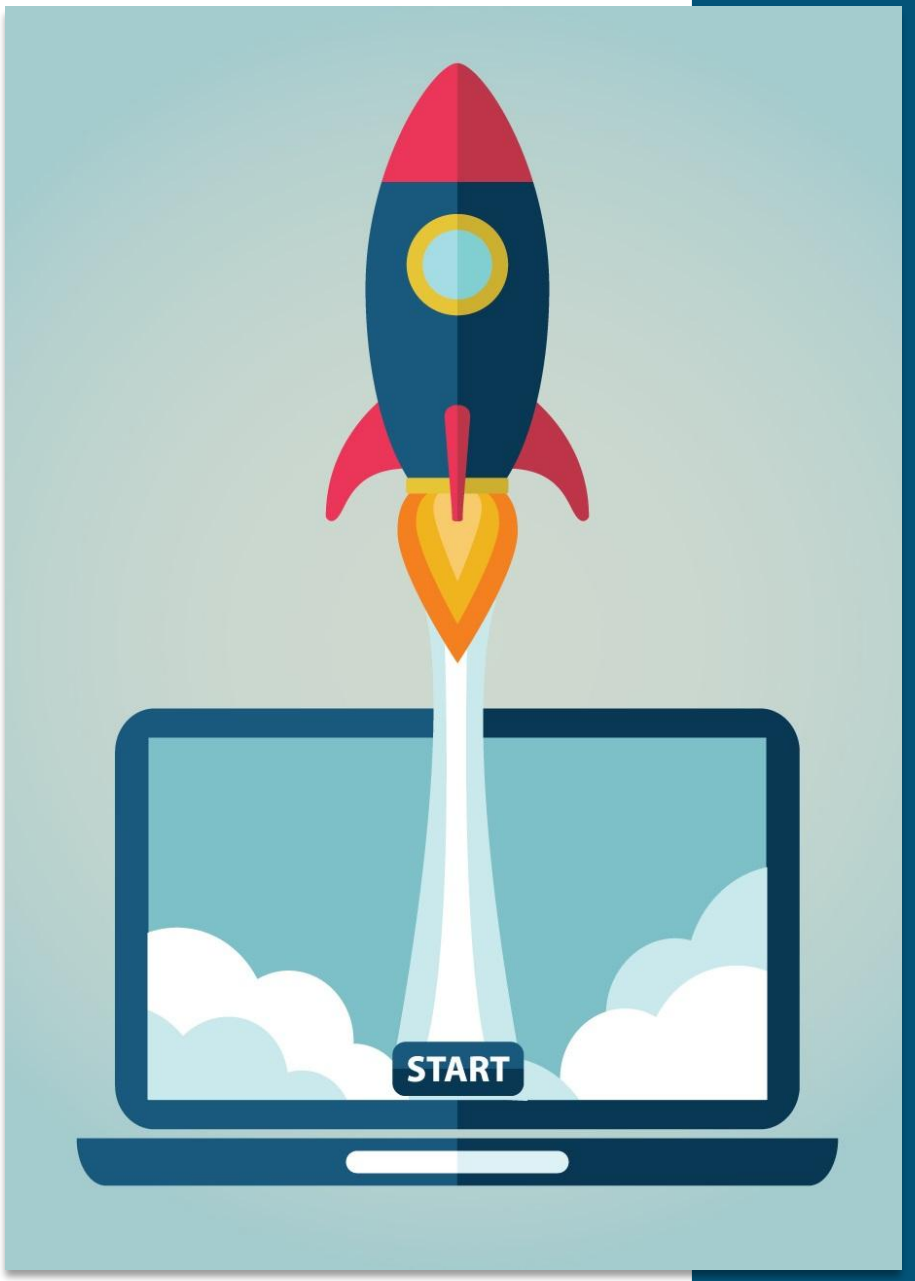
Martec International

Your guide to navigating our e-learning courses

Version 6



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 desktops, laptops or mobile devices in landscape mode. 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 **Menu** shows a full list of the course content. You can progress through the course in slide order using the Next key (described later) or you can click on the corresponding slide name in the menu tab.

