

SystemOne Online Training

User Guide

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These instructions are correct at the date of writing. For further assistance, consult the SystemOne Online Help.

Document History

This section should only be used when a new version of an existing document is created. Newer versions should detail which sections have been amended/added.

| Version | Date | Updated by | Approved by | Description |
|---------|------------|----------------|----------------|---|
| 1.0 | 25/11/2022 | Freya Walmsley | Annie Tyson | Document created. |
| 1.2 | 30/11/2022 | Annie Tyson | Gavin Wignall | Updated format. |
| 1.3 | 27/07/2023 | Gavin Wignall | Claire Butcher | Added the modules to the guide |
| 1.4 | 28/03/24 | Freya Walmsley | Paul Skinner | Updated wording and screenshots to match the new UI |

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Figure 1 - LMS Introduction

SystemOne Online Training - LMS

Our cutting edge LMS (Learning Management System) provides a space for virtual and interactive learning. Through this portal, users can gain progress badges and completion certificates which contribute to their e-learning portfolios.

The training is delivered via an e-learning platform that covers all key aspects of the system from clinical, administrative, and managerial functions.

What Happens Next?

Course/Training Organiser:

The course/training organiser will receive an email with access to the LMS portal. This user will have advanced access which will allow them to monitor and track the progress of all delegates. It will be the responsibility of the course organiser to set up the other staff members at your organisation or practice.

Delegates:

Once they have been set up for the LMS, the delegates or staff members at your organisation/practice will receive an email to sign up to the LMS. Once logged on to the LMS, delegates should navigate to the **UK Classroom** section at the top of the page and select the appropriate module. This will take you to the module page where you can then complete the course/s most suited to you. As each video is viewed, associated questions will be displayed at the bottom of the page to ensure the user is interacting with the content. Once those modules are completed, certificates will be generated which are visible in the platform and can be downloaded for your development portfolio.

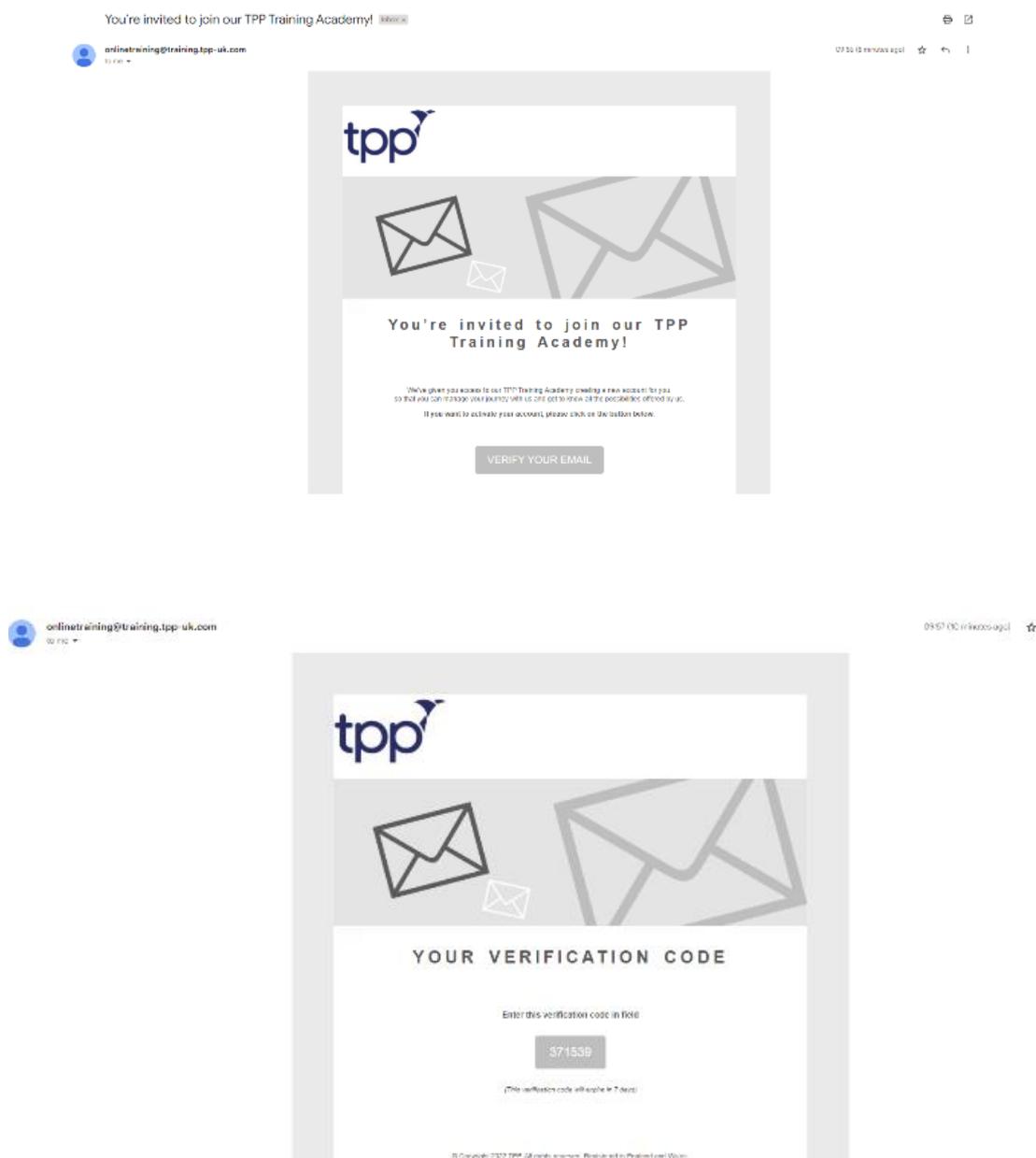
These instructions are correct at the date of writing. For further assistance, consult the SystemOne Online Help.

