

TOTEM ECDIS

E-Learning Program



Operation Manual

Ver. 3.0 March 2018

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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



The screenshot displays the 'TOTEM PLUS E-LEARNER' interface. At the top left is a colorful logo. The main content area is divided into three panels: a worker in a hard hat at a control console, a 3D rendering of an offshore oil rig, and a 'LOGIN' form. The login form includes fields for 'Username' and 'Password', and a green 'Login' button. Below the panels, the word 'Instructions' is written in red, followed by two bullet points: '- Use one of the required browsers to view the Course (see operation manual).' and '- Enter the Username and code/password given to you by admin . at the login box.'

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

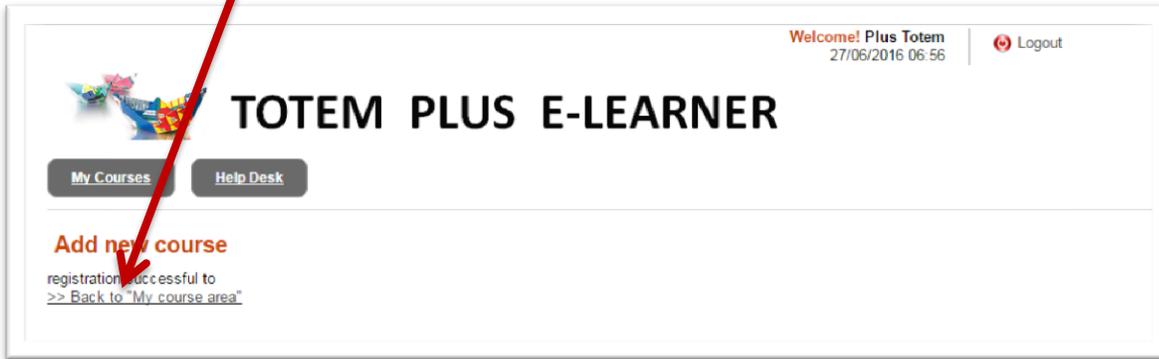
2.2.1 Enter the code/password at the right hand side of the screen and click on the subscribe button.

