



E-lia User Manual

1. Navigating the E-lia Platform.....	2
2. Overview.....	3
3. Learning Path.....	4
4. Modules.....	6
5. Knowledge Base.....	15
6. Users.....	16
7. Notifications.....	18
8. Insights & Dashboard.....	20
9. Academy.....	23



1. Navigating the E-lia Platform

Below is an overview of all the buttons in the platform's menu. The E-lia menu consists of several buttons with submenus:



- **Home:** Navigate to the homepage.
- **Build:** Go to the module page or the knowledge base page.
- **Send:** Navigate to the users page, the learning path page, and the notifications page.
- **Insight:** Go to the insights page and the dashboard page.
- **Academy:** Navigate to the E-lia Academy or your own private Academy.

2. Overview

When you log in to the E-lia platform and select your environment, you'll land on the overview page. Here, you'll find the following:

- Your active subscription.

Subscriptions

Demo Bundel E-lia | used: 262 / 100000

🕒 Valid until: 2025/01/24 (automatically renewed) 📊

Edit

- Information about modules that users have started

Information

Users

1

Started modules

0

Learning paths

3

Modules

24

- Information for all learning paths.

Learning path stats

NAME	MODULES	USERS	STARTED MODULES
Live Demo PON	1	0	0
QR-Code Demo (vanuit slides)	1	0	0
Test	0	1	0

3. Learning Path

On the learning path page, you'll see an overview of the different learning paths within your environment.

NAME	LANGUAGE	LEARNING PATH TYPE	PUSH NOTIFICATION	USERS	CREDITS	MODULES
Live Demo PON	nl	✔=	-			
QR-Code Demo (vanuit slides)	nl	✔=	-			
Test	nl	✔=	-			

Clicking the three dots on the far right of a learning path allows you to view, edit, add users to, or delete the learning path. Users can be active in multiple learning paths simultaneously within E-lia.

Manage users ✕

Users

Search (Selected: 1)

Test

Select all

Test User 1 whatsapp

Cancel Send

You can create a new learning path by clicking the 'Create' button, which will open the screen below. When creating a learning path, you have several options:

- **Type:** Select the type of learning path you want to create. There are three options:
 - **Manual:** Manually link modules and send push notifications to users.
 - **Flow:** Set up a series of modules and specify how many days after the start they should become available to users. In this option, you also select a push notification for automated module delivery.
 - **Calendar:** Schedule modules to be available on specific dates for linked users, including sending a push notification.

- **Name:** Name of the learning path.

- **Language:** Language of the learning path.

- **Closing Message:** The message displayed to users once they've completed all available modules.

- **Knowledge Base Availability:** Choose whether to make the knowledge base available.

- **Push Notification:** Select the push notification for automatically sending modules. A preview of the selected push notification is shown below the selection field.

+ Learning path
✕

Learning path type

Manual
▼

Name

Language

English
▼

Closing message

Show knowledge base for this learning path

Push notification

helloworld (en_US)
▼

Hello World

Welcome and congratulations!! This message demonstrates your ability to send a WhatsApp message notification from the Cloud API, hosted by Meta. Thank you for taking the time to test with us.

Account aanmaken

Cancel

Save

4. Modules

On the module page, you can edit existing modules, create new modules, or create folders using the buttons in the upper right corner. You can search for a specific module in the search bar.

Clicking the three dots on the far right of each module allows you to open, rename, move, copy, or delete the module.

NAME	
Oud	⋮
Asbest Module ⚠️	⋮
BHV: de stabiele zijligging 📄	⋮
Cyber Security Demo 🗝️🌐	⋮
Demo Opfriscursus VCA ⚠️	⋮
Demo Opfriscursus Veiligheid ⚠️	⋮
Demo Verkooptechnieken 🗣️	⋮
EHBO: Reanimatie 📄	⋮
Kopie van Kopie van Oefenvragen Triage 🗣️	⋮
Schoonmaak: Keuken 🗣️	⋮
Schoonmaak: Pictogrammen 🗣️	⋮
Test	⋮
VCA: Werken in een besloten ruimte 🗣️	⋮

+ Folder X

Name

Cancel Save

Creating a Folder: Click the '+ Folder' button to create a new folder, where you can organize modules.