Inviting Employees:

The course/training organiser will receive an email with access to the LMS. Make sure to check your junk email if this is not received.

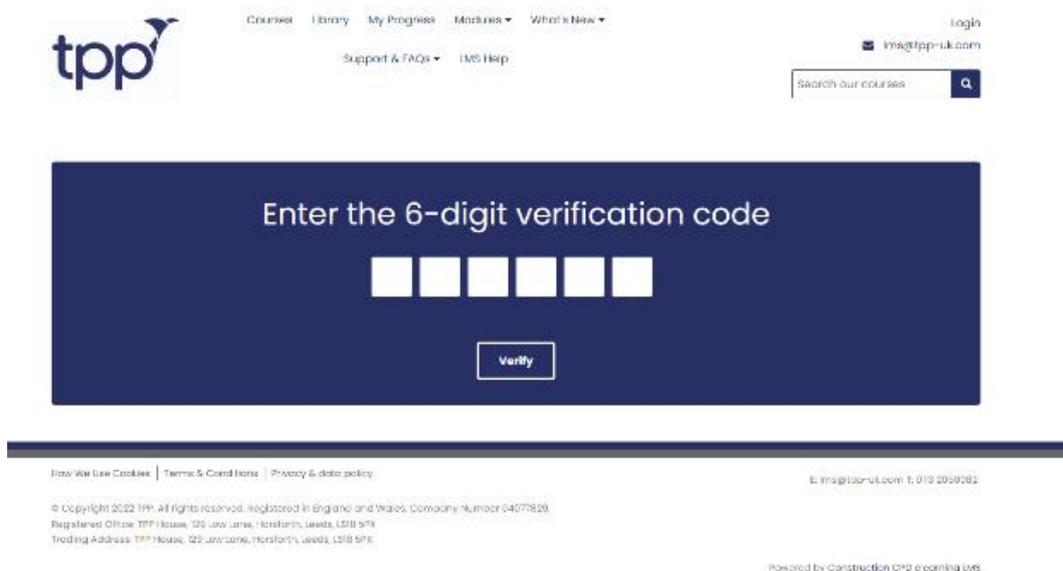
| | | |
|---|---|-------|
| <input type="checkbox"/> ☆ onlinetraining | Your verification code! - YOUR VERIFICATION CODE Enter this verification code in field 371539 (This verification code will expire in 7 days) © Copyright 2022 TPP. All rights reserved. Regist... | 09:57 |
| <input type="checkbox"/> ☆ onlinetraining | You're invited to join our TPP Training Academy! - You're invited to join our TPP Training Academy! We've given you access to our TPP Training Academy creating a new account for you. s... | 09:56 |

