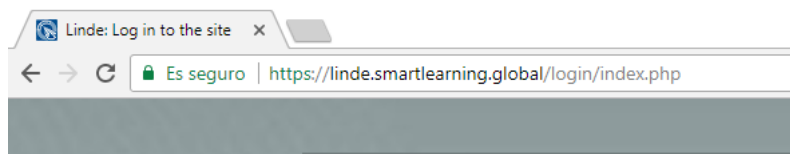


Help guideline

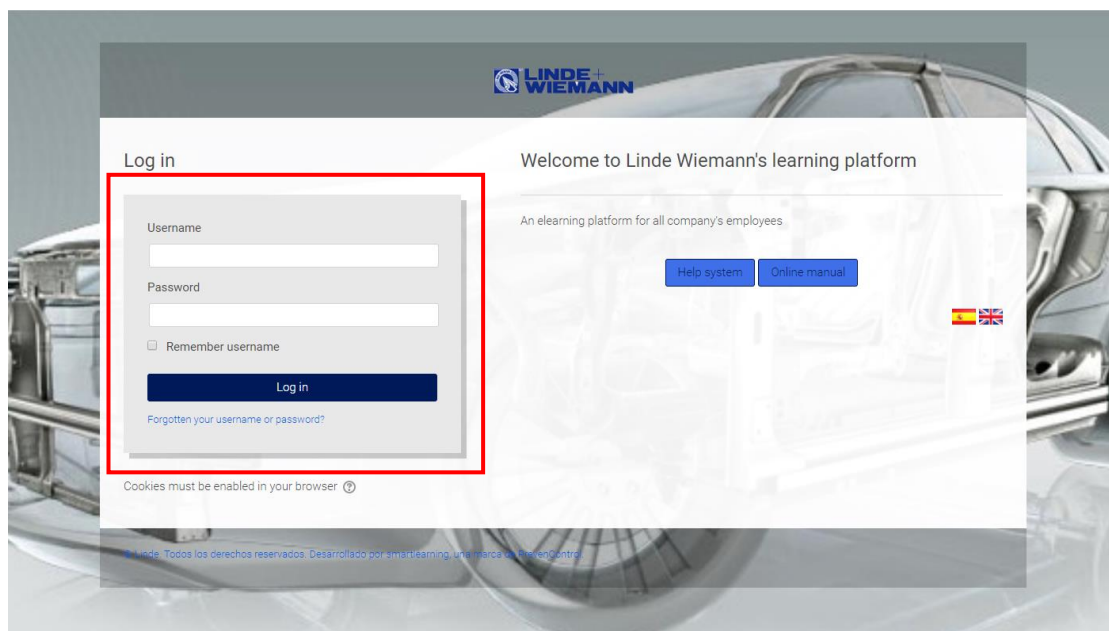
Using the eLearning platform in PrevenControl's ORP training

<http://linde.smartlearning.global/>

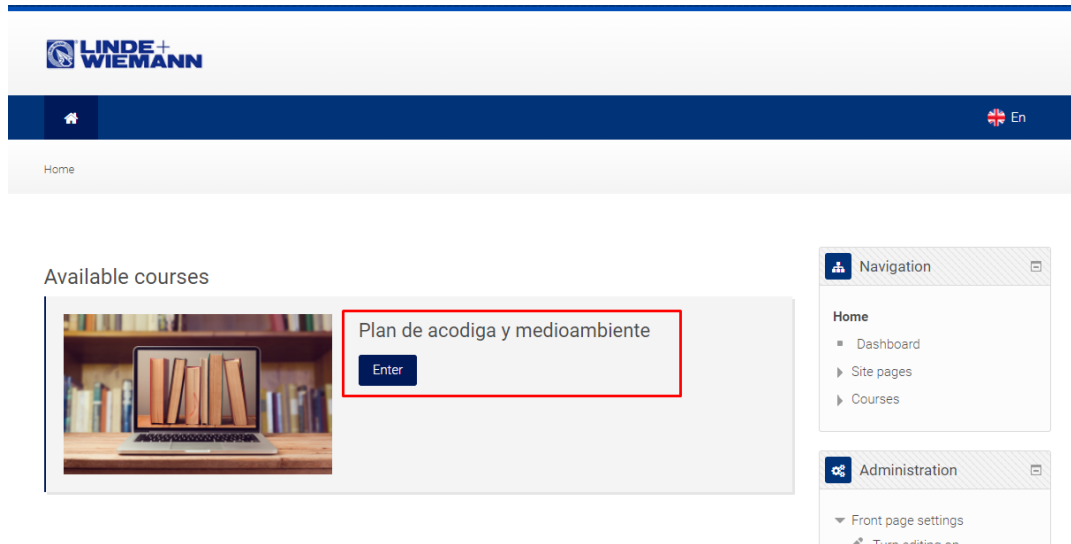
Step 1. Type the platform's web url in your browser's address bar.



