Xtralis University User Guide

July 2024
Doc. No. 36627_03

Preface

Webinars, on-line on-demand, virtual instructor-led, and other instructor-led trainings are available through Xtralis University; training will keep you aligned with our new technologies, updates, principles of design, installation, commissioning and maintenance.

This document helps you access Xtralis University platform to navigate the available courses and register yourself or your team members for the training that meets your needs and your team's needs.

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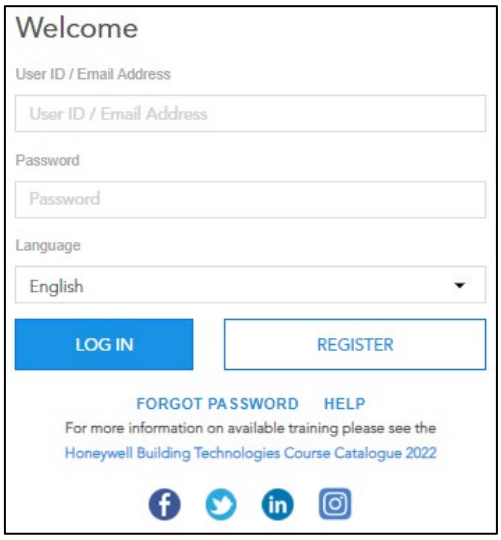
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1 Access Xtralis University

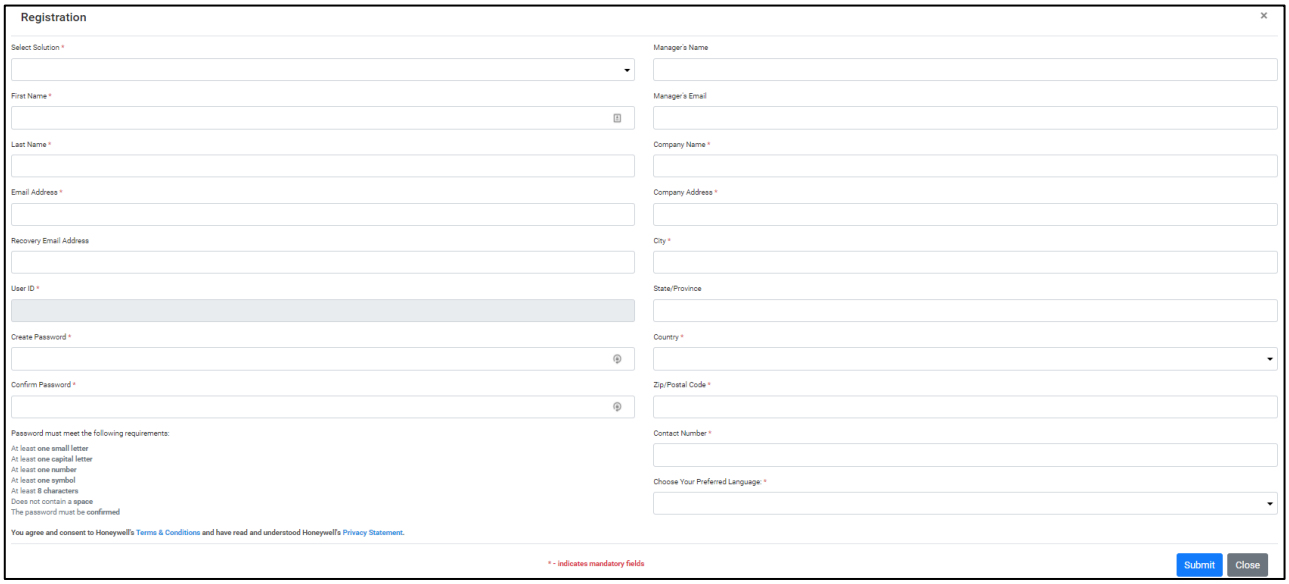
To access Xtralis University, go to (https://myhoneywellbuildingsuniversity.com), the **Welcome** page appears as shown below:



- If you are already registered in the platform, but you forgot your password, click **Forgot Password** to reset it, you will receive an email with a link to create a new password.
- If you have a problem logging in, we advise you to contact our Technical Support team by clicking **Help**, entering your name, email, and message, and then clicking **Submit**.
- If you are not registered yet, please register for access, as explained below.

To register for access, please follow these steps:

1. Click **Register**, the following page appears:



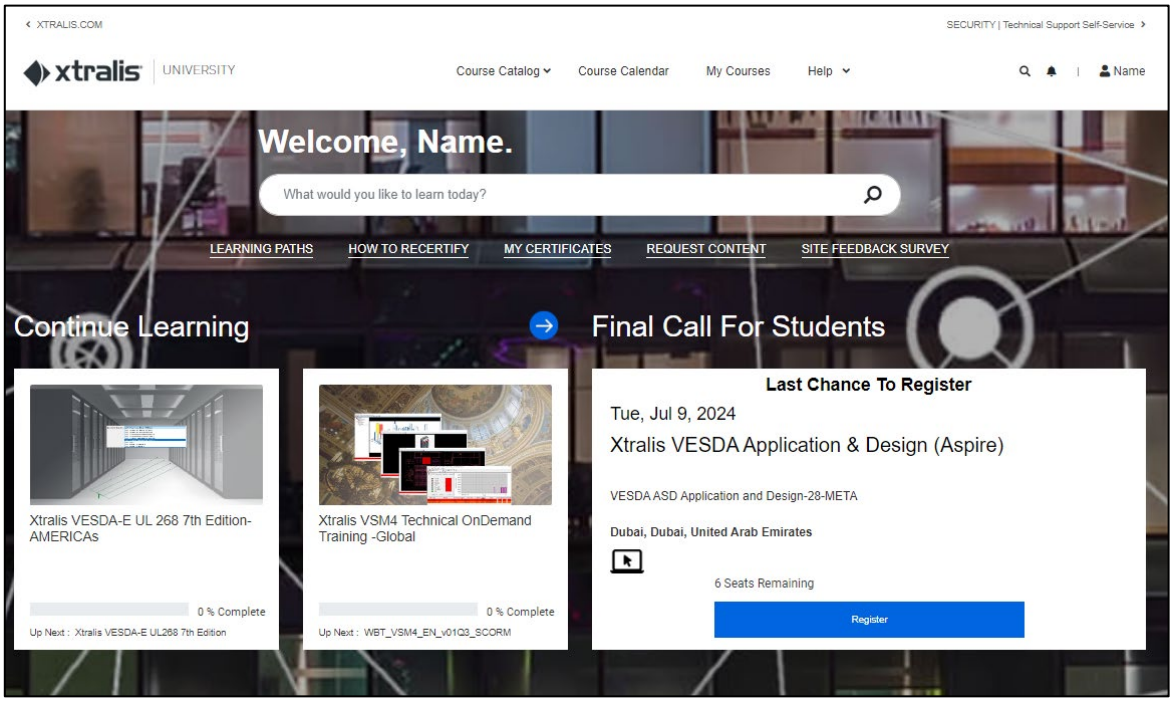
2. Fill all required information,

   Note that the password must be at least 8 characters and contain at least one capital letter, one small letter, one number, one symbol and no space.

3. Click **Submit**; you should be aware that by clicking **Submit** you agree and consent to the company's Terms and Conditions and have read and understood the Privacy Statement, an email is sent to your inbox to confirm your submission.

Your request will be processed by our Administration team, and you will be provided with a username to access the platform.

To access your account, enter your user ID/email address and your password, each in its field in the **Welcome** page, then click **Log In**, the **Home** page appears as shown below:



This is the **Home** page where you can navigate Xtralis University, access the course catalogue, course calendar, and other resources including your certificates. Also, you can view multiple help topics like the navigation guide and frequently asked questions, in addition to accessing and updating your profile, etc.

This page is customized based on your training journey in the platform and your interests, as you see in the example above, your training courses appear as shortcuts, allowing you to access the one you want in a single click as soon as you open the website. Also, the page displays a couple of recommendations for you and your upcoming trainings.

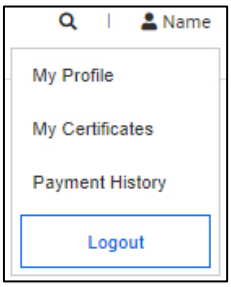
It is worth mentioning that if you have team members defined in the platform, **My Team** link appears in the main menu, allowing you to follow-up on your team's progress.

Note that the page also displays a collection of **Quick Links** under the search field, to allow you to quickly access your enrolled or completed trainings, your profile and your certificates. To share your feedback on your experience with the platform, please click **Site Feedback Survey**, answer the questions and submit the survey.

Read the coming sections for more details on the functions that you can perform through this portal.

2 View/ Update Your Profile

Through the **User** menu you can view and update your personal information, change your password, and change the language preferences for the portal. Click the user icon next to your name at the top banner, the following menu appears:



To log out from the Portal, click **Logout**.

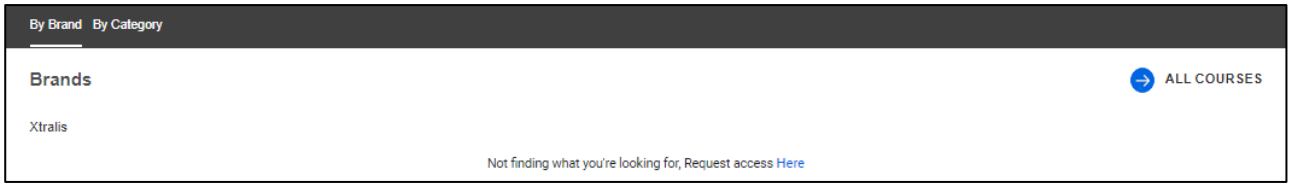
To view and edit your profile, follow these steps:

1. Click My Profile,
   You can access your profile also from the **Quick Links** on the **Home** Page.
2. Enter the changes you want to make to your data, each in its respective field,
3. Choose another language for the portal, if you want, by clicking its radio button,
   It should be mentioned that the whole portal will be displayed in the selected language except for the Course Title and Tagline; they will not be translated and will always appear in English.
4. Click **Update**.

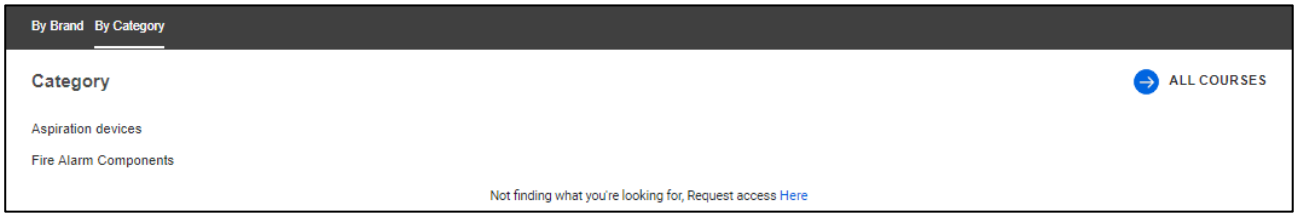
3 Course Catalog

Through this page you can build your training portfolio by displaying the available training courses of the different types and assigning the required ones to yourself. To do so, follow these steps:

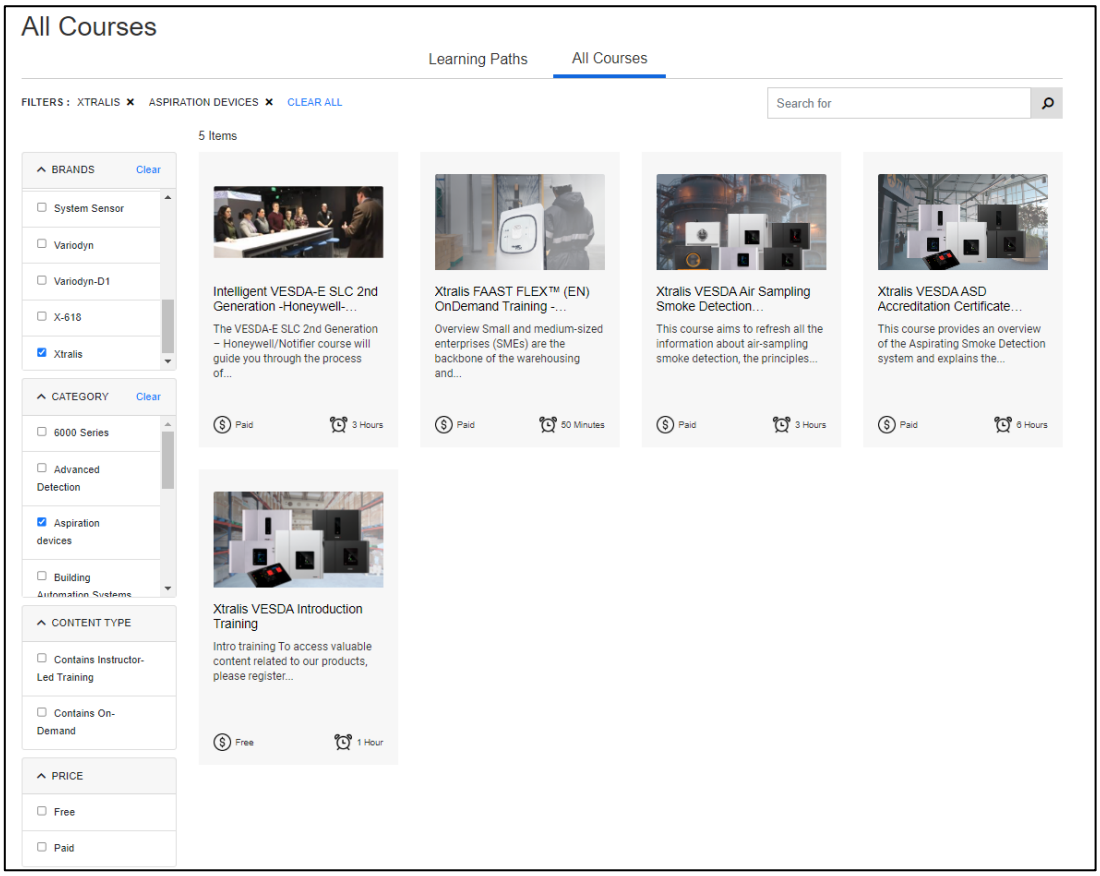
1. Hover the cursor over **Course Catalog**,
   The platform provides you with different options to retrieve and filter the available course, as below:
   - **By Brand**:



     Your account is pre-set with access to whichever brand(s) you are able to purchase together with their associated business solutions. In the above example, the user has been provided with access to one brand that is covered within their agreement. Note that if you do not see the brands or you do not find what you are looking for, you need to request access by clicking *Here* at the bottom of the window.
   - **By Category**:



     It lists all the categories available for your assigned brand(s).
   - **All Courses**:
     Clicking this option will retrieve all available courses in the system for all your brand(s).
2. Click the option you want, the page appears as shown in the example below:



The page displays the available training courses that match your selected criteria, for each one its title, part of its description, fees and duration appears. If you are registered in any of them, your status also appears.

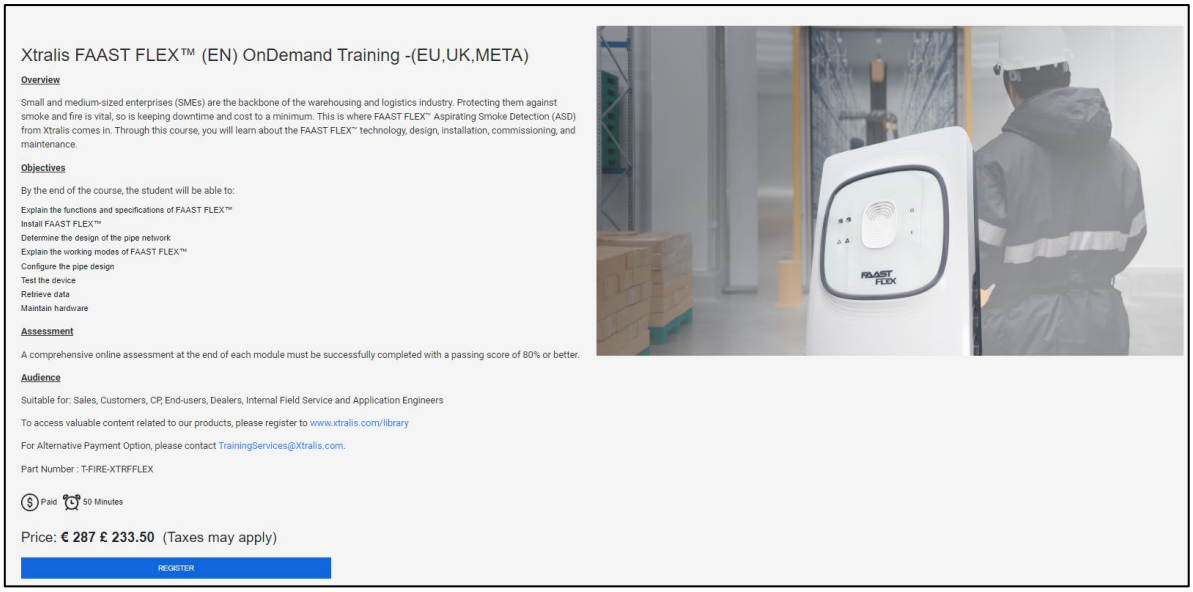
Filter the result by selecting the brand, category, content type, price and/or language from the left-hand side of the screen. Selected filters appear as shown below:



You can remove any filter you no longer want by clicking (x) next to it or you can clear all filters by clicking the respective link.