The first email will contain a link to verify your account on the LMS portal. The second email will contain the verification code needed to access LMS.

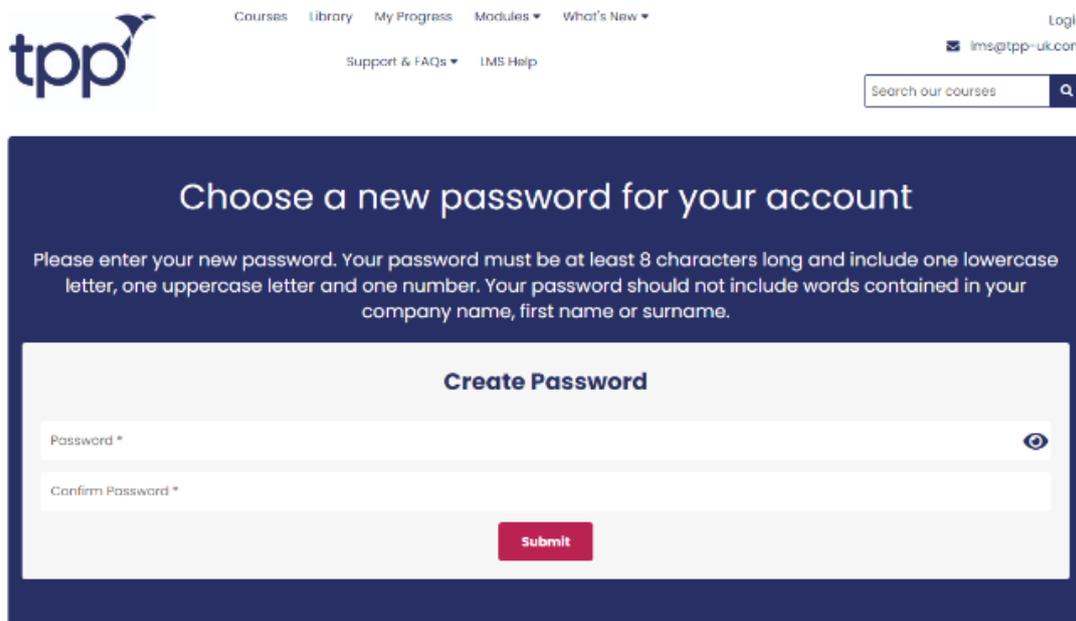


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Click the **Verify Email** link in email 1 and enter the verification code into the LMS portal.

