TOTEM ECDIS

E-Learning Program

Totem Plus
Where shipping meets high-tech

ISO 9001
DNV
REGISTERED

Operation Manual

Ver. 3.0   March 2018

Table of Contents

1. *System Requirements for Viewing the Course*

Please note the following system requirements, prior to beginning the course, in order to assure proper viewing of the CBT course:

Internet Bandwidth: at least 1.5 Mbps per user.

Course should be viewed at one of the following browsers:

Windows:

- ✓ **Internet Explorer** 10 and later.
- ✓ **Google Chrome** Latest Version.
- ✓ **Firefox** Latest Version.
- ✓ **Opera** Latest Version.

Mac:

- ✓ **Safari 7** and later, Google Chrome latest version.

Adobe Flash Player 10.3 or later.

2. *User Registration – Step by Step*

2.1   Username and Code/password

2.1.1 E-Learning address is: http://learning.totemplus.com/

2.1.2 Before Logging the system, make sure you have the username and code/password provided to you by your company CBT administrator.

2.1.3 Please note, Username and code/Password are case sensitive.

2.1.4 Code/password is valid for 60 days.

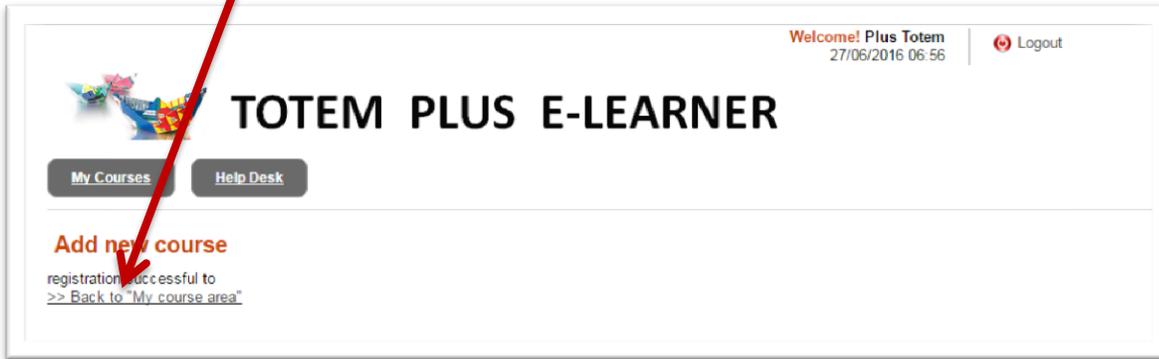## 2.2   Logging in for the first time

2.2.1   Enter the code/password at the right hand side of the screen and click on the subscribe button.

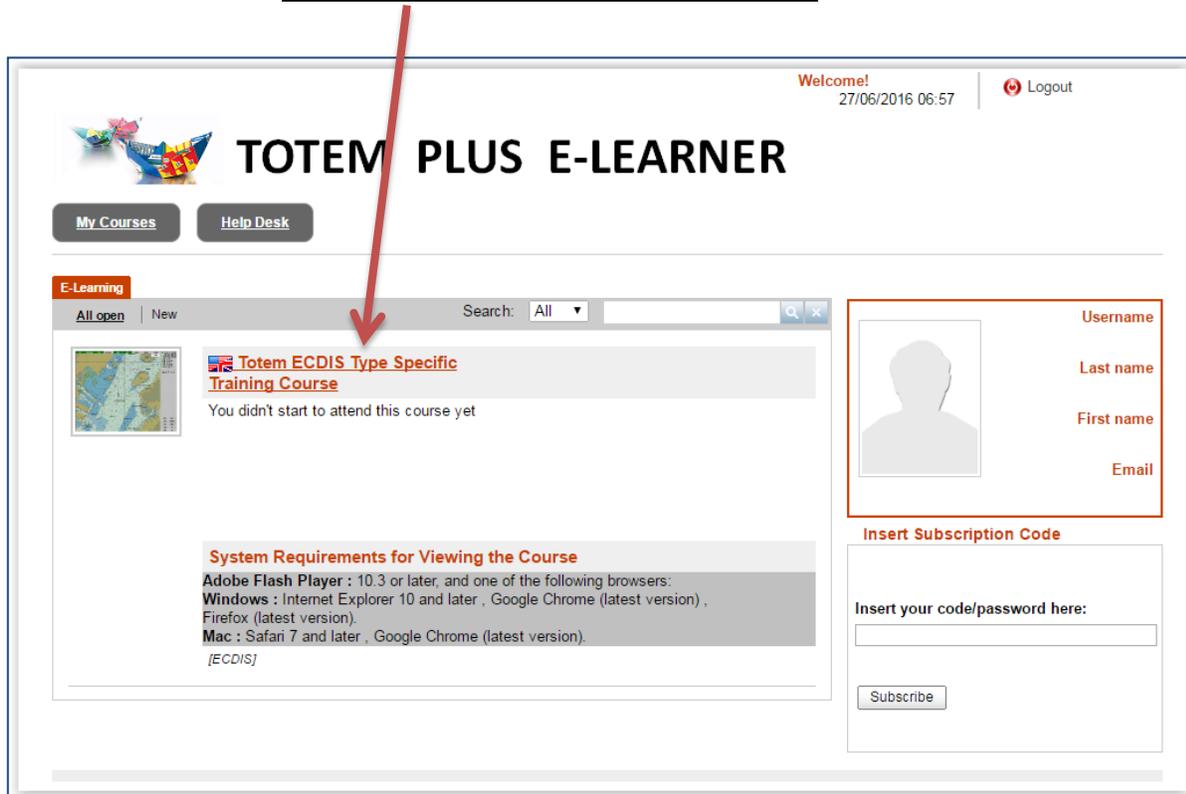This action will activate your registration and this step is necessary only at the first log-in.

