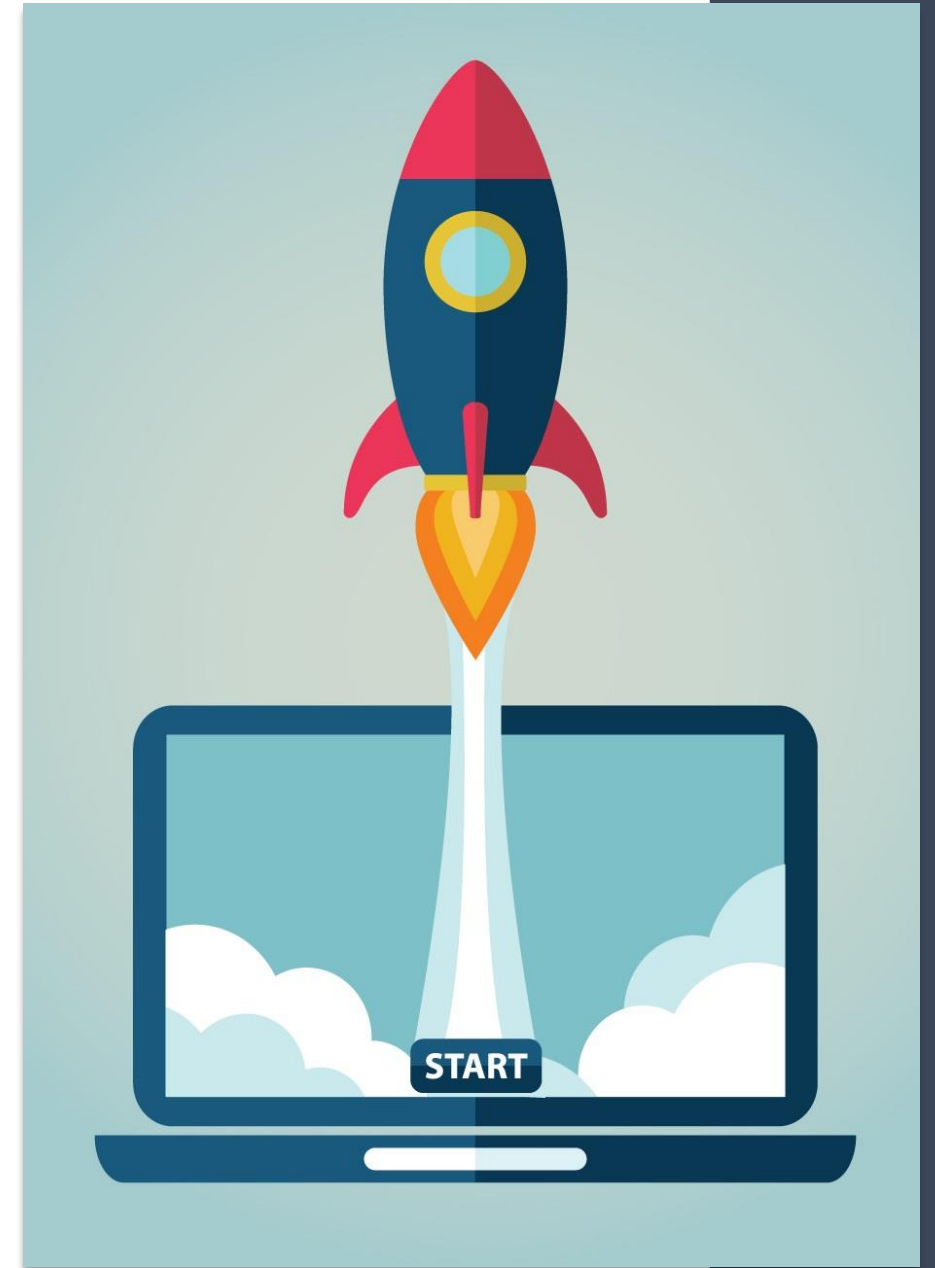




Your guide to navigating
our e-learning courses





Introduction

Welcome to your Martec International training course!

This guide will help you find and be aware of the options available to you within all our courses and will illustrate how to navigate through the course materials.

All our courses can be run on desktop computers, laptops or mobile devices. This guide includes sections for each device type.

At the end of this guide you will also find some general notes and guidance in relation to our training.

