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1. Introduction

"Global Training e-Learning Platform" is the e-learning platform of Mercedes-Benz Global Training.

The "Global Training e-Learning Platform" user interface is used:

- For displaying details of training programs matching a learner’s job profile.
- For directly launching and taking these e-Trainings / e-Tests.

2. Basic Instructions for use

2.1. Basic navigation in "Global Training e-Learning Platform"

The "Global Training e-Learning Platform" is a browser-based application.

Navigation is carried out by clicking on the various elements with the mouse.

In most cases, the mouse pointer then turns into a hand.

The navigation elements in "Global Training e-Learning Platform " are as follows:

- **Action key**
  
The function of each action key is described on the key itself (in this case, “Sign In”).
• **Icon**

Further information may be provided with a tooltip (in this case, reading “Pick Location”).

• **Link**

![Link Example](image)

A link is a clickable section of text.

In "Global Training e-Learning Platform", link texts appear in blue.

• **Navigation area**

![Navigation Area](image)

A navigation area allows you to select a function within a tab.

Further information may be provided with a tooltip.

### 2.2. Using the date selector to complete date fields

Wherever the “Global Training e-Learning Platform” allows or requires the entry of date information, the icon is displayed.

The purpose of the date selector is to ensure that all dates will be entered in the correct format.

1. Click on the icon → A new window will open.
2. Use the pull-down menus to select the month and year (a).

![Date Selector Example](image)
3. Then click on the required day (b) -> The window will close. The date will be displayed in the entry field.

Or

Click on the **Clear (c)** link -> This closes the window without placing any date in the entry field.

### 2.3. Data input from selection lists

Wherever the “Global Training e-Learning Platform” allows the use of information from selection lists, the icon is displayed.

1. Click on the icon - > A search help window for selection of the required information will open.

2. Enter known details in input field or select from provided country list.

3. Click on the **Search** action key - > The search results will be displayed in form of a table.
2.4 Configuring your settings

In the function bar at the top of the page, next to your username, click on the arrow down and select “Preferences”.

The “Preferences” window will be displayed.
2.4.1 Language and Table Row Display Preferences

The “Preferences” menu can be used to enter configuration settings for language version and table format.

Enter the required settings.

Then click on one of the action keys:

- [Save] -> This saves your changes and leaves the window open.
- [Save and Close] -> This saves your changes and closes the window.
- [Cancel] -> This rejects your changes and closes the window.

The start page is then displayed according to your selected settings.
2.4.2 Password

The “Password” menu can be used to change your password and enter a secret question and answer.

Password renewal is required every 90 days. You will receive a timely notification. The secret question and answer enables you to reset the password.

My Account: Password

Change Password

User Name
Current Password*
New Password*
Confirm New Password*

SECRET QUESTIONS

<table>
<thead>
<tr>
<th>Secret Question</th>
<th>Secret Answer</th>
<th>Confirm Secret Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>-Select One-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter the required data.

Then click on one of the action keys:

- **Save**  -> This saves your changes and leaves the window open.
- **Save and Close**  -> This saves your changes and closes the window.
- **Cancel**  -> This rejects your changes and closes the window.

The start page is then displayed according to your selected settings.
2.4.3. Language selection
At the top of the page you can select your preferred “Global Training e-Learning Platform” language by clicking on one of the available languages.

2.4.4 Adding an additional assessment language
You can also select your preferred e-Training assessment languages by clicking on “Edit your preferred languages”.

Click on “Add preferred language”.

Enter language you would like to add and click on “Search”, or perform an empty search.
Tick applicable selection box and click on “Save”.

Click on “Save”.

Franch has been added to your preferred assessment languages.

Assessments will only be available to you in your selected languages and applicable to your job profile.

You can also see what languages are available for a specific course by moving over the “Icon.”
2.5 Help and support

2.5.1 Help

1. Click on the “Help” link.

The "Support" window will open.

Support

CONTACT SUPPORT
   > Send a message to your e-training administrator

HELP FOR LEARNERS
   > First Steps Learner
   > Concise Learners Guide
   > How To Submit A Test Result & Print Certificate

HELP FOR COUNTRY ADMINS
   > Concise Country Administrator’s Guide
   > Create a chart from report data
   > How to reset a learner’s transcript entry

SYSTEM CHECK
   > Check if your system meets all necessary requirements

2. Click on the required function, or information.

2.5.2 Support Contact

For support, click on the link “Send a message to your e-training administrator”. The online help window will open.

CONTACT SUPPORT
   > Send a message to your e-training administrator

Enter your inquiry and click on > Send.
2.5.3 User Guides

For User Guides click on applicable topic from list below:

HELP FOR LEARNERS
- First Steps Learner
- Concise Learner's Guide
- How To Submit A Test Result & Print Certificate

HELP FOR COUNTRY ADMINS
- Concise Country Administrator's Guide
- Create a chart from report data
- How to read a learner's transcript entry

2.5.4 System check

To run a system check, click on the “System Check” action key. The system check window will open. Click on “Check if your system meets all necessary requirements”.

2.6 Logging off

In the function bar, click on the “Log Out” link.

You will be logged off.
3. Upcoming/completed training programs

3.1 Learning Page

The training programs available to the learner are either listed on the “Start Page”, or under the “e-learning” or the “My Learning” menu.

Open the required training program by clicking on the Launch link.

3.2 Learning History

Click on “Completed Courses”

Completed courses will be displayed.