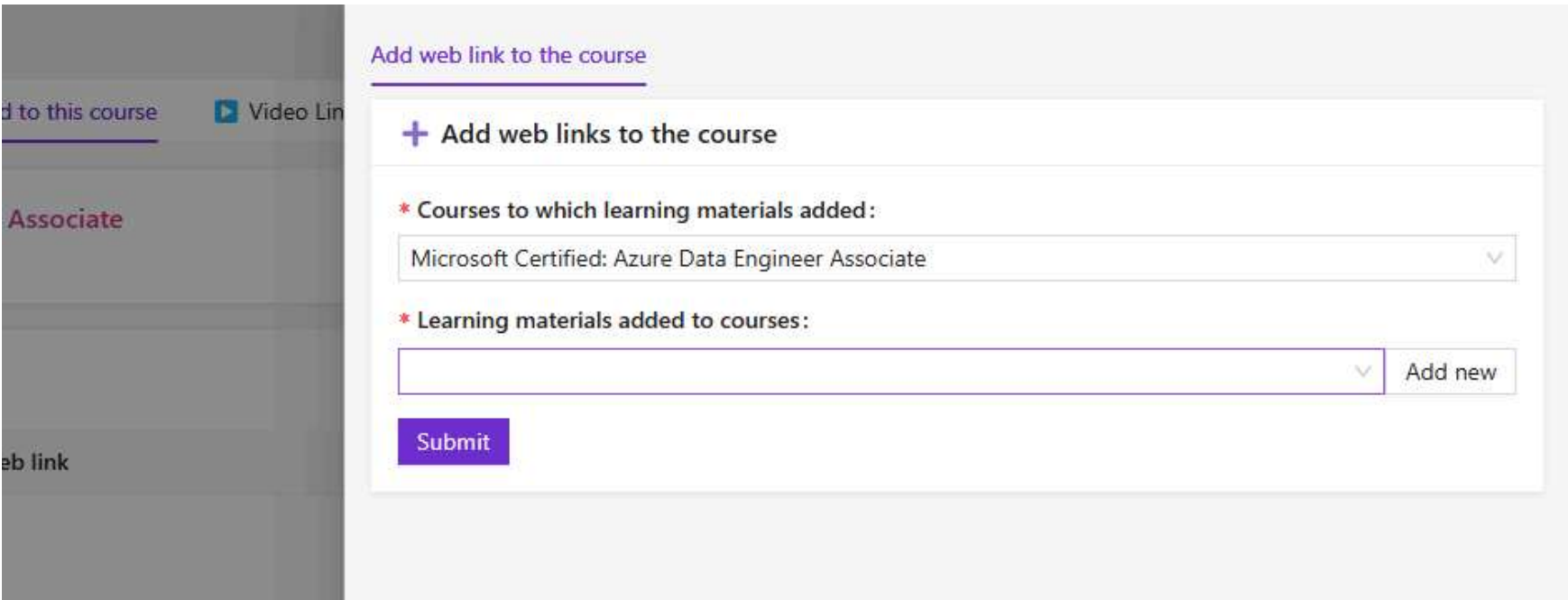
- Pointer-4 to go Video links
- Pointer-5 to go own uploads
- Pointer-6 to assign the course to the employee

Add Web links to the course

to add web links (from existing learning materials) click on the Link existing learning materials to this course button (pointer-1) as showing the bellow image