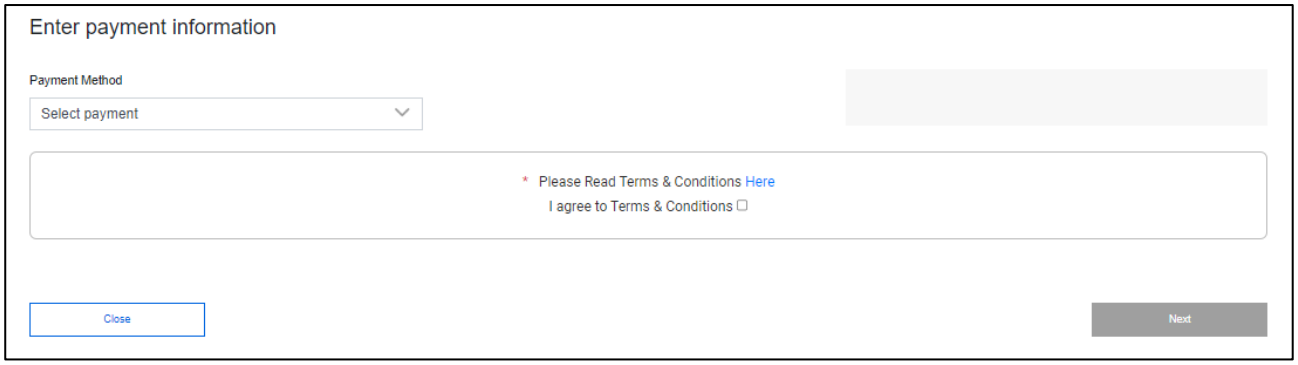
You can also enter a keyword in the search filed to filter the results accordingly.

3. Click the course you want, the following page appears:



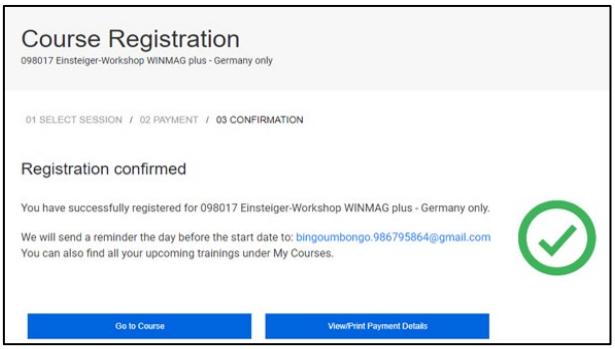
In the example shown above, you are not enrolled in the selected course so the **Register** button appears, and the page displays its title, overview, objectives, duration and price. Whereas if you are already enrolled in the course, **Go to Course** button appears instead of **Register** to allow you to access your training.

4. Click **Register** if you want to register in this course, if the course is free, you will be directly enrolled and the **Go to Course** button appears, while if the course is paid, the payment information appears, as shown below:



5. Select the payment method you prefer,
6. Fill the required information accordingly,

7. Click **Next**, a confirmation message appears, as shown next:



The training course is now added to your profile. You can view the payment details or go to the course you have paid for by clicking the respective button.

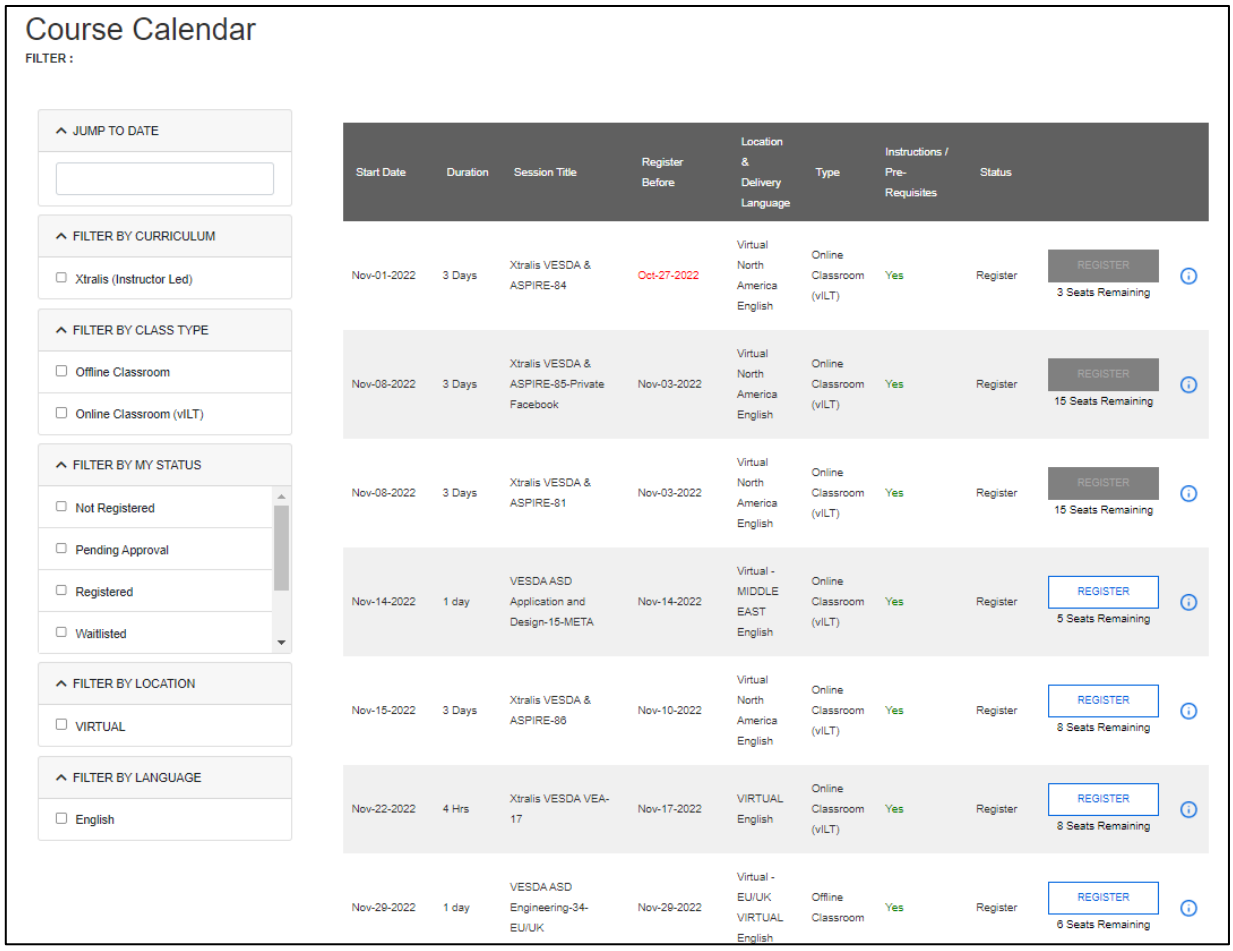
4 Course Calendar

This page allows you to see all scheduled trainings, and how to use it differs according to whether you have a Manager/Admin role or a regular user role. The **Course Calendar** for both roles are explained in the coming sections.