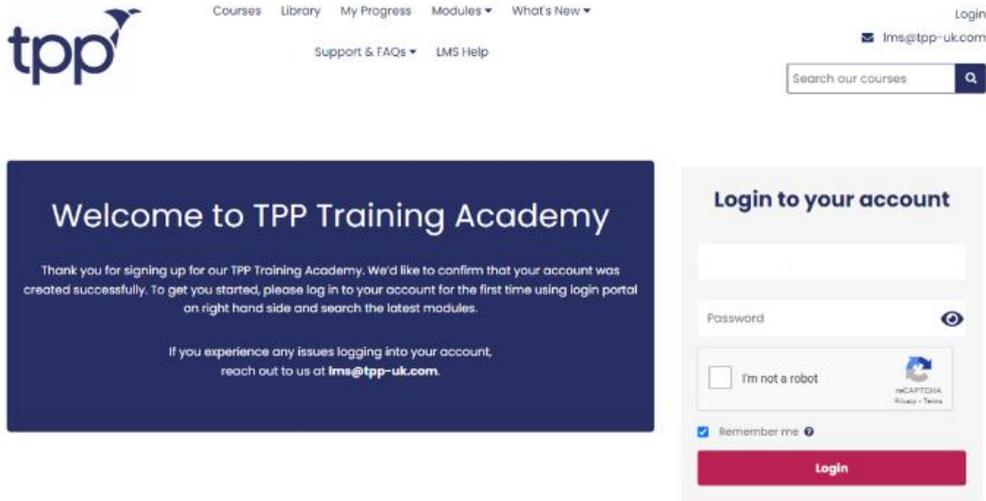


Next, you will need to set your own personal password for the LMS.



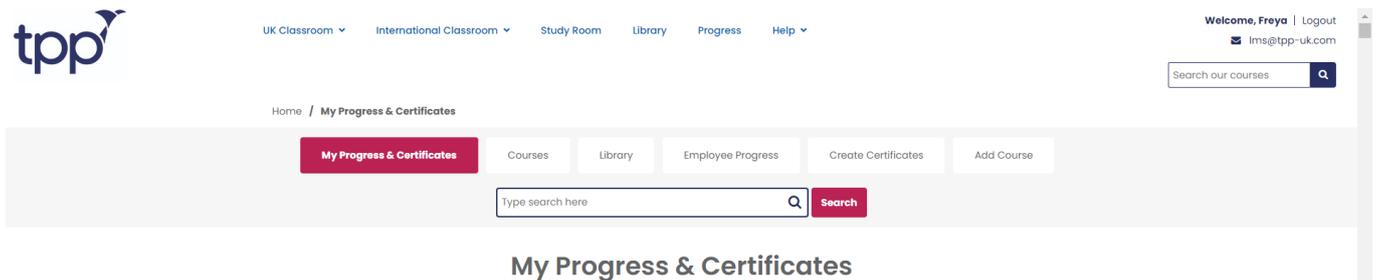
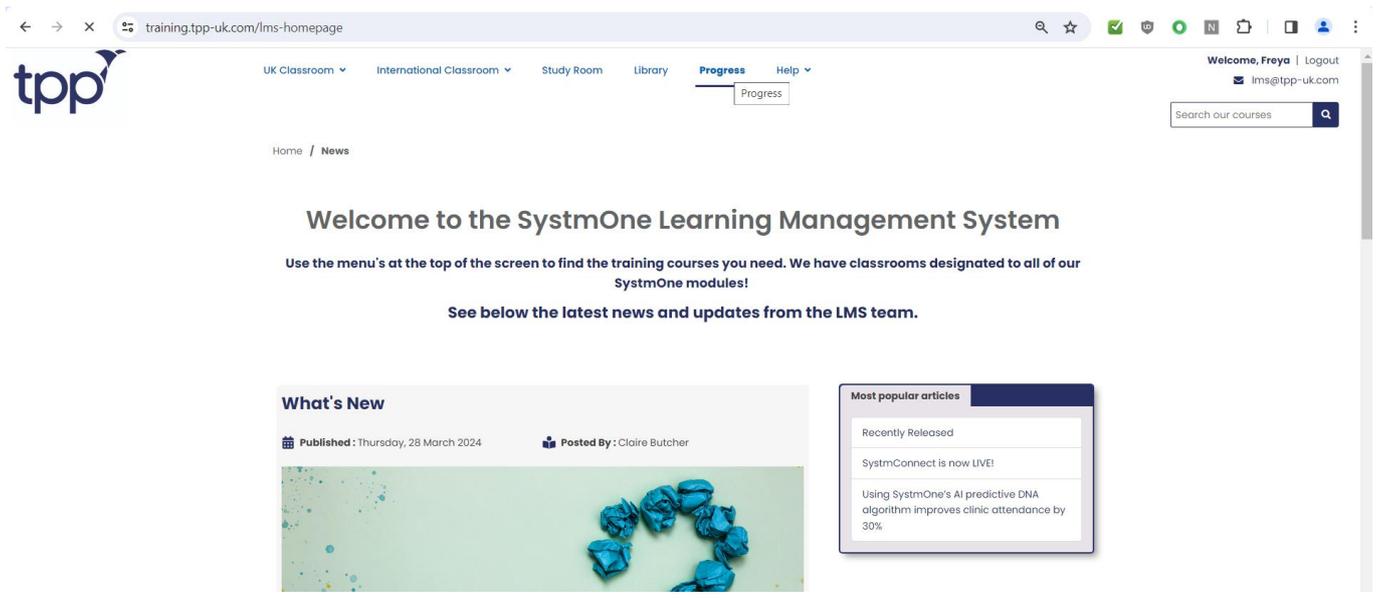
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You will then be asked to login with your email and password to access the relevant courses.