Simply click the arrow to the left of each section title to expand or reduce the content list of that section.

Once you have completed the program, you have the remaining balance of your license period to revisit the materials 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.

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.

Search

To locate content containing a particular word(s), click on the magnifying glass icon, enter the search term into the dialogue box and hit return. All slides containing this term will then be listed directly above this box. Click on any slide title to review the material.

Desktop or Laptop

If you choose to complete your training on a desktop 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.

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

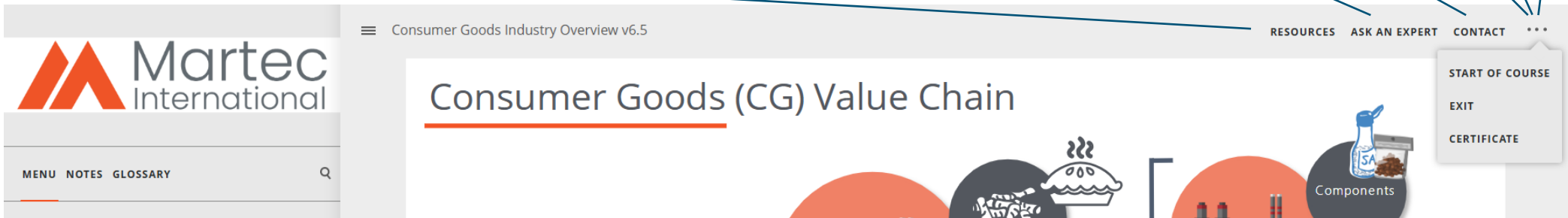
Clicking on this link will always take you back to the start of the module.

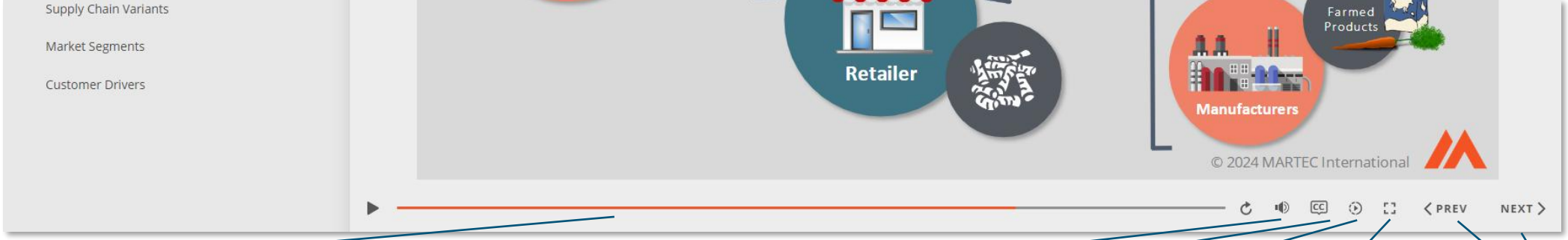
Exit

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

Certificate

You can access your certificate by clicking the certificate icon. Please note that this link will only work if you have successfully completed the course. If you're returning to the course after completion, make sure to click 'Resume', restarting the course will erase all your previous completion data, making the certificate inaccessible.





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.

N.B If the animations fall out of sync with the audio at any point, clicking the 'replay' icon to the right of the seek bar, and running the slide again from the beginning will rectify this.

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.

Playback Speed

Select the playback speed icon to change the speed of the course.

You can choose any speed between 0.25x and 2x.

Full Screen Mode

Click the full screen icon to scale the training content to fill the screen.

Click the button again to return to normal viewing mode.