+ Module X

Name

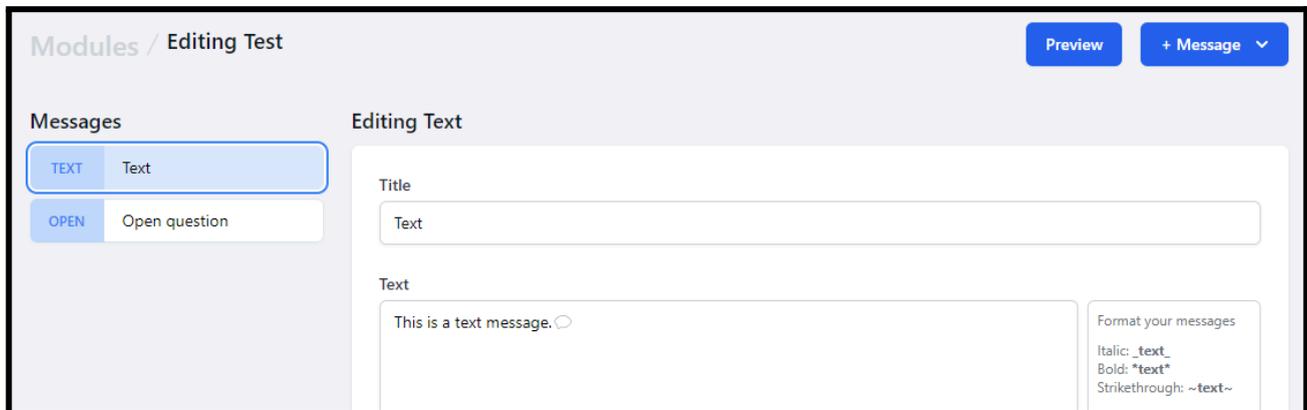
Folder

No folder ▾

Cancel Save

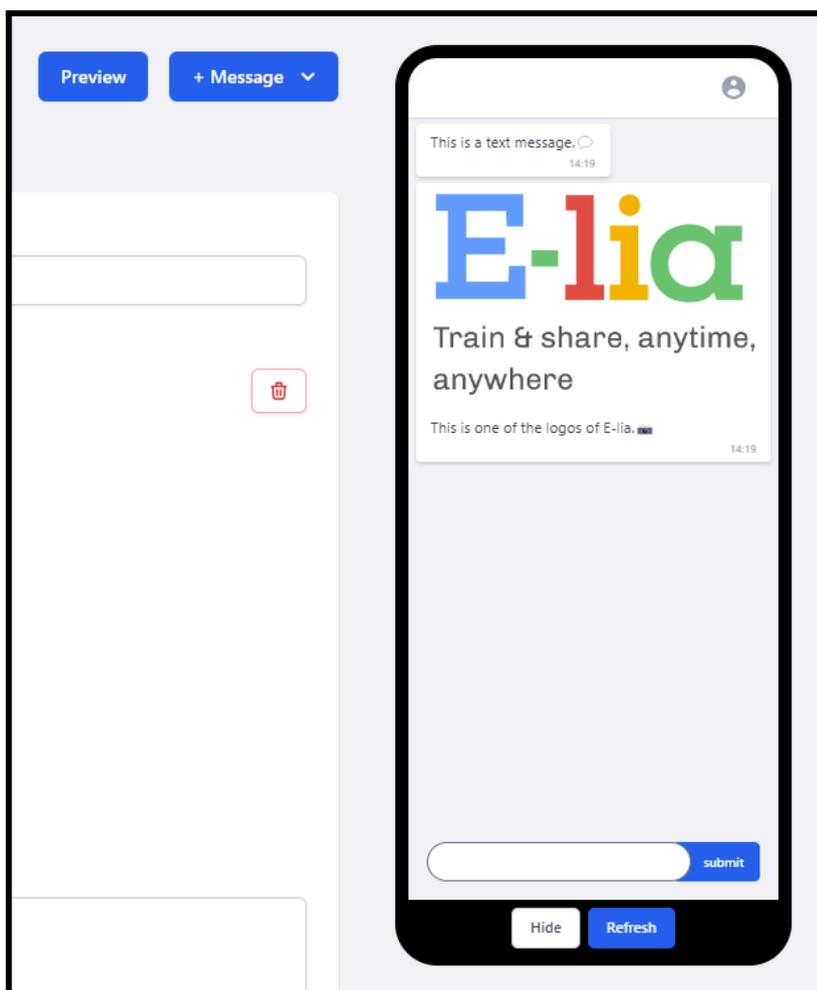
Creating a Module: Click the '+ Module' button to create a new module. Name the module and place it directly into a folder.