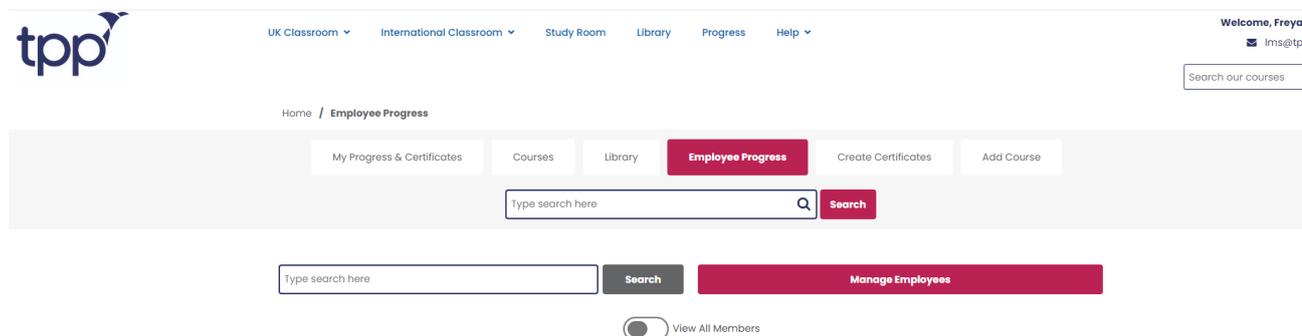
You are now logged into the LMS!

From here you can now set up the other delegates/staff who need to access the LMS. Navigate to the **Progress menu**.

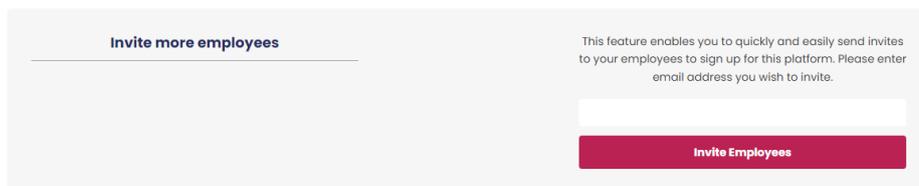


These instructions are correct at the date of writing. For further assistance, consult the SystemOne Online Help.

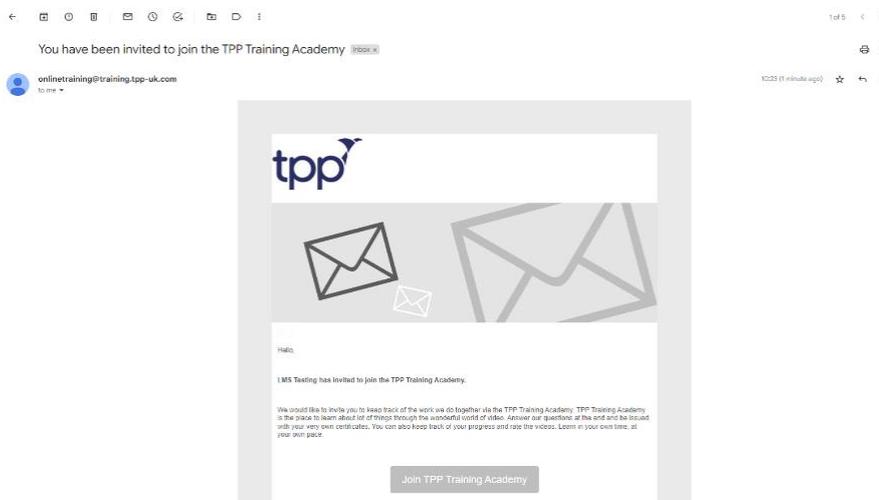
You will then need to select **Employees Progress**.