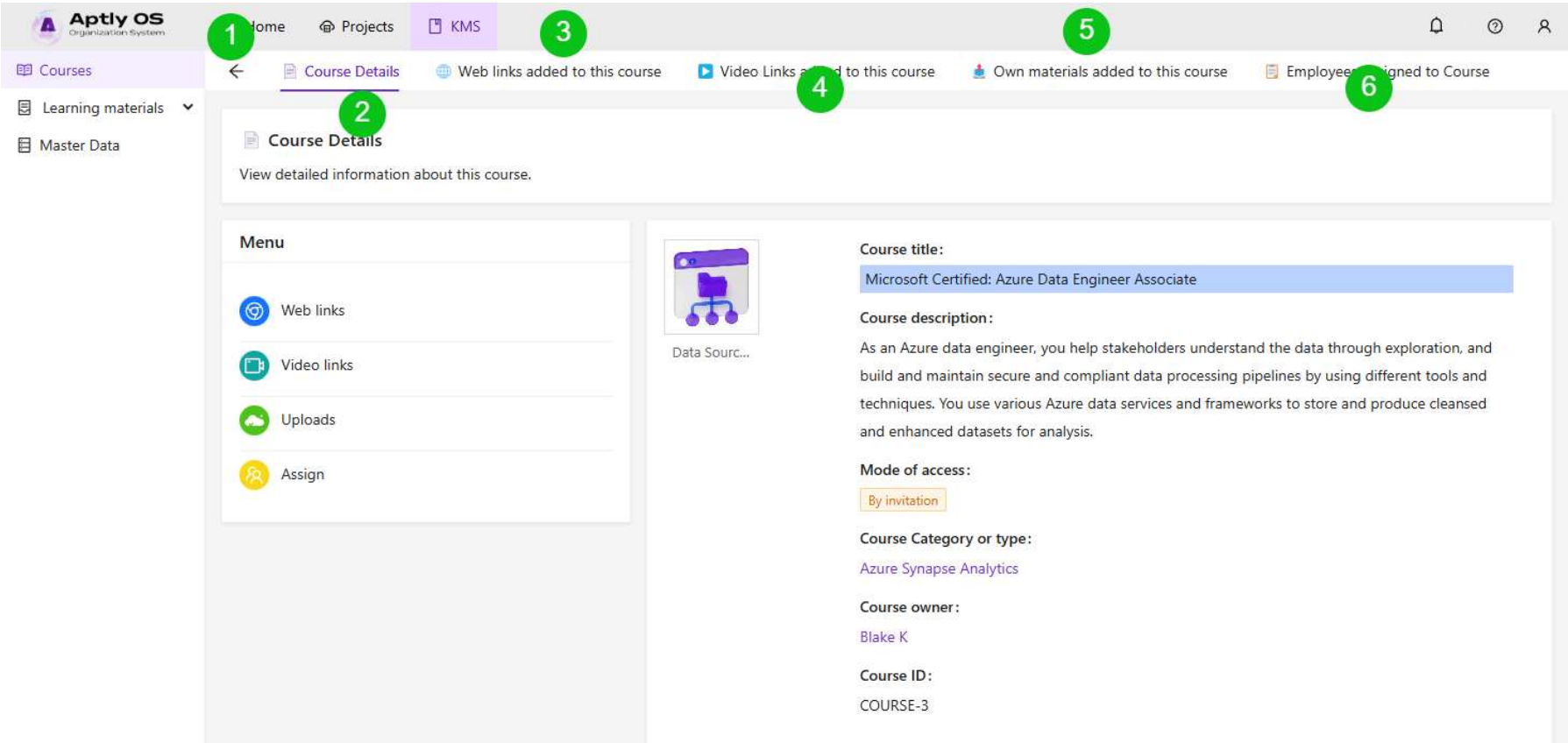
Then you can get the form as shown below, fill the form with required information and click on submit



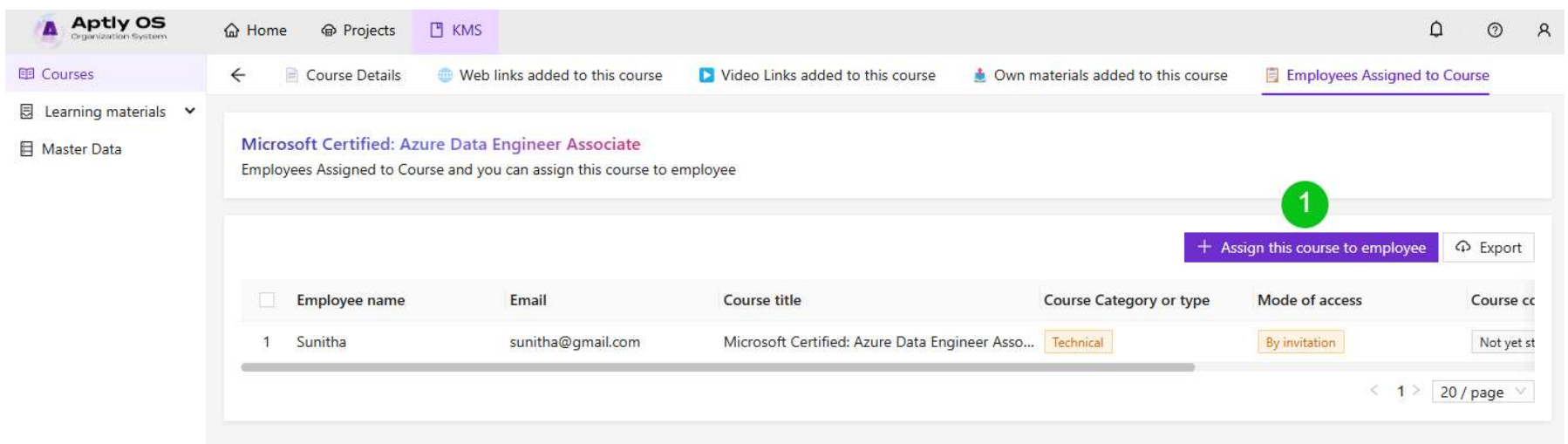
In a same way you can add video links and own uploaded files to the course