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

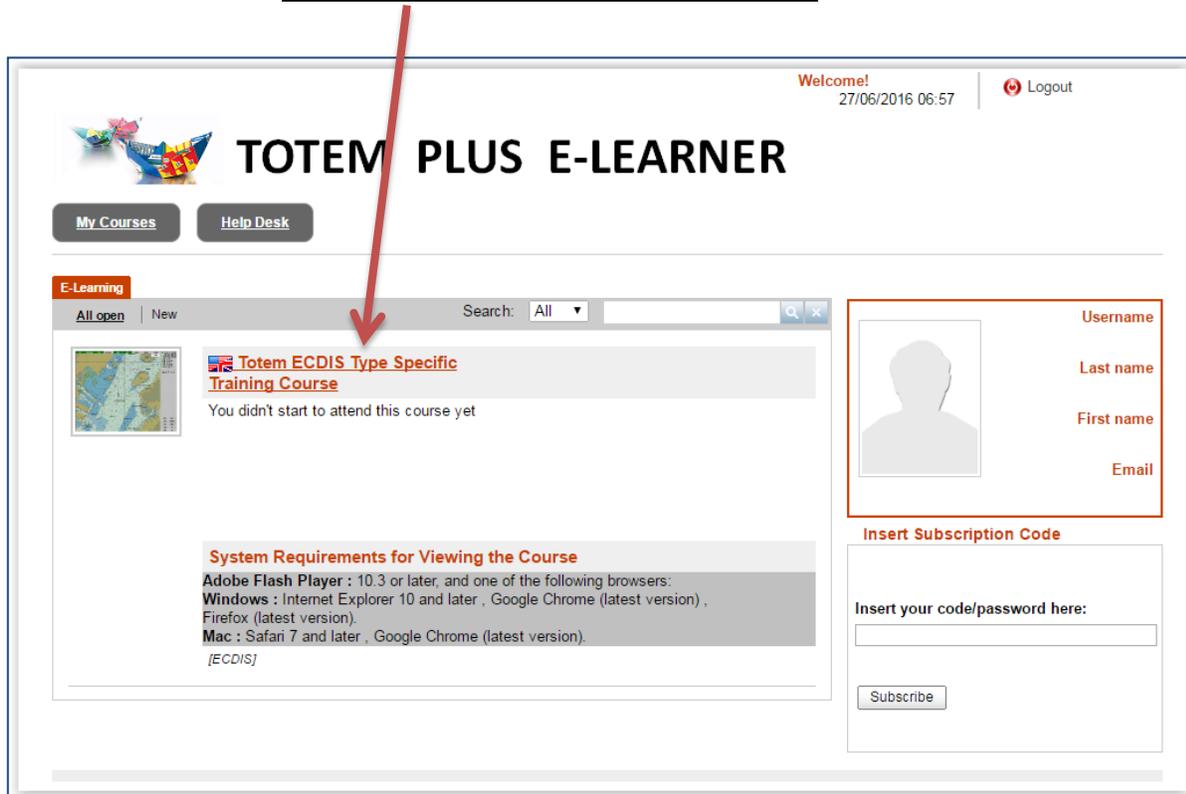
2.2.2

The screenshot displays the Totem Plus E-Learner web interface. At the top right, it shows a 'Welcome!' message, the date and time '27/06/2016 06:53', and a 'Logout' link. The main header features the 'TOTEM PLUS E-LEARNER' logo and two navigation buttons: 'My Courses' and 'Help Desk'. Below the header, there is an 'E-Learning' section with a search bar and a 'No content available' message. The central focus is on the login process, which is divided into two parts. On the right, a user profile form is highlighted with a red border, containing fields for 'Username', 'Last name', 'First name', and 'Email', along with a placeholder for a profile picture. On the left, a 'Subscribe' form is highlighted with a black border, featuring a text input field labeled 'Insert your code/password here:' and a 'Subscribe' button. A large white arrow points from the 'Subscribe' form on the left towards the user profile form on the right, indicating the flow of the login process.

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.

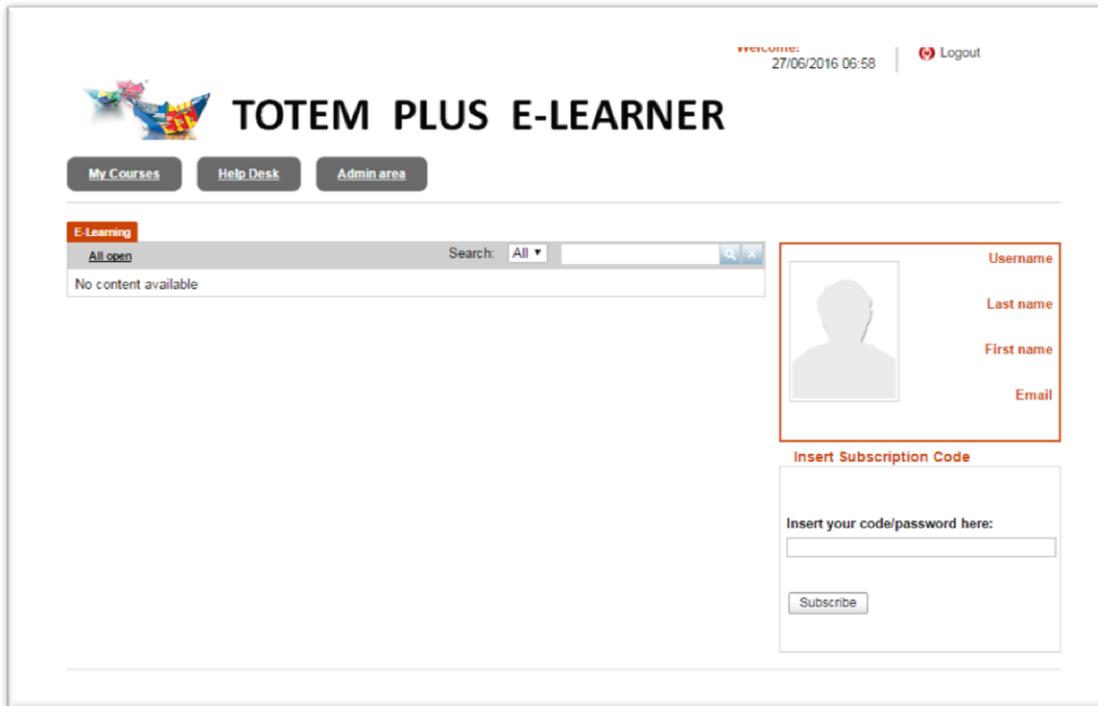
2.4 Malfunction and failures

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