Then select **Manage employees**. You can send invites to your staff by typing in the employees' email in the below box and selecting **Invite Employees**. The invites will then be sent to your employees' email accounts.



Employees will now receive an email from onlinetraining@training.tpp-uk.com inviting them to join the TPP Training Academy. Clicking 'Join TPP Training Academy' will open the LMS registration page. Fill out all the details as required. You will then receive a further email prompting you to click 'verify email'.



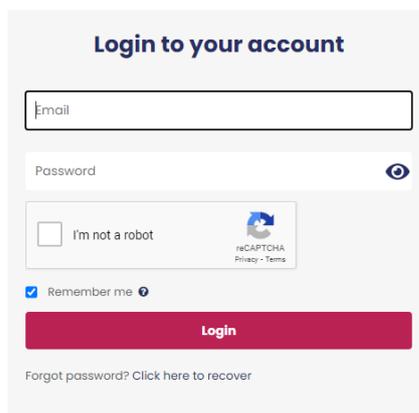
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Once this is selected, the LMS window will open again, and you'll receive a further email confirming your registration. Using your credentials, you can then log in and access the relevant LMS courses at <https://training.tpp-uk.com>.

Login to your account to start learning and logging your activity

Gain access to a comprehensive range of bitesize videos to help your learning journey.

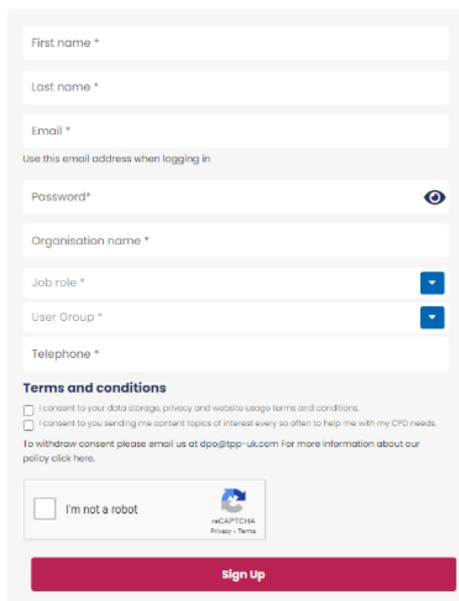
“The TPP learning Academy allows you to learn at your own pace, and be able to track and monitor your progress.”



The screenshot shows a login form titled "Login to your account". It includes an "Email" input field, a "Password" input field with a visibility toggle, a reCAPTCHA "I'm not a robot" checkbox, a checked "Remember me" checkbox, and a red "Login" button. Below the button is a link for "Forgot password? Click here to recover".

Register to get started

Start learning with just a few clicks.