We hope to have covered everything you will need to know to get the best from our courses. If you feel anything is missing, please just let us know.

Email: info@martec-international.com



Menu

The program automatically starts with the **Menu**. The first time you study the program you should go through it in the menu order. Once you have completed the program and passed the mastery test at the end, you have the balance of your license period to access the program whenever you need to. This can be simply refreshing your memory or because you need to start using something you studied some time ago, and have forgotten some of the details. When you go back, you can access the content in any order you like. Just re-visit the sections you need to. Simply click on the arrow to the left of each section title to expand or reduce the content list of that section.

Notes

In a screen dealing with a complex topic the audio may have finished but you don't feel that you have mastered all the points made. If this applies, click on the tab labeled **Notes** under the Martec logo and you will see the full text to go with the audio. You can read this at your leisure. You may sometimes need to scroll to read all the content.

Glossary

If you come across a term in the course which you don't recognize, click on the tab labeled Glossary. A list of terms will be visible. Scroll until you find the term you are interested in then click on the text. The definition of that term will then be displayed below it.

Please note, at this point, not all our courses have a glossary option but we are working towards it.

Desktop or Laptop

If you choose to complete your training on a desktop computer or laptop, the course will be displayed in a similar fashion to the image below.

This image only shows the top portion of the course player. Simply click on any of these options to toggle between them.

The options on the top right of the player are covered in detail on the following page.

Martec International

Retail Financials v4.4

Resources | Ask an Expert | Contact | Start of Course | Exit

Retail Profit and Loss Account

Simplified Profit & Loss

Food		Non-food
105	Gross sales	120
	Net sales	



Desktop or Laptop

Resources

If the Resources link is shown, it means that there are some other resources, such as job aids or white papers that you can download and retain permanently. Summaries of module content are also available. So, if you see the link available, take a look to see what might help you further. Sometimes, the class content refers to one of these documents.

Ask an Expert

At any time in your access period, you may click on the "Ask an Expert" link and an email screen will appear.

You can ask a question about any aspect of the program including, for example, to get clarification of a point or concept you didn't understand, to query the answer to an end of lesson test, mastery test or exercise where you disagree with the answer or can't see why the given answer is correct, or where you are wondering how to apply a concept to your specific work situation. The email will come to Martec and one of our consultants will send you a personal answer within 5 business days. If your query is urgent, say so in your message. We can't promise to answer quickly but we will where we can.

Contact

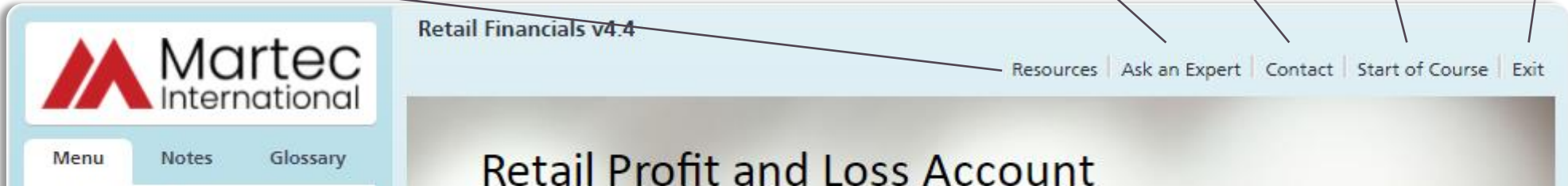
Clicking on Contact gives you the Martec telephone and email contact details in case you want to get in touch with us about an issue outside the scope of "Ask an Expert".

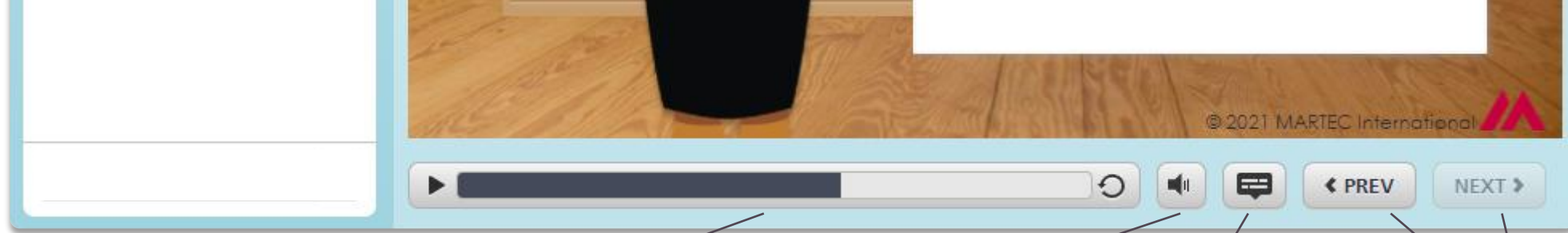
Start of Course

Clicking on this link will always take you back to the start of the module.