Assign course to the employees

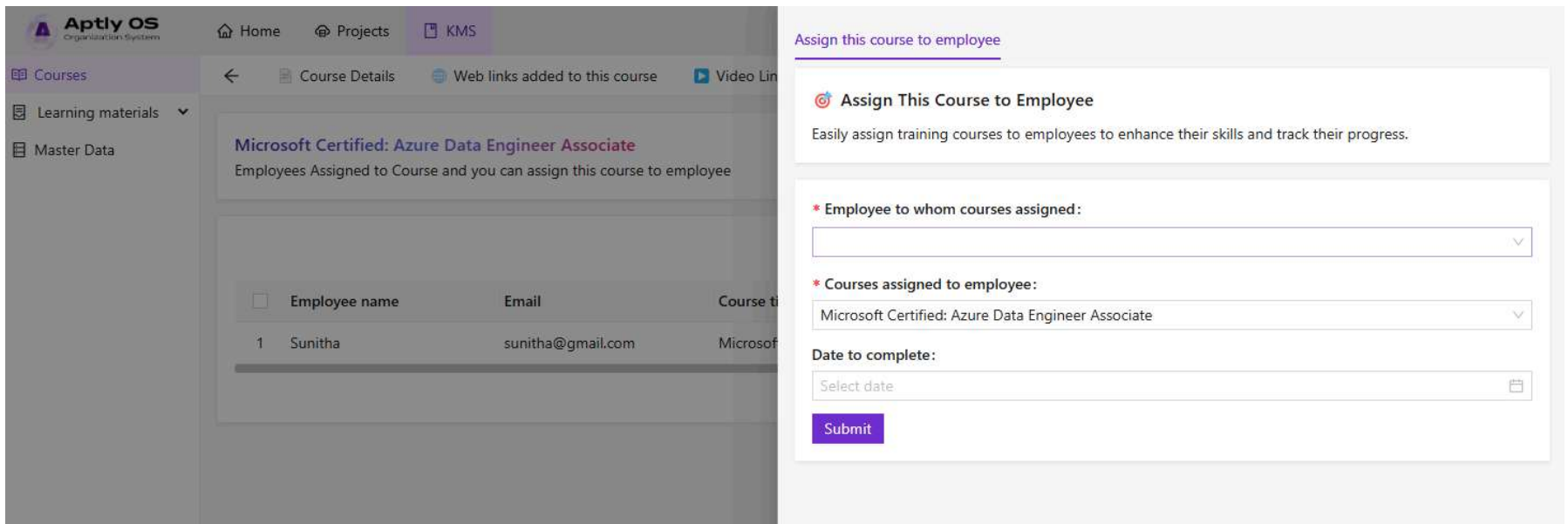
To assign course to the employee click on pointer-6 from the bellow screen



then click on the the Assign this course to employee button (pointer-1) as shown in the bellow figure