When building a module, you can add messages. E-lia supports text messages, images, videos, quizzes, and open questions. Add a new message by clicking the ‘+ Message’ button.



Each message has a title, which is not visible in WhatsApp but helps organize the module as shown on the left side. Each message is also labeled for easy identification.

A ‘Live Preview’ button in the upper right corner allows you to instantly preview the module in a phone simulation, helping you decide if further adjustments are needed.



Module: Text Message

When creating a text message:

- Provide a title, then enter the message in the large text box
- You can use emojis on [Windows](#) or [Mac](#), and format text as bold or italic in E-lia.
- Below the text box is a slider representing the number of seconds the system will wait before sending the next message. Consider the time a user needs to read the message.

Editing Text

Title

Text

This is a text message. 🗨️

Format your messages

Italic: *_text_*
Bold: ***text***
Strikethrough: ~~~text~~~

Time until next message (seconds) ⌚

Remove

Add

Module: Images/Videos

When adding an image or video:

- Provide a title, then upload the image or video by clicking the placeholder. WhatsApp via E-lia supports videos up to 16 MB and images up to 5 MB.
- You can also add text, which will be sent along with the image or video.
- As with text messages, you can set the time delay until the next message.

Editing Image

Title

Image



Train & share, anytime,
anywhere

Text

Time until next message (seconds) ⌚

Delete Save

Module: Quiz

When creating a quiz:

- Provide a title and add questions. A quiz in E-lia can include multiple questions, and the system will automatically score the quiz upon completion. You can set the required number of correct answers to pass the quiz.
- Use the 'Add' or 'Remove' buttons to manage questions.
- Type the quiz question in the text box. In E-lia, quiz questions always have a correct answer.
- Adding Images: You can add an image to the quiz (optional).
- Answer Options: Enter answer options, selecting the correct one by clicking the corresponding circle. Add or remove options using the plus and trash can icons.
- Feedback: After creating the answer options, add feedback messages for correct and incorrect answers. Each feedback message can have different content and timing for the next message.

Editing Quiz Questions

Title

Minimum correct questions to pass

0

1 2

Add

Remove

Question

Format your messages

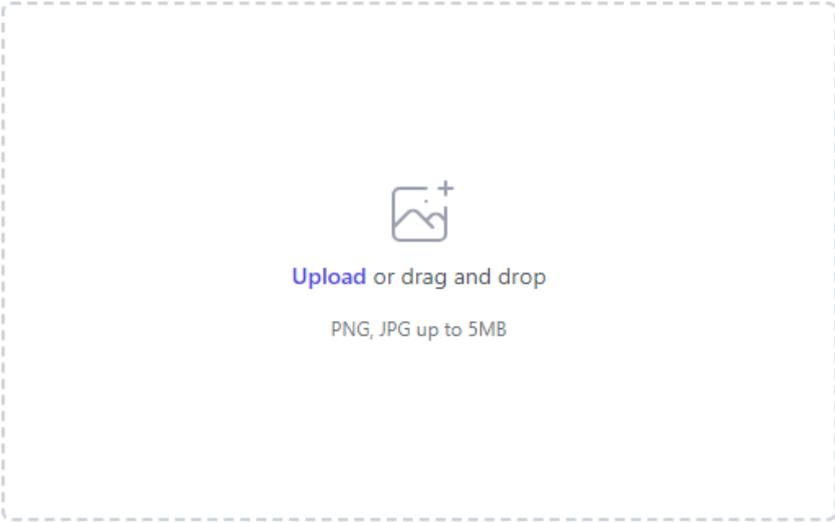
Italic: *_text_*

Bold: ***text***

Strikethrough: ~~~text~~~

Module: Quiz

Image



Upload or drag and drop
PNG, JPG up to 5MB

Options +

- Rely on your balance and experience 🗑️
- Use a fall arrest system and secure your harness to an anchor point 🗑️
- Work quickly to minimize time at height 🗑️
- Only work at heights when the site is not busy 🗑️

Module: Quiz

Feedback 

Your answer is correct! 