4.1 Regular User Role

If you have a regular user role, you can register yourself in a course by following these steps:

1. Click **Course Calendar** from the main menu, the following page appears:



The page displays all training courses ordered by start date, for each course the start date, duration, title, registration due date, location & delivery language, type, instructions/pre-requisites, status and remaining seats appear. You can use the filters in the left-hand side of the page to update the retrieved course list.

To see more details about a certain course, simply hover the cursor over the information icon next to it.

The upcoming courses can be viewed also at the bottom of your **Home** page in the **Upcoming Training** section.

Note that the status changes according to the action you take as explained below:

- Register: you have not registered in this course yet.
- Pending Approval: this is the status that appears once you register in the course, and the **Register** button is replaced with **Review** button to allow you to view the course's details and cancel your registration, if needed.
- Cancelled: you registered in this course then cancelled your registration.
- Registered: you registered in this course and your registration is approved.

Note!

You may need to contact your Booker Admin to book the training for you.

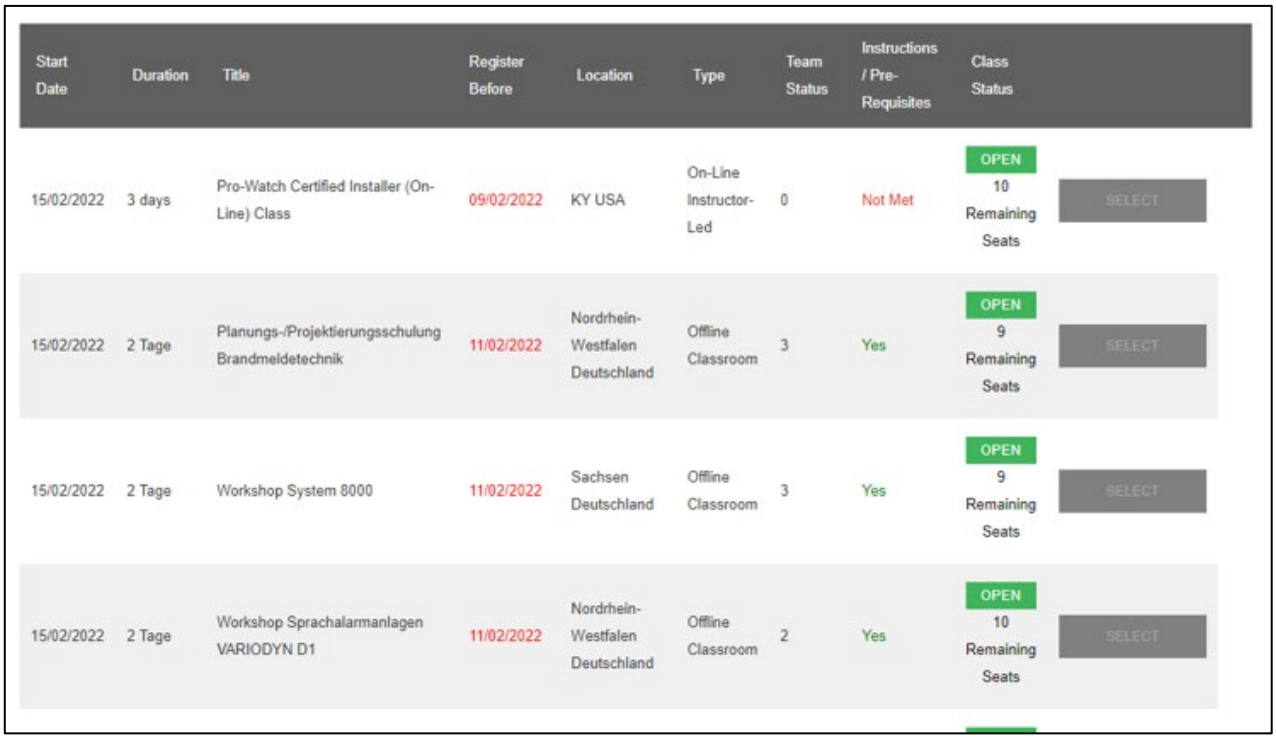
2. Click Register if you want to register in this course, if the course is free, you will be directly enrolled and the Go to Course button appears, while if the course is paid, the payment information appears,
3. Select the payment method you prefer,
4. Fill the required information accordingly,
5. Click **Next**, a confirmation message appears. The training course is now added to your profile. You can view the payment details or go to the course you have paid for by clicking the respective button.

Note that you can cancel your registration in the course you registered for, only before it is approved, by clicking **Cancel Class** button.

4.2 Admin Role

If you have an Admin role; i.e. your role is configured as a “Booker Admin” in the system, through the **Course Calendar** or **Course Catalog** you can manage the training of your team by registering them in certain virtual instructor-led courses. To do so, follow these steps:

1. Click **Course Calendar** from the main menu, the following page appears:



Start Date	Duration	Title	Register Before	Location	Type	Team Status	Instructions / Pre-Requisites	Class Status	
15/02/2022	3 days	Pro-Watch Certified Installer (On-Line) Class	09/02/2022	KY USA	On-Line Instructor-Led	0	Not Met	OPEN 10 Remaining Seats	SELECT
15/02/2022	2 Tage	Planungs-/Projektierungsschulung Brandmeldetechnik	11/02/2022	Nordrhein-Westfalen Deutschland	Offline Classroom	3	Yes	OPEN 9 Remaining Seats	SELECT
15/02/2022	2 Tage	Workshop System 8000	11/02/2022	Sachsen Deutschland	Offline Classroom	3	Yes	OPEN 9 Remaining Seats	SELECT
15/02/2022	2 Tage	Workshop Sprachalarmanlagen VARIODYN D1	11/02/2022	Nordrhein-Westfalen Deutschland	Offline Classroom	2	Yes	OPEN 10 Remaining Seats	SELECT