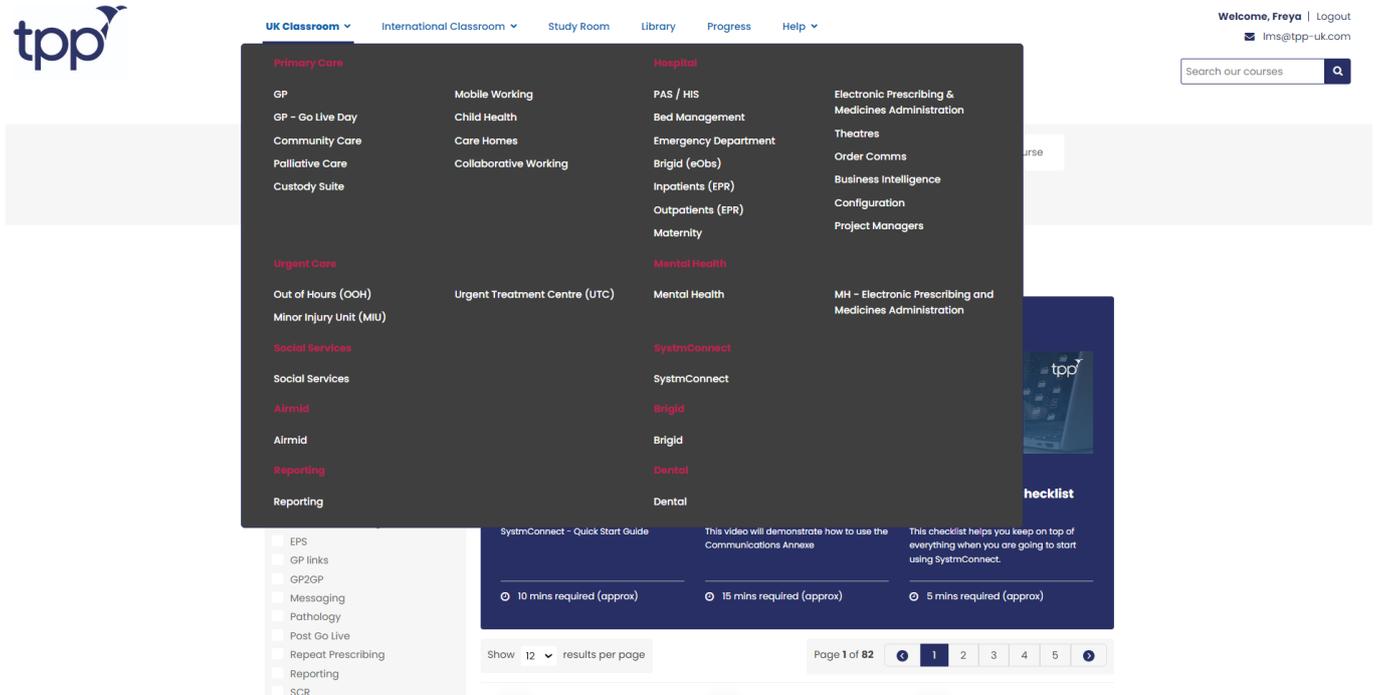
The screenshot shows a registration form with fields for "First name *", "Last name *", "Email *", "Password*", "Organisation name *", "Job role *", "User Group *", and "Telephone *". Below these fields is a "Terms and conditions" section with two checkboxes for consent. At the bottom, there is a reCAPTCHA "I'm not a robot" checkbox and a red "Sign Up" button.

- ✔ Watch & read bitesize training in your own time
- ✔ Keep track of your learning & test your knowledge
- ✔ Download certificates