Prev / Next

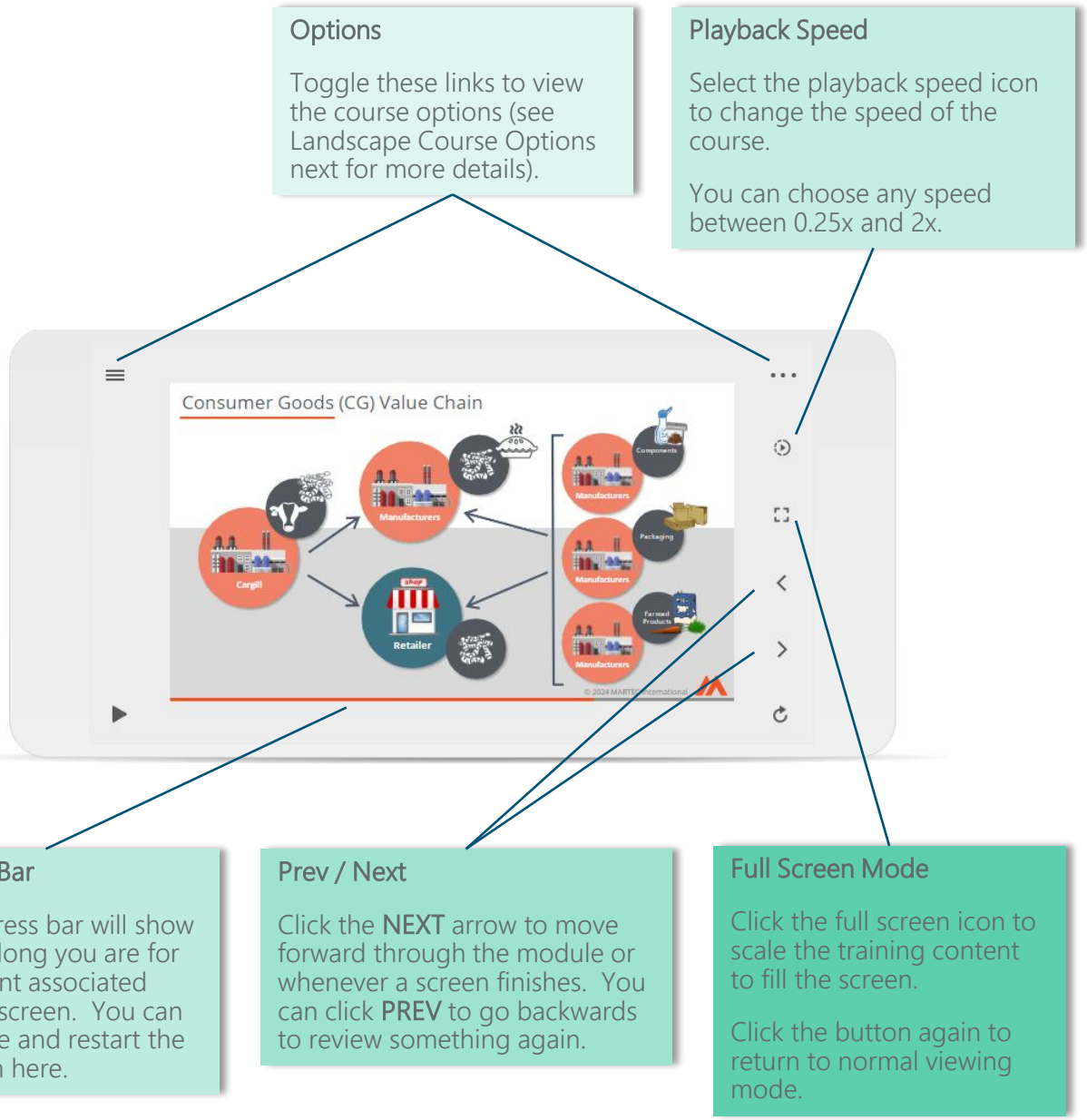
Click the **NEXT** button to move forward through the module or whenever a screen finishes. You can click **PREV** to go backwards to review something again.

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.