2.2.2

Click on "**back to my course area**".

2.2.3   Click on "**Totem ECDIS type specific training course**", to enter the course.

2.3 Totem ECDIS type specific training course

2.3.1 Enter the course and follow the instructions on each screen.

2.3.2 At the end of each chapter related questions will be asked. Incorrect answer will lead you back to the place in the chapter where the specific subject was explained, in order to go through it again.

2.3.3 Only after answering all the questions correctly, the system will guide you to the next chapter.

2.3.4 Once successfully completing all course chapters, a certificate will be issued by the system, and send to your company's admin.
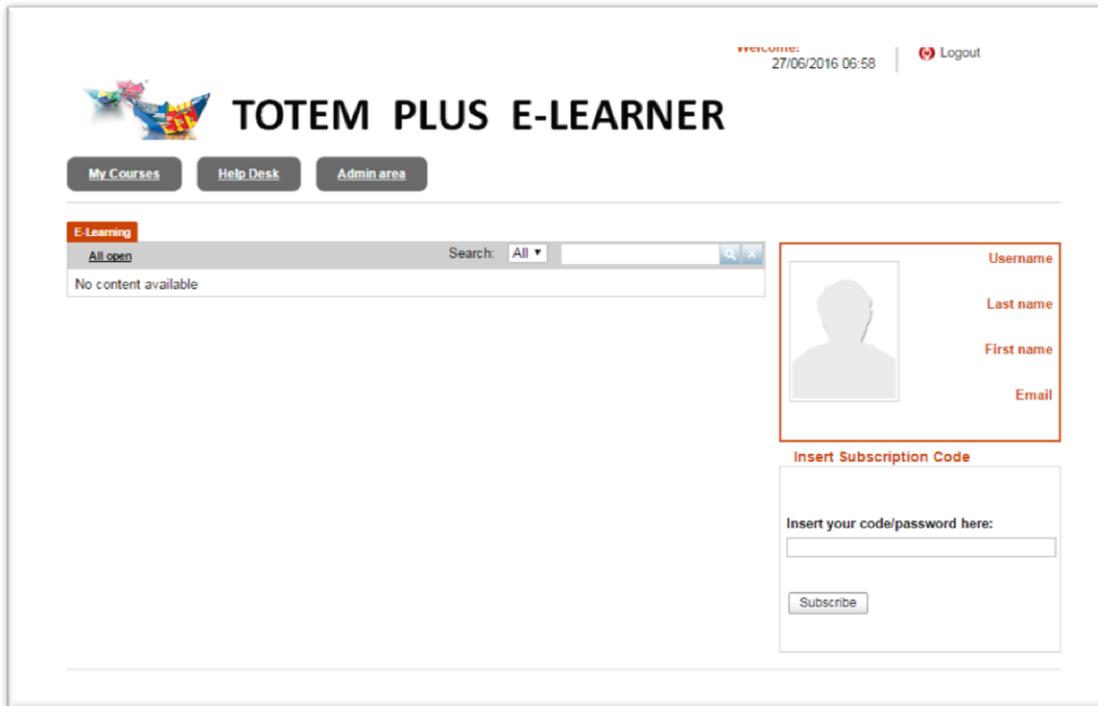
2.4 Malfunction and failures

2.4.1 Use the Help desk button on the main page, to inform us on any case of system malfunction or failures.

2.4.2 You can also send a screen shot of the error to: **learning@totemplus.com**

3.Administrator

3.1 Admin log-in.

3.1.1. To log-in use the same instructions as for a new candidate.

3.1.2. Follow these steps in order to monitor each candidate progress:

  ➢ On main screen Click Admin Area

  ➢ Click on main

  ➢ Click on users

  ➢ Click on user management

  ➢ Click on the "Detail" icon of a specific candidate, in the list and select one of the user statistic tabs, to view the required information.

3.2 Candidate's username & code/password

The following information should be provided to Totem plus admin, on excel file, in order to get username and code/password per trainee:

- ☑ Trainee First Name
- ☑ Trainee Last Name
- ☑ Trainee Date of Birth
- ☑ Trainee Nationality
- ☑ Trainee Passport number
- ☑ Trainee e-mail Address