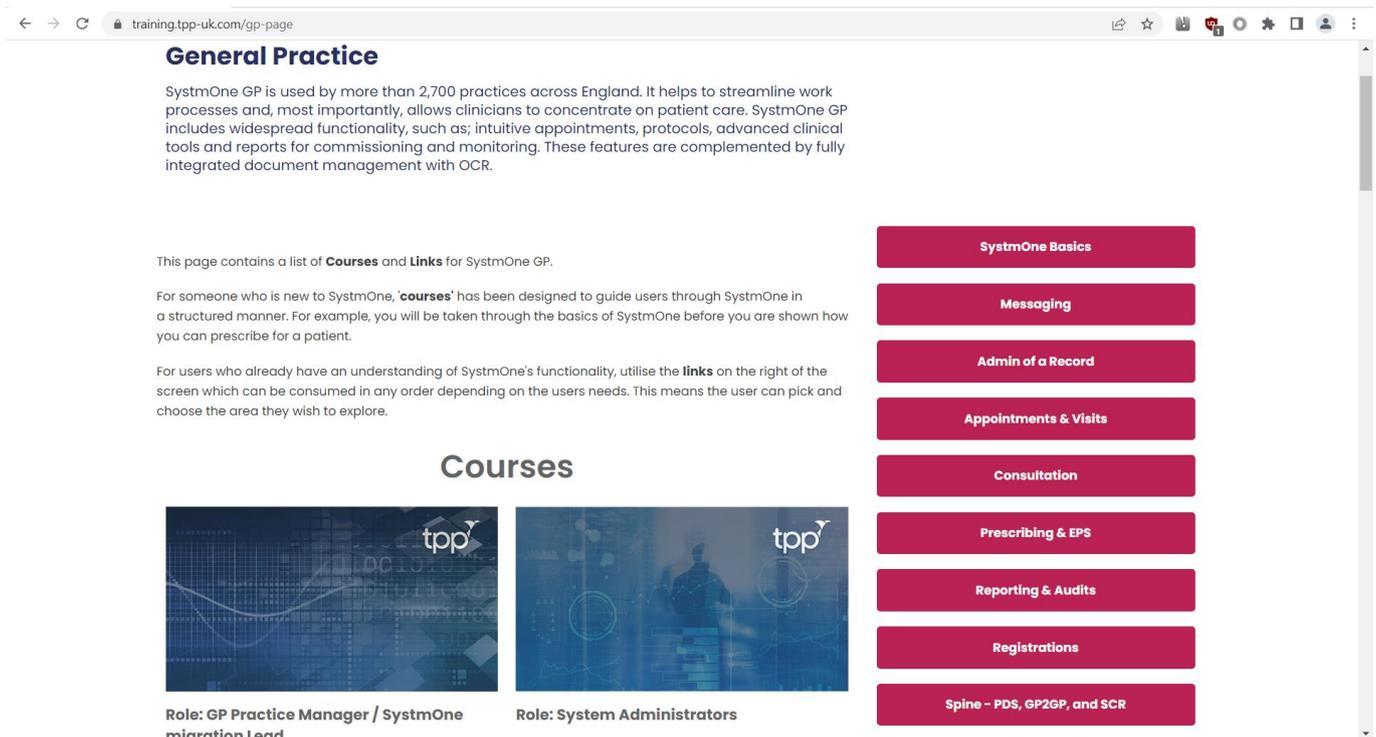
These instructions are correct at the date of writing. For further assistance, consult the SystemOne Online Help.

Accessing your training/course;

Navigate to the relevant **UK Classroom** from the top of the page. Select the appropriate module.



You can now select the course best suited to your role, which will guide you through a structured course. This is aimed at new SystemOne users to learn the system in a structured way. If you have used the system before and wish to increase your knowledge on a particular subject or topic, please select from the pink links on the left.



These instructions are correct at the date of writing. For further assistance, consult the SystemOne Online Help.

Each course is split into sections and will clearly show how much you have completed so far.

The screenshot displays a web browser window with the URL training.tpp-uk.com/courses/role-system-administrators?cid=26. The page is titled "Course Summary & Progress" and shows a progress indicator of 6%. The course duration is 1 hour 45 mins. The user has completed 1 of 16 modules. The course content is organized into sections: "Staff Setup", "Organisation Preferences", "Security Controlled Procedures", "IT Engineer", and "Bulk Operations". The "Staff Setup" section includes three video modules: "Setting up New Users" (Passed), "Changing Password", and "Enabling and Disabling User Profiles". Each module has a play button icon and a duration of 5 mins required (approx).

Course Summary & Progress

6%

Course Duration: 1 hour 45 mins

Good work, Continue to do so!

1 / 16 module(s) completed

In this course you will learn:

- Staff Setup
 - Setting up New Users (Passed)
 - Changing Password
 - Enabling and Disabling User Profiles
- Organisation Preferences
- Security Controlled Procedures
- IT Engineer
- Bulk Operations