To identify potential safety risks and implement control measures - A hazard assessment is crucial for identifying risks and establishing measures to mitigate them, ensuring a safe working environment.

Time until next message (seconds) 

8

Feedback 

Unfortunately, your answer is incorrect... 

To identify potential safety risks and implement control measures - A hazard assessment is crucial for identifying risks and establishing measures to mitigate them, ensuring a safe working environment.

Time until next message (seconds) 

8

Delete

Save

Module: Open vraag

Naast de quizvragen heb je ook de mogelijkheid open vragen in het systeem toe te voegen. Bij een open vraag typt de gebruiker zijn/haar antwoord in en verzendt deze naar ons via WhatsApp. We sturen een standaard bericht terug op het antwoord. De antwoorden op open vragen worden op de pagina inzicht & dashboard verzameld.

Bij de open vraag geef je een titel in, je typt vervolgens je vraag en kunt daar eventueel een afbeelding aan koppelen. Het is binnen de open vraagfunctie ook mogelijk om meerdere open vragen achter elkaar te stellen via de knop 'Toevoegen'.

Editing Open question

Title

1 Add

Question

Remove

Image



Upload or drag and drop

PNG, JPG up to 5MB

Format your messages

Italic: *text*

Bold: **text**

Strikethrough: ~~text~~

Module: Open Question

Next, you input the feedback message and set the number of seconds the system should wait before sending the next message.

Feedback

Thank you for your answer, we will include your input in the updates! 😊 🇪🇺

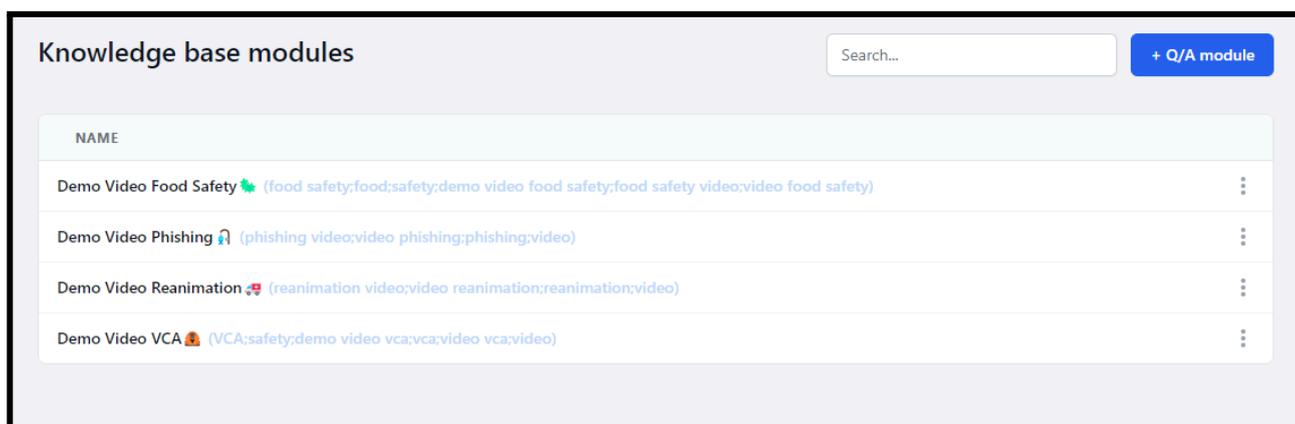
Time until next message (seconds) ⌚

6

Delete Save

5. Knowledge Base

In addition to pushing modules, E-lia also offers a knowledge base, which can be easily configured through the platform. The knowledge base allows users to search for information. Modules within the knowledge base can include text, images, and videos. For instructions on how to create these components, please refer to [Chapter 4](#) of this document. You can create a knowledge base module by clicking the blue '+ Knowledge Base Module' button.



+ Knowledge Base Component ✕

Name

Search tags

Short description...

In the window that opens, you will enter the module's title (which will also be visible in WhatsApp).

You will also add keywords that can be used to search for this module.

Besides keywords, the knowledge base can always be accessed via a menu by typing 'Knowledge Base' in WhatsApp. Users navigate through the menu by typing numbers, which are automatically linked to each module.