Mobile Device

If you choose to complete your training on a mobile device, 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 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 – Part 1

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Menu

Selecting this option gives you a full list of the course content. Select the slide title you require to jump to that slide. Once you have completed the course, you have the remaining balance of your license period to revisit the materials 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.

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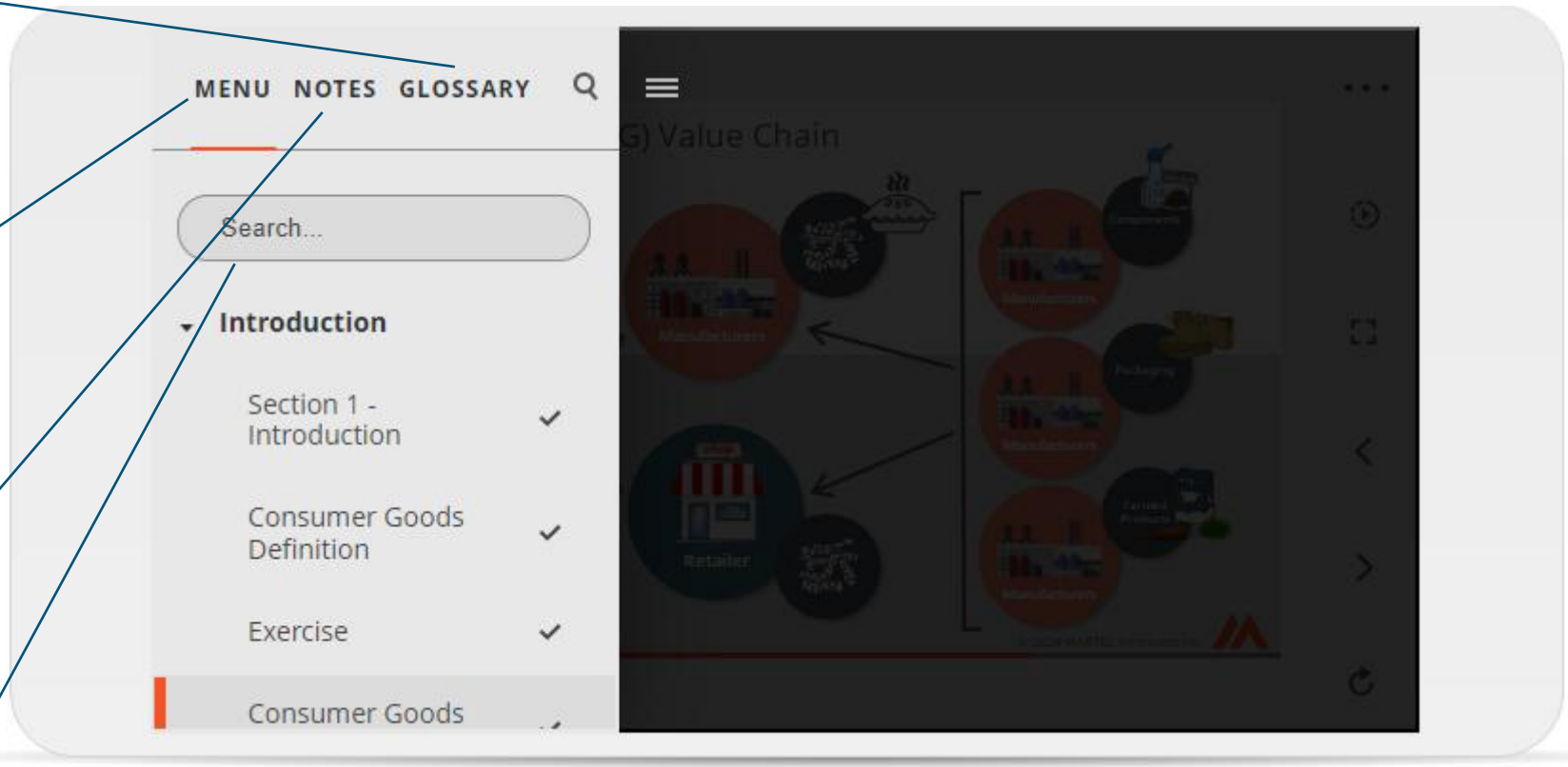
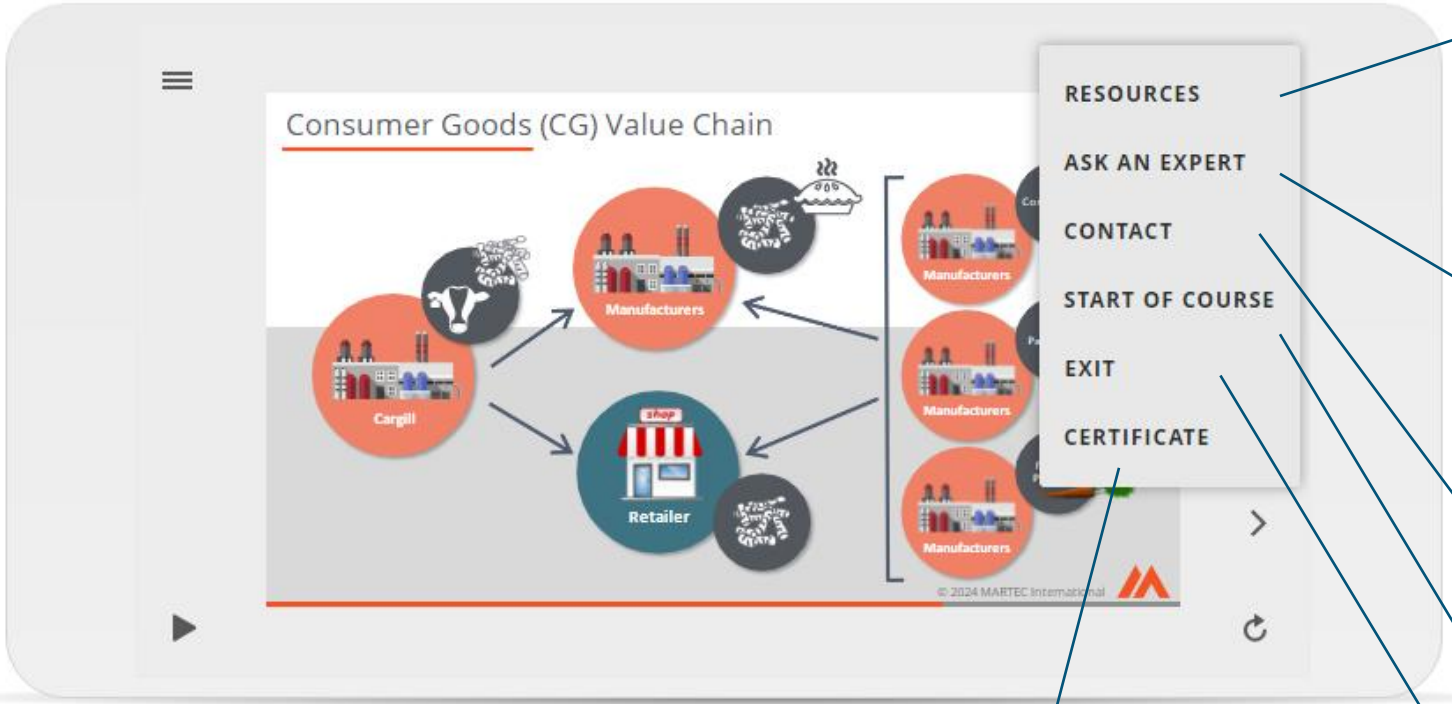