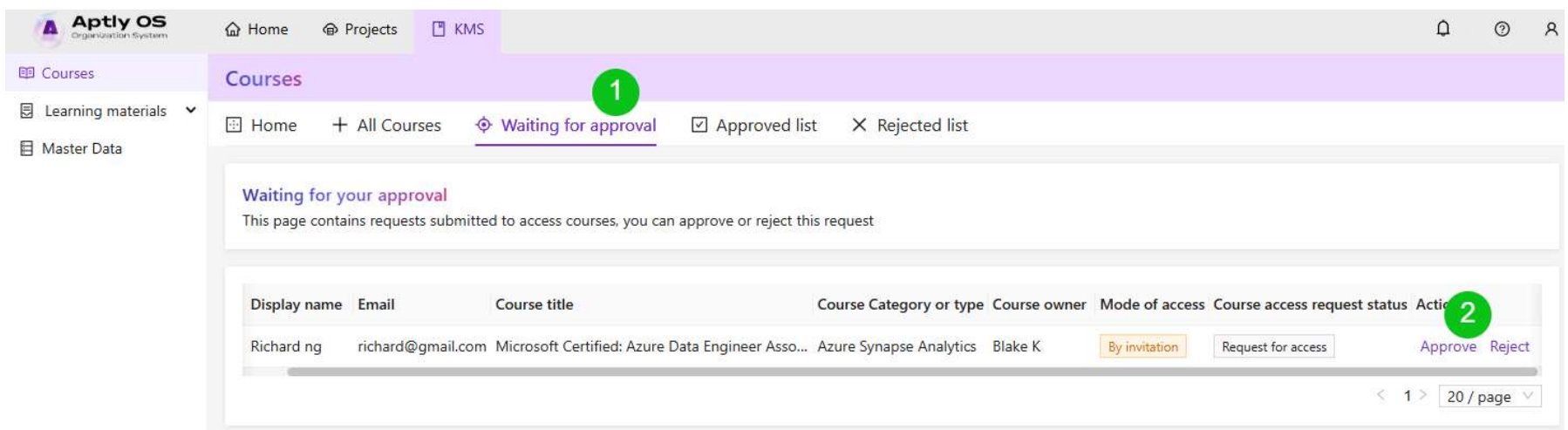


then in the bellow form fill the required information and click on submit button

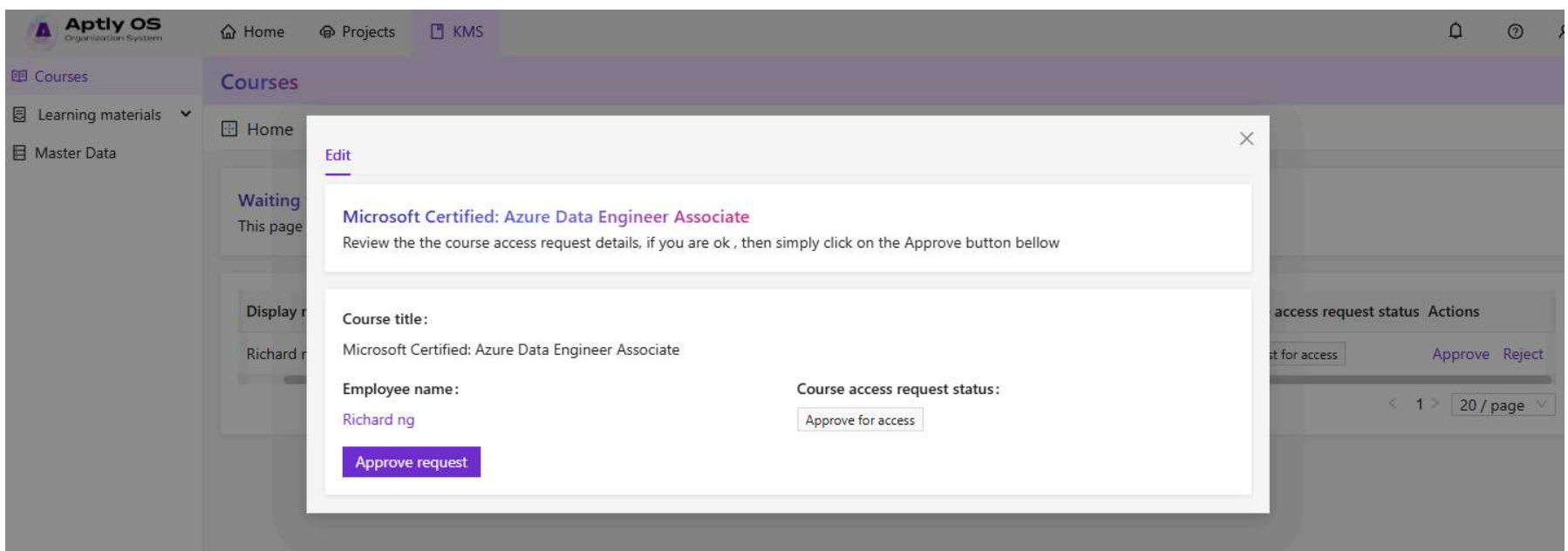


How to approve course access requests submitted by employees.

From the Waiting for approval tab (pointer-1) you can get the list of requests submitted by the employees, you can click on Approve or reject buttons (pointer-2)



to approve the access request click on the Approve button and then review the request, then you can click on the Approve request button



In a same way you can reject the course access request