6. Users

On the Users page, you can manage users and assign them to learning paths. You have several buttons and options available:

- Search Bar: Search for users within the selected learning path.
- Dropdown Selection: Select a specific learning path.
- '+ User' Button: Add a new user.
- 'Import' Button: Import a group of users into a learning path using a template Excel sheet.
- 'Export Excel' Button: Export the progress and results of a specific learning path to Excel.

Clicking the three dots next to a user allows you to open their profile or delete the user.

The screenshot shows the 'Users' management interface. At the top, there is a search bar labeled 'Search...', a 'Select all' dropdown menu, and three buttons: '+ User', 'import', and 'Export Excel'. Below this is a table with the following columns: 'NAME / LEARNING PATH', 'STATUS', and 'PROGRESS / AVG. SCORE'. The table contains three rows of test users, each with a mobile device icon, a green checkmark in the status column, and progress bars for 'Progress 0%' and 'Avg. score 0%'. A vertical ellipsis menu is visible to the right of each row. At the bottom right of the table, there are navigation controls: a left arrow, a '10' dropdown menu, and a right arrow.

NAME / LEARNING PATH		STATUS	PROGRESS / AVG. SCORE
Test User 1 Test			Progress 0% Avg. score 0%
Test User 2 Test			Progress 0% Avg. score 0%
Test User 3 Test			Progress 0% Avg. score 0%

On a user's profile, you can edit their details, change their platform preferences, or transfer them to a different learning path. You can also view the user's history within their profile.

Users / Profile of Test User 3

Learning path: Test

Learning path type: Whatsapp, E-mail

First name: Test

Last name: User 3

Email: test@e-lia.eu

Save Delete

+ User

Learning path: Test

Learning path type: Whatsapp, E-mail

First name: [input field]

Last name: [input field]

WhatsApp Number: ex: +31612345678

Save

When creating a user in E-lia, you select the learning path on which the user will be active, then enter the required details and choose the preferred platform for that user. If you select WhatsApp, you only need to enter the mobile number; if you choose web, you only need to enter the email address.

7. Notifications

On this page, you can view the history of all sent notifications, including when they were scheduled and sent. Additionally, you can see which notification was sent per content line and how many users received it.

You can manually send a push notification to users connected via WhatsApp or the web by clicking the '+ Notification' button.

Push message history

Sync. notifications
+ Notifications

SCHEDULED AT	DELIVERED AT	PUSH NOTIFICATION	LEARNING PATHS	SCHEDULED	SENT	ERRORS
	2024-07-23 11:50	notificatie_demo	QR-Code Demo (vanuit slides)	0	0	
	2024-07-23 11:49	notificatie_demo	QR-Code Demo (vanuit slides)	0	0	
	2024-06-13 14:42		Live Demo PON	0	0	
	2024-05-31 13:09		Live Demo PON	0	0	
	2024-05-22 11:12			0	0	
	2024-05-08 09:36			0	0	
	2024-04-17 13:22			0	0	
	2024-04-04 11:23			0	0	
	2024-03-29 13:19			0	0	
	2024-03-26 14:48			0	0	

<
>

When manually sending a notification, you will enter this screen.

Here, you first select one or more content lines to which you want to send the notification.

Next, select the users who should receive this notification.

Then, choose the notification you want to send; a preview will be displayed immediately.

Finally, you can optionally select a time for the notification to be sent. If no time is set, the notification will be sent immediately.

Send notification ✕

Learning paths

Search (Selected: 0)

Select all		<input type="checkbox"/>
Live Demo PON	nl default	<input type="checkbox"/>
QR-Code Demo (vanuit slides)	nl default	<input type="checkbox"/>
Test	nl default	<input type="checkbox"/>

Users

Push notification

helloworld (en_US) ▾

Hello World

Welcome and congratulations!! This message demonstrates your ability to send a WhatsApp message notification from the Cloud API, hosted by Meta. Thank you for taking the time to test with us.

Scheduled At

8. Insights & Dashboard

On this page, you will find all the answers given to questions asked through E-lia. You can filter these answers by question level per module and by user level per content line. Additionally, you can open the dashboard by clicking the 'Dashboard' button, which will take you to the screen covered on the next page.