Exit

To Exit the module and return to the LMS click this link.





Progress Bar

The progress bar at the bottom of the screen will show how far along you are for the content associated with that screen. You can also pause and restart or replay the slide from the beginning from here.

Volume

Click on the speaker icon to adjust the volume of the audio or to turn it off.

Closed Captions

Toggle this option to switch closed captioning on or off.

Please note, at this point, not all our courses have closed captions but we are working towards it.

Prev / Next

Click the **NEXT** button to move forward through the module or whenever a screen finishes. You can click **PREV** to go backwards to review something again.

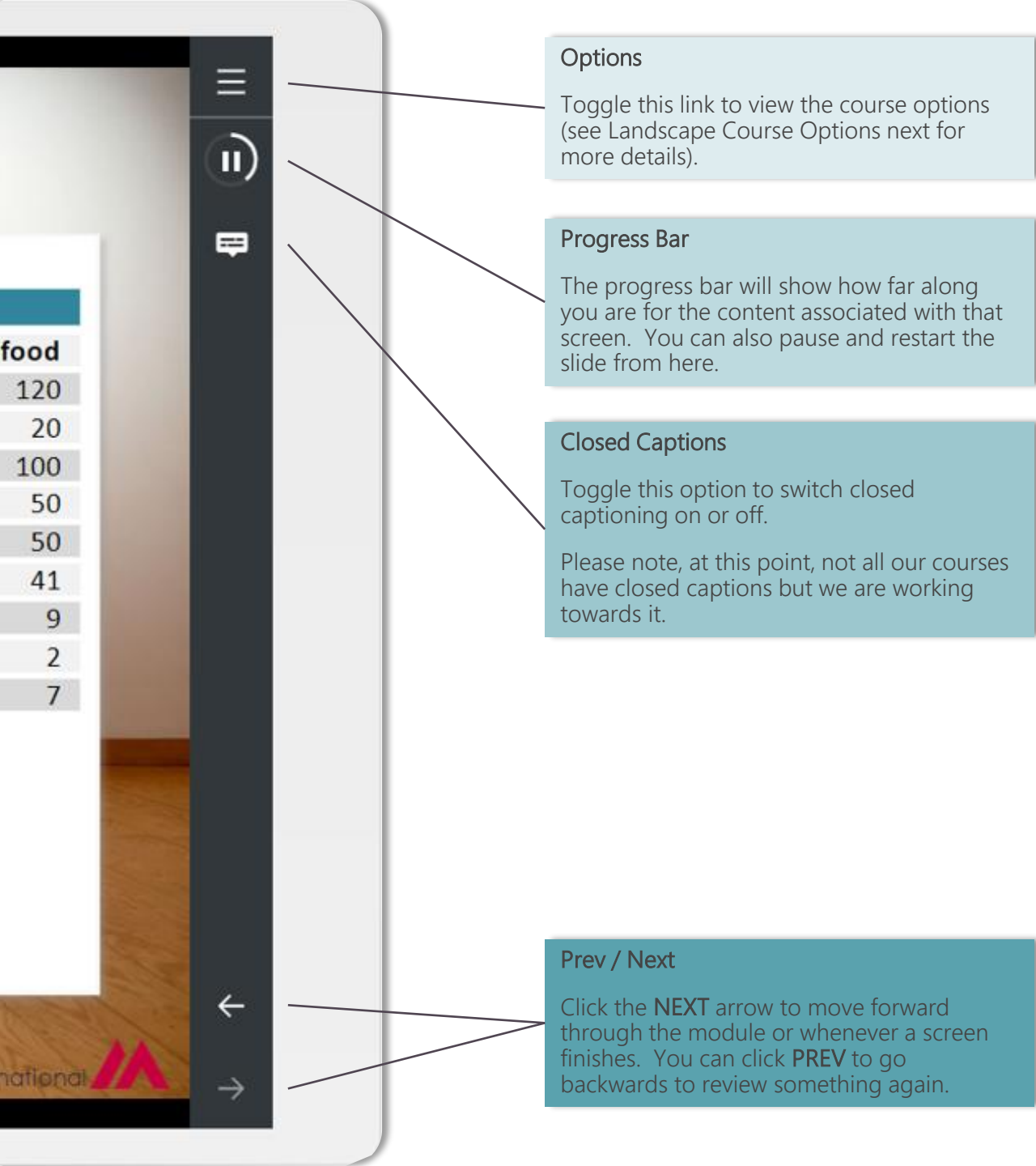
Desktop or Laptop

Now let's have a look at those options available to you on the bottom of the player.

To pause or resume the slide, toggle the arrow image to the left of the progress bar. To replay the entire slide, select the circular arrow image to the right of the progress bar. When reviewing a slide, if it's a long one you can drag the progress bar to the location you wish to review.

If, as in this example, the Next button is greyed out, this means you are required to view this slide in full before it will become available and allow you to continue through the course materials.





Options

Toggle this link to view the course options (see Landscape Course Options next for more details).

Progress Bar

The progress bar will show how far along you are for the content associated with that screen. You can also pause and restart the slide from here.

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Mobile Device – Landscape