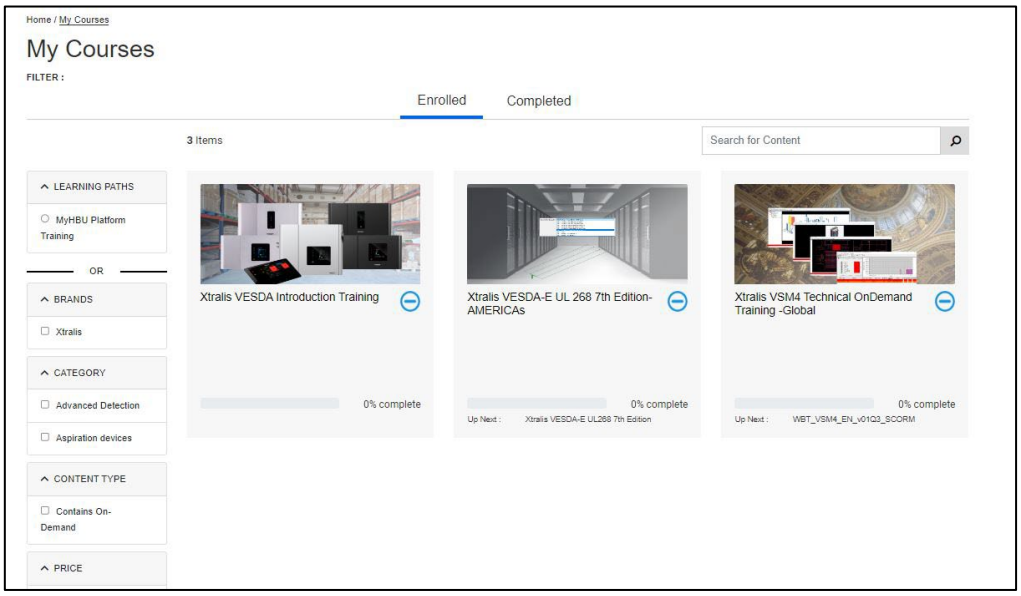
The page displays all training courses ordered by start date, for each course the start date, duration, title, registration due date, location, type, team status, instructions/pre-requisites class status and remaining seats appear. You can use the filters in the left-hand side of the page to update the course list. Hovering over the number of users booked on the course will tell you which users are registered.

2. Click **Select** next to the required course.

5 My Courses

After adding the required courses to your training portfolio through **Catalog** or **Course Calendar**, as discussed in the previous sections, you can view/attend them through this page.

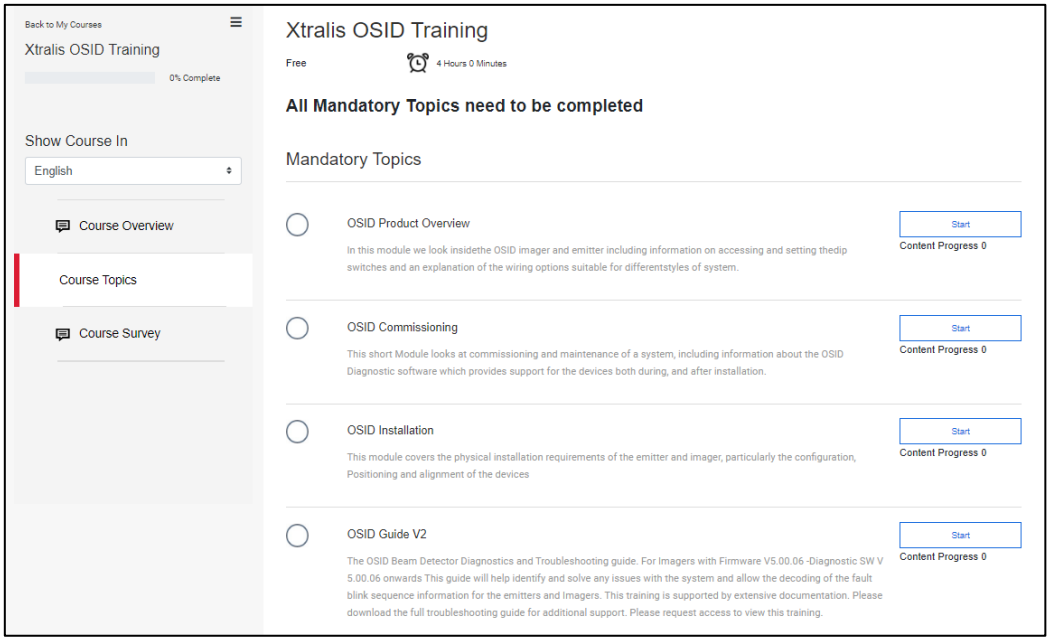
Click **My Courses** from the main menu, the following page appears:



Your training courses are ordered under two tabs: the completed ones are available under “Completed” tab and the ones in which you are enrolled but you have not started or completed yet appear under “Enrolled” tab with a progress bar to show your progress in that course.

You can use the filters on the left-hand side of the page to retrieve the courses that meet certain criteria, and you can search for a specific course using the search field.

Click any course to display its details and content, as shown in the example below:



The left-hand side menu allows you to view the selected course’s overview and topics, in addition to answering the survey and viewing the certificate after completing the course by clicking the respective option.

The example shown in the above page is for a course that is started but not completed.

- Click **Course Topics** tab then click “Strat” or “Resume” next to the required topic. Once a certain topic is completed, its status changes to “Completed” and you will be able to access the following topic.

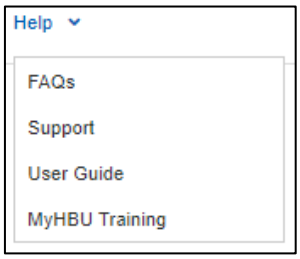
Even if you complete the topic, you can still view it by clicking “Completed”.

- When all topics within the course are successfully completed, a certificate will be available, and you can download it by clicking the **Course Certificate** tab then clicking the certificate icon.
- When you complete the course, you can also answer its survey by clicking **Course Survey** tab, selecting in which language you want to take it, and then answering the available questions.

