






LINDE+
WIEMANN

Online manual

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1. Introduction

linde.eaulaformativa.com is the Linde+Wiemann's distance training platform.

In it you will find courses in eLearning mode, that will allow you to access your training from anywhere and at any time. Thus, because training is available throughout the 24 hours on a daily basis, the system adapts to your own learning pace

2. Recommendations for effective study

In this section we will provide a set of study recommendations designed for the optimization of your study time and your effort, in order to improve your outcome.

Study time planning

Plan realistically, according to your time schedule, and reserve a fixed time for your current study. Depending on its length, check the days of the week on which you plan to study. For studies with a length of many hours it is better to schedule short amounts of time for study on a daily basis than several hours on a single day.

In any case, such planning is highly personal because it depends on the personal availability.

It is very important not to let a week go by without checking into the course at least on three occasions.

Interactivity

Our training courses are enjoyable and interactive, meaning that reading is not enough and you will need to participate actively.

The objective of the tests and small exercises that you will find between lessons is to ascertain that you have understood the contents you have studied so far.

If you see that is not the case, the menu will allow you to go back and review the contents as many times as you need to.

Menu

The training course has been designed for you to study the lessons following a sequence, meaning the order in which they are presented, for a better understanding. Once you have completed them, you can go back and review them in whatever order you need. You cannot go forward without first completing all the elements comprising the lessons (images, videos, buttons, etc.) and answering all the test exercises.

3. Technical recommendations

In this section we provide you with a set of technical recommendations to ensure that your experience is as pleasant and smooth as possible.

Recommended operative systems minimal requirements

We recommend that you use at least the following operative systems versions to ensure the correct display of the training courses:

- Windows 7
- OS X 10.7 (Mac OS X Lion)

Previous operative systems may correctly display the contents provided through the platform and allow its completion, but the risk of technical problems is higher.

Recommended browser

We recommend the use of GOOGLE CHROME as default browser when completing the training courses.

Although different browsers (Safari, Internet Explorer, Firefox...) may allow the realisation of the training courses, occasionally compatibility problems may ensue.

Pop-ups

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".

We wish you a rewarding and useful learning experience with our platform.

Cordial greetings,

eLearning department
PrevenControl