Insights

Dashboard

Question(s) Users

All modules ▾

#	MODULE	QUESTION(S)	NUMBER OF REPLIES
1	Schoonmaak: Pictogrammen	Welk antwoord hoort bij deze pictogram?	0
2	Schoonmaak: Pictogrammen	Welk antwoord hoort bij deze pictogram?	0
3	Schoonmaak: Pictogrammen	Welk antwoord hoort bij deze pictogram?	0
4	(VOORBEELD: 2-3 min.) Schoonmaak: Pictogrammen	Welk antwoord hoort bij deze pictogram?	1
5	(VOORBEELD: 2-3 min.) Schoonmaak: Pictogrammen	Welk antwoord hoort bij deze pictogram?	1
6	(VOORBEELD: 2-3 min.) Schoonmaak: Pictogrammen	Welk antwoord hoort bij deze pictogram?	1
7	(VOORBEELD: 4 min.) Cyber Security: Passwords	Which of the following three statements is *true*?	0
8	(VOORBEELD: 4 min.) Cyber Security: Passwords	Evaluate the following statement: "_It's safe to store my passwords i...	0
9	Welkom bij Hygiëneplan!	In welk jaar is Hygiëneplan opgericht?	0
10	Welkom bij Hygiëneplan!	Wat is de missie van Hygiëneplan?	0

< >

The dashboard in E-lia provides insights into the progress and results of linked modules per content line. Before the dashboard becomes visible, you have the option to add custom styling.

Once you have configured the styling, select the content lines you want to display on the dashboard and click 'Generate.' The dashboard will then open.

DASHBOARD **E-lia**

[< Back](#)

Generate Dashboard

Start date

End Dates

Primary colour

Secondary colour

Tertiary colour

Fourth colour

Table color

Show session information

Existing image



Nieuwe afbeelding

Bestand kiezen Geen bestand gekozen

Learning path

- Interne test department (live preview)
- Live Demo PON
- QR-Code Demo (vanuit slides)
- Test

Genereren

You can scroll through the dashboard to view all available information. The dashboard URL in your browser can also be shared with external parties, allowing them to view the shared dashboards without logging into the E-lia platform.

DASHBOARD 



[Dashboard](#)  / [Manage](#) 

LEARNING PATH

Learning path

Test

USAGE

The platform is used by 1 users. 0 of these users use WhatsApp. 1 of these use the web platform. There are in total 0 modules.

Users per platform

■ whatsapp ■ web



Users:
1



Modules:
0



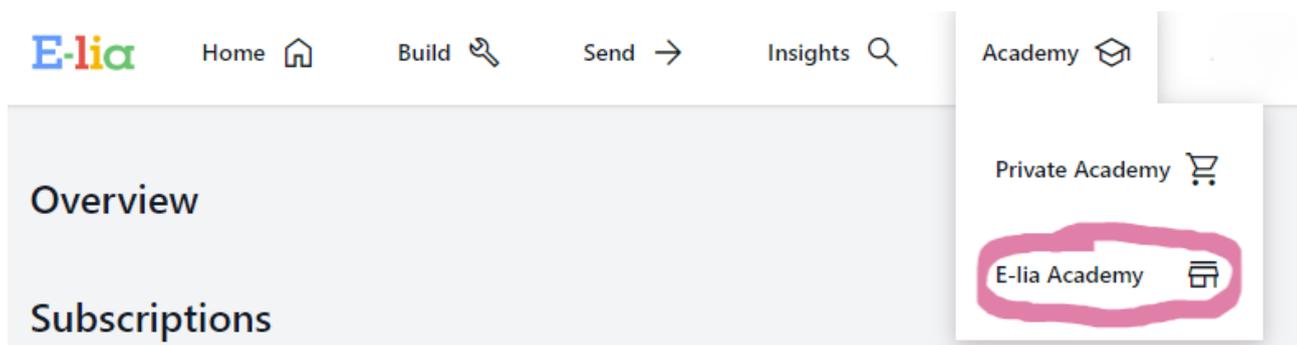
Channel	Amount	%
WhatsApp	0	0.0
Web	1	100.0

