

Professional Admin Service

Sometimes it just makes more sense to get the help you need to quickly get to where you want to be.

With the TOPYX® social learning management system (LMS), we want to make sure everything is set up quickly and correctly so you can get down to business. We offer optional administrative services to assist you in everyway.

TOPYX Professional Services Program includes a variety of activities to setup and maintain your TOPYX site, but we do not do content creation.

- **Turnkey, annual administration of your site:** \$9,500 (140 hour max)
 - Sit back, focus on your other goals and let us manage your learning program
- **Pick and choose how we can help:** \$125/hour
 - Create certificate programs
 - Build quizzes & assignments
 - Manage user rosters
 - Learning path creation
 - Creating and managing users
 - Create groups
 - Email templates
 - Reporting
 - Certificate creation
 - Custom user guides
 - More intricate branding
 - Plus, much more

If it has to do with your TOPYX site, we will do it for you.

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Get the training you need to succeed.

Your site comes with initial training and site set-up assistance. You may during this time train as many administration personnel as you wish. We suggest a minimum training of two site administrators.

Year two and on we are happy to provide six additional hours of assistance; this is included in your yearly TOPYX fee.

We recommend the following training schedule on your TOPYX site:

- Two one-hour meetings with each new enhancement release
- Three additional hours of training based on your team needs as needed
- One hour for a yearly site review

If you wish to purchase additional administrator training for a refresher or for new staff members, you may purchase training by the hour at \$125 per hour or a bulk purchase of 10 hours for \$1000.

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