6 Help

Through this menu you can navigate the frequently asked questions, submit tickets to our Technical Support team, and view the User Guide or watch a training tutorial to help you easily and effectively navigate the portal.

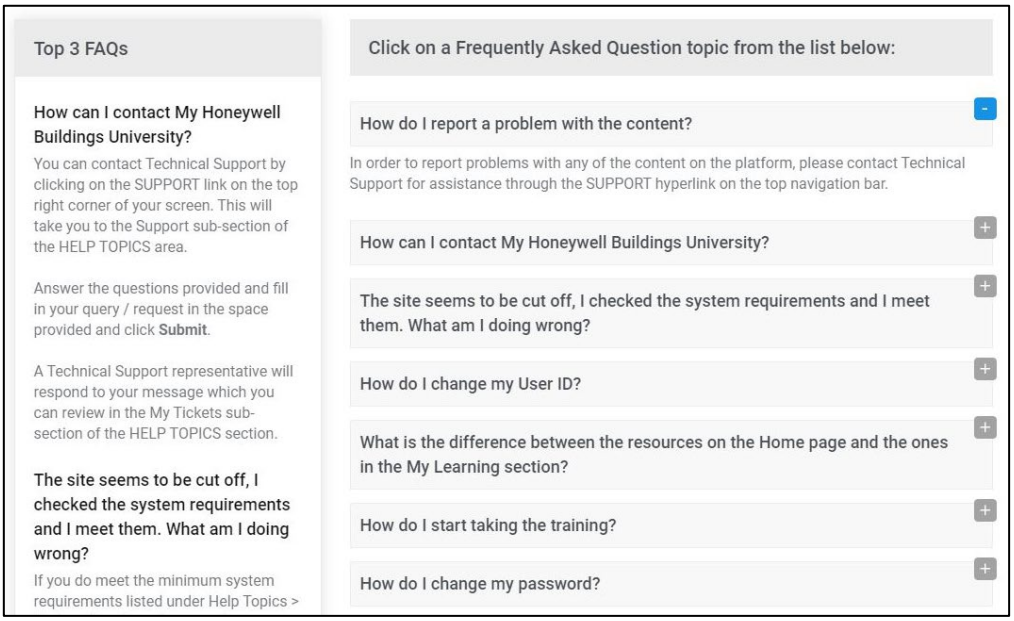
Hover your cursor over **Help** menu at the top banner, the following menu options appear:



To view the User Guide or watch the training tutorial, click the respective link. The below sections explain how to view the frequently asked questions and submit a ticket.

6.1 FAQs

When you click **FAQs**, the following page pops-up:

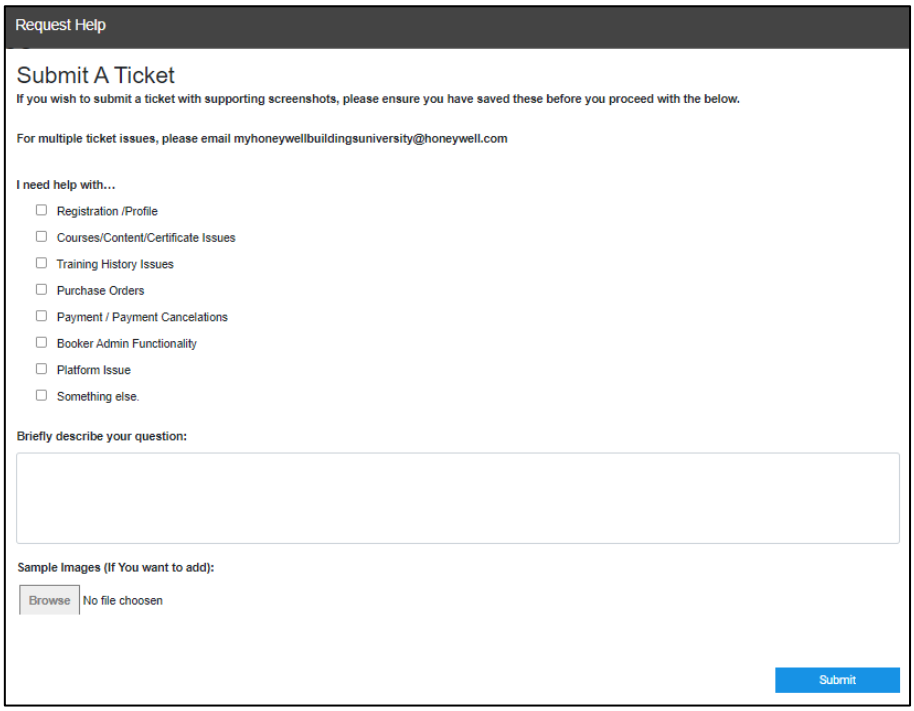


All frequently asked questions are displayed on the right side of the page, and you can expand (+) to view the answer or collapse (-) to hide it, by clicking the respective sign. The top three questions are pinned on the left side of the page along with their answers.

6.2 Support

Through this page you can submit a ticket to our Technical Support team with all the information you can provide to better assist you. To do so, please follow these steps:

1. Click **Support** from the **Help** menu, the following page appears:

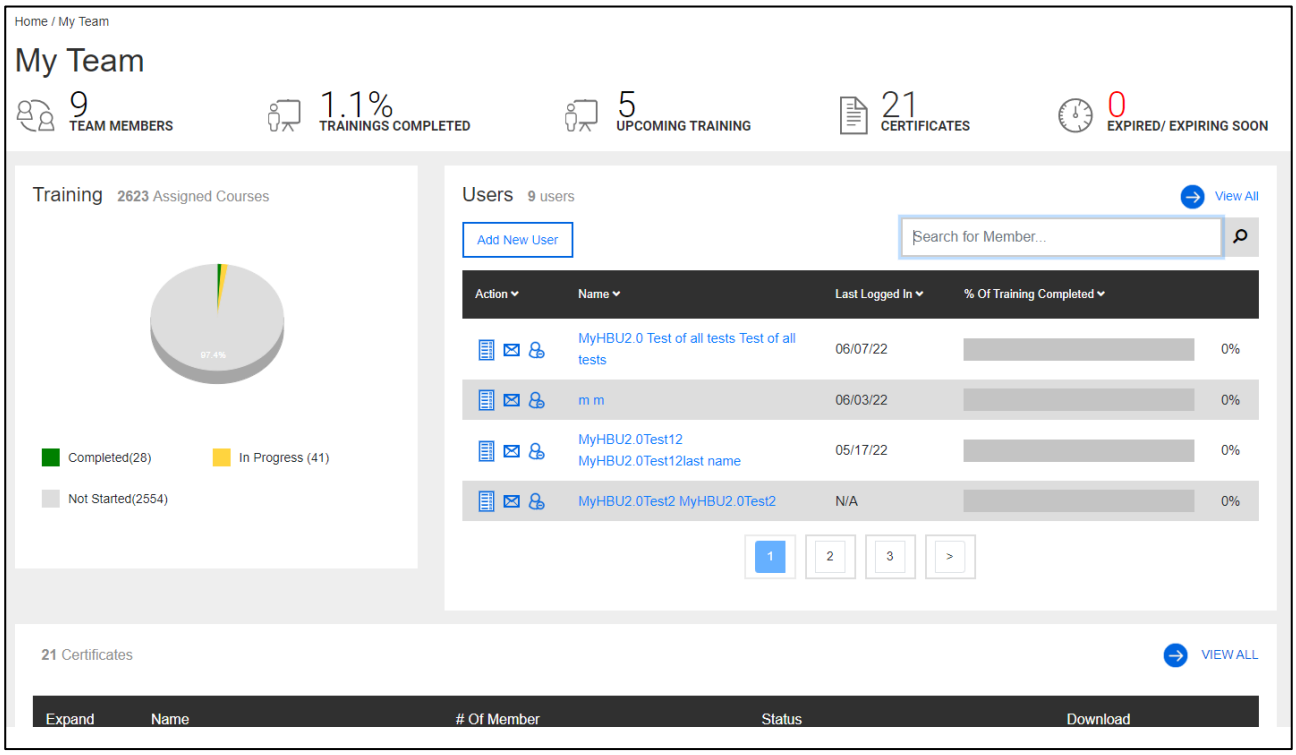


2. Select the topic(s) with which you need help by clicking the respective checkboxes,
3. Enter a brief description regarding the issue you are facing,
4. Attach a supporting screenshot, if you want, by clicking **Browse** then selecting the required file from your PC,
5. Click **Submit**. Our support team will contact you withing 1-2 business days upon receiving your ticket.

7 My Team

My Team menu appears only if you have a Manager/Admin role, and it allows you to track their progress in their assigned training courses, certificates available and training that is expiring or has expired.

Click **My Team** menu, the following page appears:



This page is a snapshot of the progress of your team members in their current training topics, and the icons next to each member help you do the following:



Delete the user from your team member list.



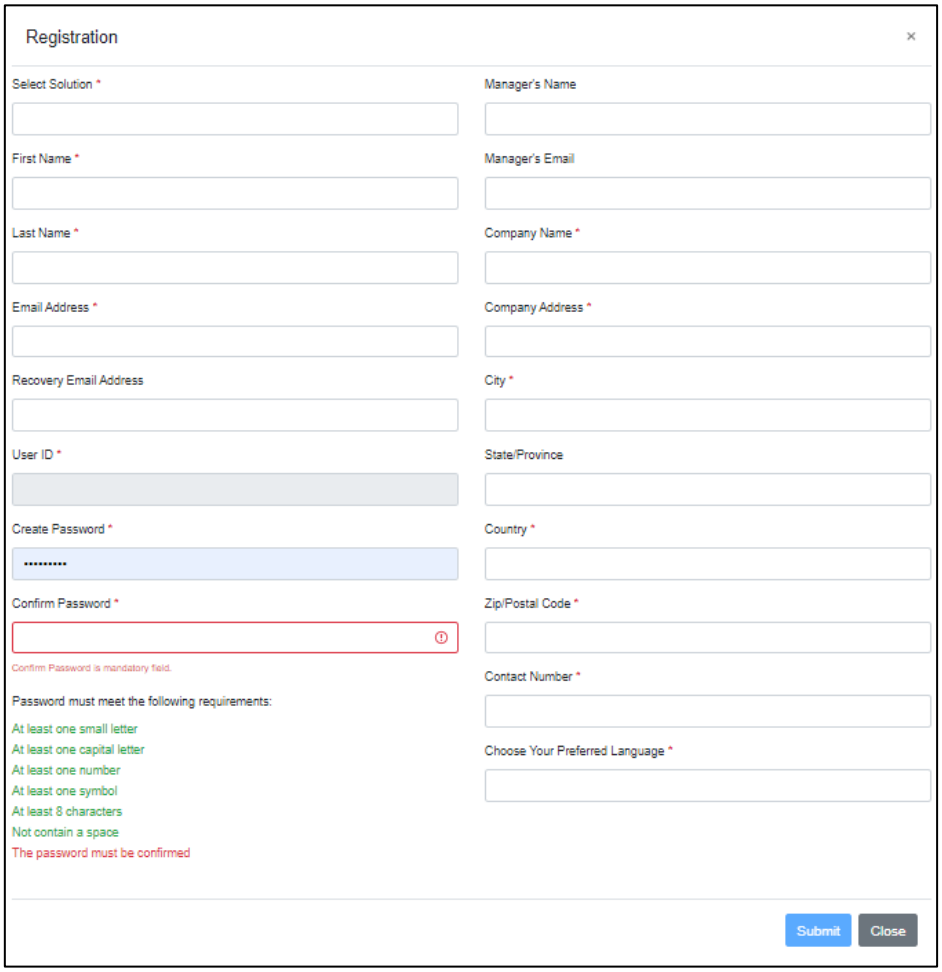
View the summary of the team member's training transcript. You can export to Excel if needed.



Create an email in Outlook to remind the team member to complete the training.

You can add a user to your team by following these steps:

1. Click **Add New User**; the following page appears:



2. Enter the user's details,
3. Enter the manager's details,
4. Click **Submit**, a confirmation of submission notice will be sent to your email.

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