If you choose to complete your training on a mobile device in landscape mode, the course will be displayed in a similar fashion to the image shown here.

Please note, although the course will run on a phone, we do not recommend it. Some of our courses have very detailed content which can be lost on a small screen.

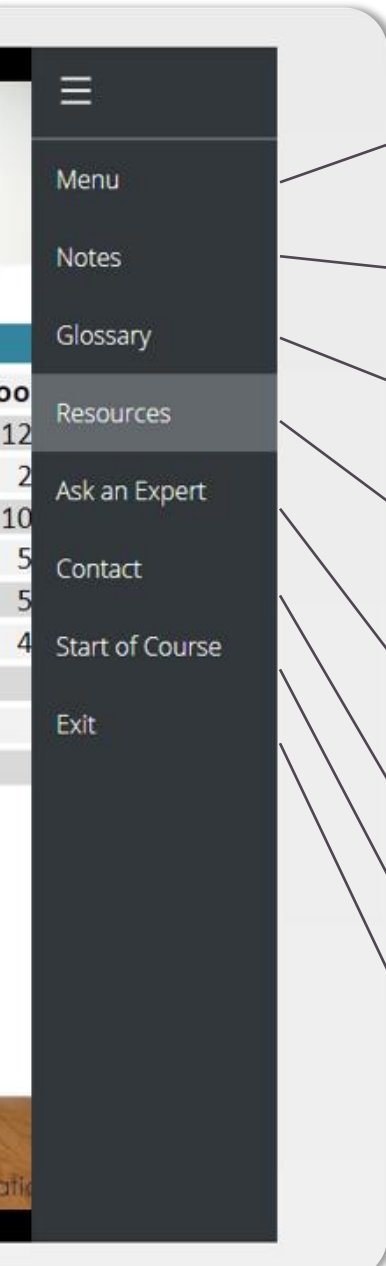
This image only shows the right hand portion of the player as that is where all the options available to you are. Simply click on any of these options to toggle between them.

If, as in this example, the Next arrow is greyed out, this means you are required to view this slide in full before it will become available and allow you to continue through the course materials.

The 'Options' from the top of the player are covered in detail on the following page.



Mobile Device – Landscape Course Options



Menu

The first time you study the program you should go through it in the menu order. Once you have completed the program and passed the mastery test at the end, you have the balance of your license period to go back and access the program whenever you need to. This can be simply refreshing your memory or because you need to start using something you studied some time ago and have forgotten some of the details. When you go back, you can access the content in any order you like and just re-visit the sections you need to using this option.

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Glossary

If you come across a term in the course which you don't recognize, click on the link labeled Glossary. A list of terms with their descriptions will be visible, scroll until you find the term you are interested in. Please note, at this point, not all our courses have a glossary option but we are working towards it.

