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Introduction

The user manual provide a full description of e-Learning’s version 2.0 functionalities and how it works.

Home page

The Home Page provides the user for various information and useful functionalities

In the Header of the page:
1. Application Logo. Use it to return to the Home Page;
2. Home icon. The circle around it indicate your position in the application.
3. It displays the user’s name that logged in the application;
4. Archive
5. Info. It’s a link for downloading the application user manual;
6. Log off button allows the user to close the connection to the application;
In the Content:

A. **Training Path.** This area shows all information about the training of the Training participant.

B. **Favorite.** Your favorite lessons are collected here to find them quickly.

C. **Events.** A special area where find the close expirations. To select different area, just click on it.

**(A) Training Path area**

Every single Training participant is in a training path (TP), made up of one or more courses, one or more lessons. A special icon and a number at the bottom this area shows how many TP are in it.

At the end of a course, there is always an exam.

1) **Active TP.** The progress bar shows the completion percentage of the user’s training.

2) **Training Path summary**
This table contains all the Training participant’s lessons, organized by TP(s) and courses, and a set of information related to his/her training.

Use these icons to collapse / expand the whole table (A)

**Training path:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>% Completion</th>
<th>N° of</th>
<th>Expiration Date</th>
<th>Duration (h)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Test TrainingPath</td>
<td>0%</td>
<td>Course 1</td>
<td></td>
<td>5</td>
</tr>
</tbody>
</table>

This row contains the information about the TP, in particular: the Code (not mandatory) the name, the percentage of its completion, the TP number of courses, its expiration date, the TP duration (the sum - in hours - of each duration course).

Expiration date has a blue bell icon and the related date.
Expiration date is related only to the TP.
The same information is in the Events Area (C)

Expand icon. Use it to explore the course in your TP

Collapse icon. Allows you to close all course rows in the table.

**Course:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Name</th>
<th>% Completion</th>
<th>N° of</th>
<th>Expiration Date</th>
<th>Duration (h)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Test TrainingPath</td>
<td>0%</td>
<td>Course 1</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>001</td>
<td>About your new Company</td>
<td>0%</td>
<td>Lesson 4</td>
<td></td>
<td>5</td>
</tr>
</tbody>
</table>

In the single TP you can find one more course(s). As in the previous row, you can find a set of information about it. In this case, we can see that the TP consists of 1 Course. The course consists of 4 lessons, and its duration is 5 hours.
Lesson:

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>%</th>
<th>N° of</th>
<th>Expiration date</th>
<th>Duration (h)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Test TrainingPath</td>
<td>0%</td>
<td>Course</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>001</td>
<td>About your new Company</td>
<td>0%</td>
<td>Lesson</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Personnel Recruitment</td>
<td>0%</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Personnel Qualification: Training Management</td>
<td>0%</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Quality System Document and Record Management</td>
<td>0%</td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Procurement</td>
<td>0%</td>
<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

At the end we have totally expanded the table, and we can see all the lessons we have to learn.

This icon allows you to go to the lesson.

Exam:

This is the icon for all exams.

In the same way used to open a lesson, to access to an exam please use the arrow icon.
How to access to a lesson
Select from the training table the lesson to study, and use the arrow icon to go to the lesson page.

The lesson

1. Back button. Allows to return to the previous page.
2. Favorite icon. Clicking on it, the Training participant put the lesson in the favorite list (see the second home page area) to reach it quickly. Favorite lessons have a green star icon.
3. Lesson name
4. Lesson description
5. Page name
6. Lesson page number of numbers. If the lesson has more than one page, you will find paging buttons (Next and Previous).
7. Training participant Notes area.
8. Training participant Training plan
9. “Done” button. Clicking on it means that the Training participant has read the lesson. In the training summary (home page TP area) the lesson percentage value will be 100%, the TP, the Corse and the global percentage (progress bar – Active TP completion) will be increased. (See the next figure).

Training status of the Training participant after the 1st lesson has been read
Training participant Favorite lesson(s)

To read the lesson once again please use the arrow icon.
To remove the lesson from this section, just click on the green star from here or from the lesson page.

My Courses
After using “Done” button the Training participant can “go to the next lesson” just using the grey button (A),

or can choose a different lesson by “My Courses” area (B).
Click on it to open the section.

My Courses area shows the training structure and the study situation.

Grey color means “Undone” (TP 0 of 1);

Yellow color means “to complete” (Course with 2 lessons done of 4).
When a lesson has yellow color is because the Training participant had only open it, without using the button “Done”.
The lesson status is “pending”;

Green color means that all is completed. (Lesson done).

The Training participant can choose the new lesson to study, using the links (the icon and/or the lesson icon)

When a lesson has the arrow icon disabled (grey color) is because the Training participant has not completed the right flow. The lesson is in a Bridging course and he/she must complete the course described in the message.
My Notes
To help the Training participants during the training, every lesson has a special area to take notes.

Click the icon to open the area, write your note(s) and save.

After the saving, the icon is changed because a note is present.
How to access to an exam

In the same way used to open a lesson, to access to an exam you can use the arrow icon.
Before start the exam, the eLearning system shows this message:

“Welcome to the examination session. When you are ready, press Start. The system will record your answers and at the end will show the result you have achieved.”

Some exams are built with the “auto correction answers” that is made by the system.
These exams consisting of radio-buttons or check-boxes answers. The Training participant has immediately the result with the score.
Passed - Your score: xx/xx
Failed - Your score: xx/xx

In other cases (free-text answers) the outcome belongs to the revision made by the Trainer. The Training participant will see this notice: “Pending - The exam is waiting for Trainer's correction.”

An example of different type of answers

In this Exam the Training participant can answer in three different ways: using radio-buttons, check-boxes and free-text multiline. She/he must use SAVE button not to loose the data entered.
At this moment all corrections are still allowed.
Only when he/she is sure about the answers can be use END EXAM button to complete it.
The eLearning system will show a message asking to confirm or reject the action.

The exam status is “pending” because the outcome belongs to the revision made by the Trainer.

After the Trainer revision, if the answers are all correct, the page exam will be in this way:

Status: Passed.
Your score: 10/8 points

This icon will open the Credential new window to sign the exam’s certification (according to the FDA 21CFR part 11 – section 11.50A – Electronic signature). After then you can save or print the certificate.
After completing all lessons and done the exam, the Training participant finished her/his TP.
Archive

This is now the home page.
The Training participant haven’t active TP. All training structure already done is in archive (A)

The Archive color is grey by default if empty. Its change of color means that one or more lessons are been studied.

If the Training participant wants to read again a lesson can open the archive and make a search.
This Summary table contains all information about course, lessons and exams, included marks.

After the Electronic signature, user can print or save the Exam certificate using the print icon.
In the same way, with the arrow icon the Training participant can open the lessons and exam to read them.
(B) Favorites
The shortest way to find your favorite lessons is to open this section. A special icon and a number at the bottom this area shows how many lessons are in it.

During a lesson, the click on the star will set the page as favorite and the next time the Training participant will find it here. To remove one or more lessons from this list, just deselect the green star icon from here or from the page lesson.
(C) Events
This area is a reminder section about TP close expiration date. A special icon and a number at the bottom the Events area shows how many TP are in a close range. Please note that Expiration date is related only to the TP.

“My events” area contains the same TP table to browse the study situation and to reach the “missing” lesson(s) in order to complete the training within the expiration date.