Step 2. Once you have accessed the platform's home page you will need to login into your personal area using de **access information** that you will have previously received by e-mail.

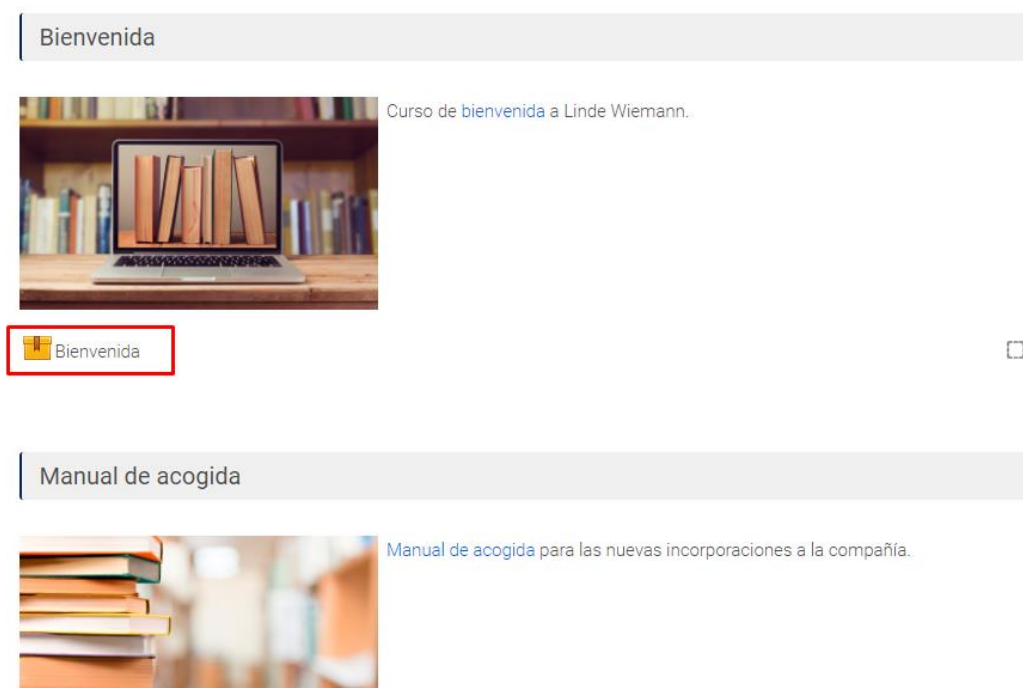


Step 3. Once logged into your personal area you will find the course or courses you have enrolled into. You need only **click on the course's title** and you will access its contents webpage.



The screenshot shows the top navigation bar with the Linde+Wiemann logo and a home icon. Below the navigation bar, the 'Available courses' section displays a course titled 'Plan de acogida y medioambiente' with an 'Enter' button. To the right, the 'Navigation' menu includes 'Home', 'Dashboard', 'Site pages', and 'Courses'. The 'Administration' menu includes 'Front page settings' and 'Turn editing on'.

Step 4. This page displays the course's contents structure. You will see several different modules. The current example shows only one module of contents, a satisfaction survey and the training certificate. But you may also find a course comprised by several modules with formative contents. In order to access them you need to **click its title**.



The screenshot shows the course contents structure. The first module is 'Bienvenida', which includes a sub-module 'Curso de bienvenida a Linde Wiemann'. The second module is 'Manual de acogida', which includes a sub-module 'Manual de acogida para las nuevas incorporaciones a la compañía'. The 'Bienvenida' module title is highlighted with a red box.

IMPORTANT

Your browser may have an active pop-up blocker. It is necessary for pop-ups to be allowed in order to correctly display all the training modules. To help you set up your system, in case you have a pop-up blocker, we detail how to unblock depending on the browser you use:

- **Internet Explorer:** Tools menu / Pop-up blocker / Uncheck “Turn on Pop-up Blocker”.
- **Firefox:** Options menu / Content tab / Uncheck “Block pop-up windows”.
- **Chrome:** icon / Click Settings / Click Show advanced settings / Under Pop-ups select “Allow all sites to show pop-ups”.

For any technical question, incident, problem you may have regarding the courses or the platform, etc., please contact us by e-mail and we will get back to you in less than 24 hours, from Monday to Friday on working days, in order to solve your problem.

linde@smartlearning.global