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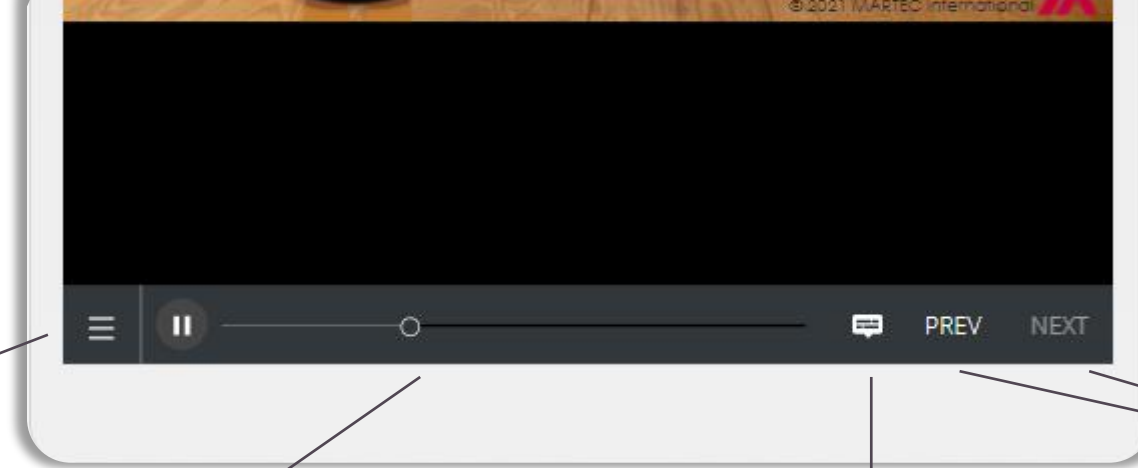
Start of Course

Clicking on this link will always take you back to the start of the module.

Exit

To Exit the module and return to the LMS click this link.





Options

Toggle this link to view the course options (see Portrait Course Options for more details).

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Mobile Device - Portrait

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The '**Options**' from the left of the player are covered in detail on the following page.



Mobile Device – Portrait Course Options

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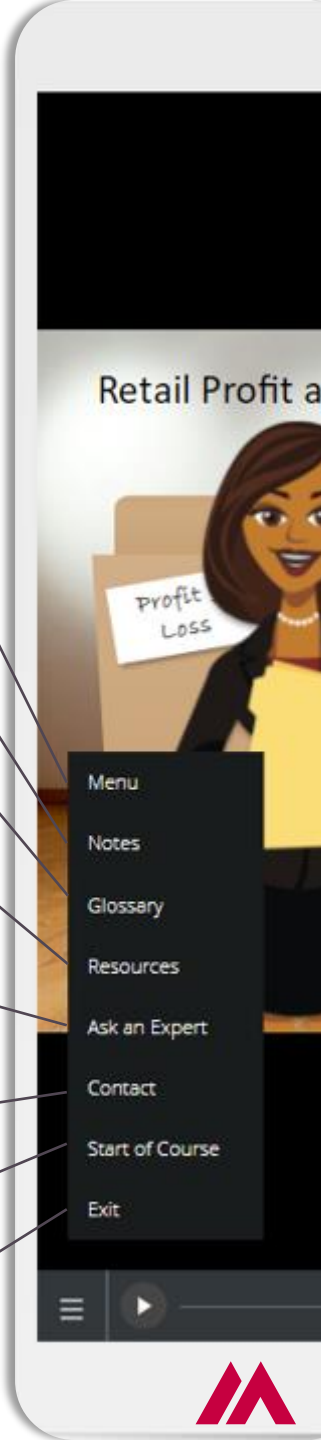
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Start of Course

Clicking on this link will always take you back to the start of the module.

Exit

To Exit the module and return to the LMS click this link.



General

We recommend that you study the content in short sessions of 30 to 40 minutes. This will greatly improve your memory retention compared to cramming the class in the shortest possible time.

Pick a convenient break point at the end of a lesson or at a change of topic in the current lesson. When you come back to study some more, the system will ask you if you want to resume where you left off. Normally you will say yes to this, so you don't have to remember where you got to.

We hope you enjoy this program and find it valuable. When you graduate the mastery test, the Certificate button will be displayed. Clicking on this will take you to a short survey on your experience studying the program. Your participation will help us in our efforts to continuously improve our programs for you and your colleagues. We welcome all comments including what was good and what we could improve for you. If you complete the survey, a certificate of achievement will be sent to you at the email address that you specify on the feedback form.

Thank you for using our training program. We really do hope you find it valuable.