9. Academy

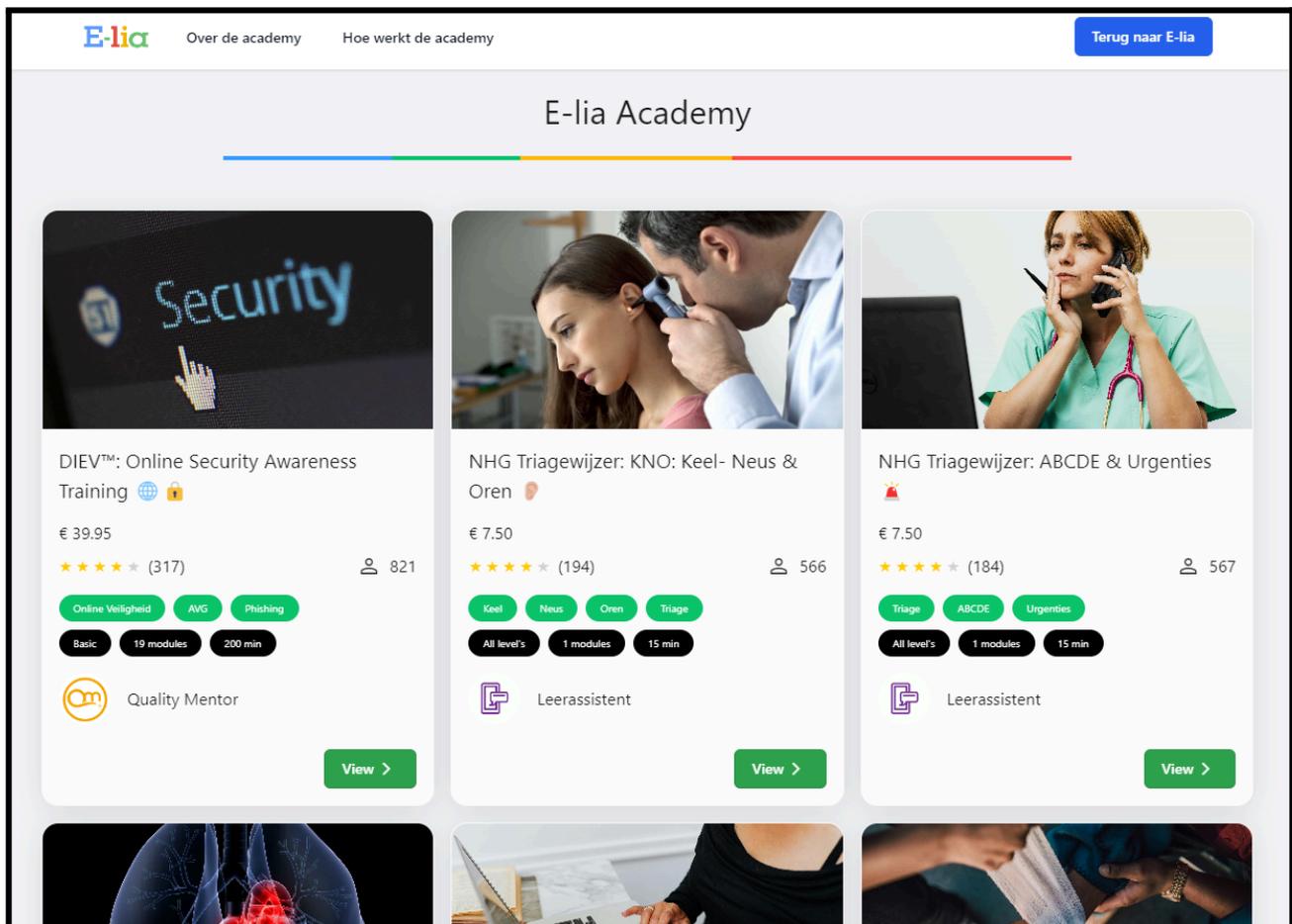
To optimally serve E-lia users, E-lia offers an Academy. In this online store, E-lia customers or internet consumers can purchase learning paths, which can then be provided to their employees via E-lia or used individually.

There are two different Academies in E-lia:

1. The E-lia Academy: A public Academy featuring general content from various providers. It is accessible via the circled icon.



Within the E-lia Academy, you can purchase learning paths from different providers.



2. The Personal Academy of a Provider: An Academy where organizations can offer content within a secure environment. This content can be provided to the provider's customers in E-lia or via a widget on their own website. The Personal Academy is accessible via the circled icon.