Mobile Device – Landscape Course Options – Part 2



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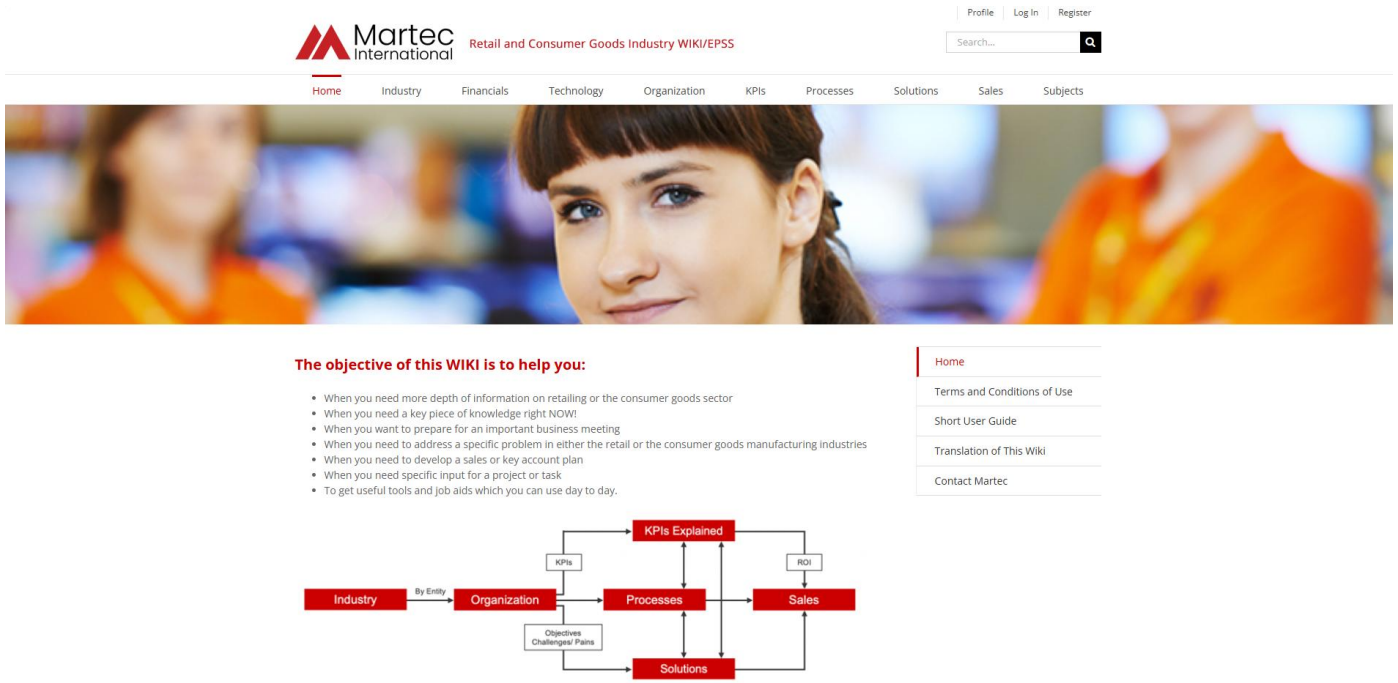

Access at: https://retailandconsumergoods.info

Martec Retail and Consumer Goods Industry Knowledge Bank (WIKI)

Your license for this training course also includes free access to the Martec Retail and Consumer Goods Industry Knowledge Bank? Also known as the WIKI for short.

The purpose of the WIKI is to provide you with information on the retail and consumer goods industries whenever you need it, and to support your day-to-day work activities with insight, job aids, checklists, recommended workflows and helpful industry data. Many useful tools and other documents can be downloaded to achieve this support.

The first time you use the WIKI you must register. **Please ensure you register with your corporate email address**, as access is restricted to authorized license holders only. When you log in for the first time, please read our terms of use and our guide on how to get the best from the WIKI.

WIKI Links within courses

As you navigate through our online courses you will often find links to the WIKI. These are designed to direct you to the relevant section, where you will find further information and reading on certain topics. **We recommend you logging in to the WIKI and leaving it open in a separate window whilst you are navigating through this training module** as this will allow an instantaneous transfer to the respective WIKI page upon clicking the links within the course.

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.