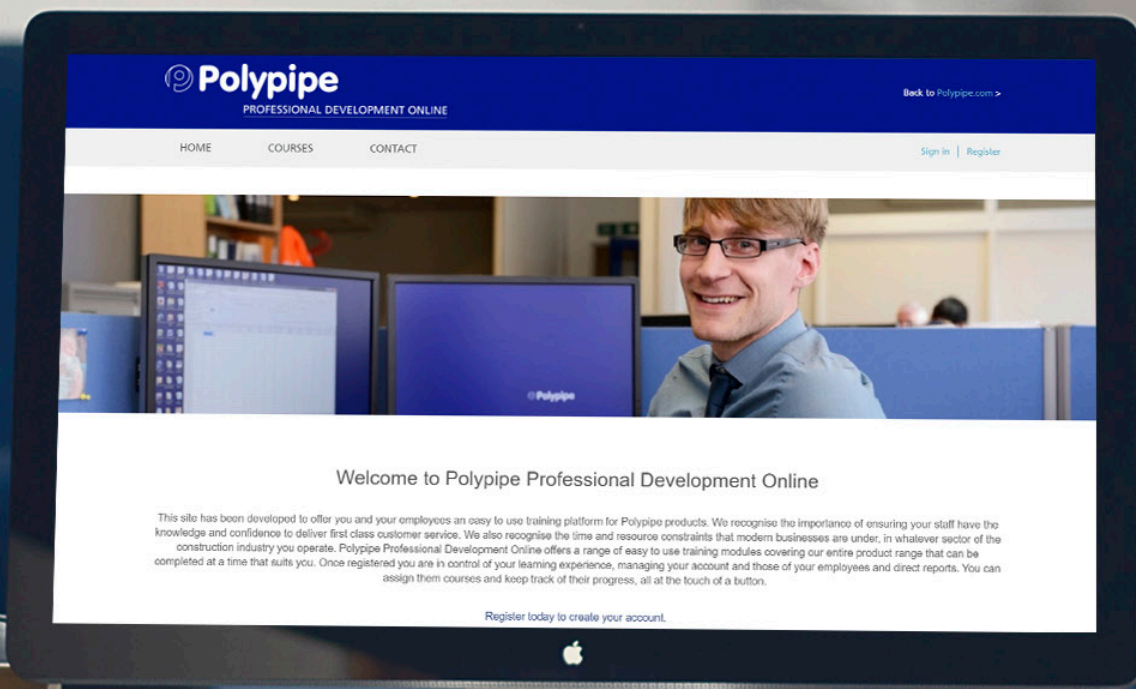


Professional Development Online



User Guide

Professional development online

The Polypipe Professional Development Online platform brings you the latest training content on Polypipe products all in one place.

Here you can develop training for yourself and team members in a way that suits you. You have the flexibility to learn when and where you want with bite size training modules covering a wide range of products across the Polypipe Group. If you are a manager you can set training profiles for your team members, assigning them modules which you feel would benefit their knowledge base and job roles. You can also track their progress to ensure they are meeting their objectives, all from one convenient training platform which you can access via the www.polypipe.com website.

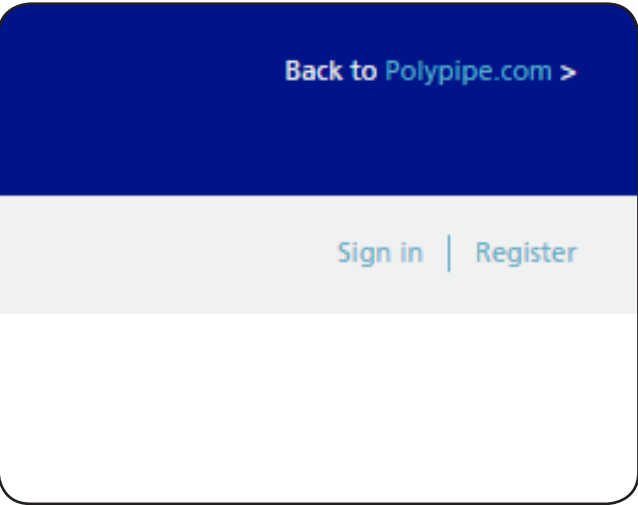
This user guide gives you step by step instructions on how to use the Polypipe Professional Development Online platform. From setting up an account, starting a module to assigning courses. Please take a little time to read through it and familiarise yourself with this exciting new training resource. When you are ready please go to www.polypipe.com and click on the E-learning tab to register a new account or log in to get started.

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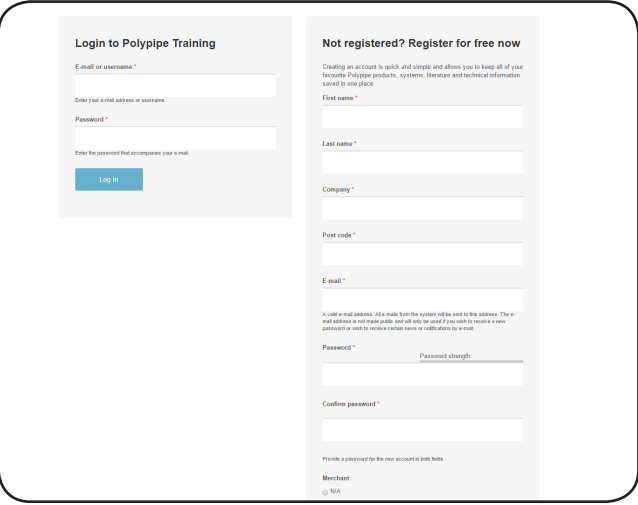
Creating an account

To get started on the Polypipe Professional Development Online platform first you will need to create an account.



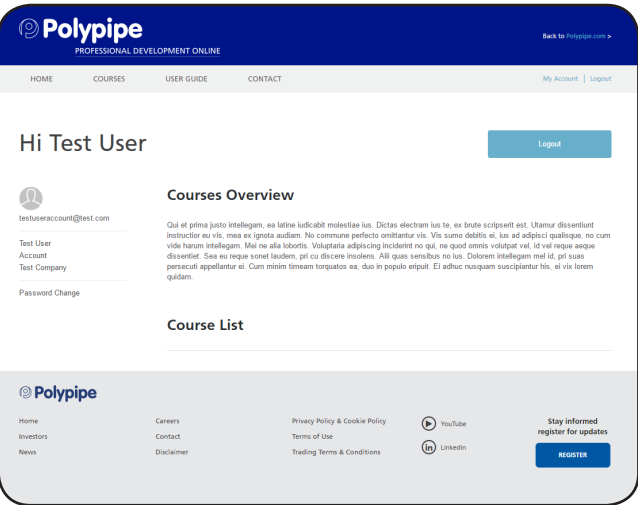
Step 1 - Register/Login

To login to the Polypipe Professional Development Online platform select 'Sign in' or 'Register' in the navigation.



Step 2 - Registration

If you don't already have an account complete the registration form on the right hand side of the page.

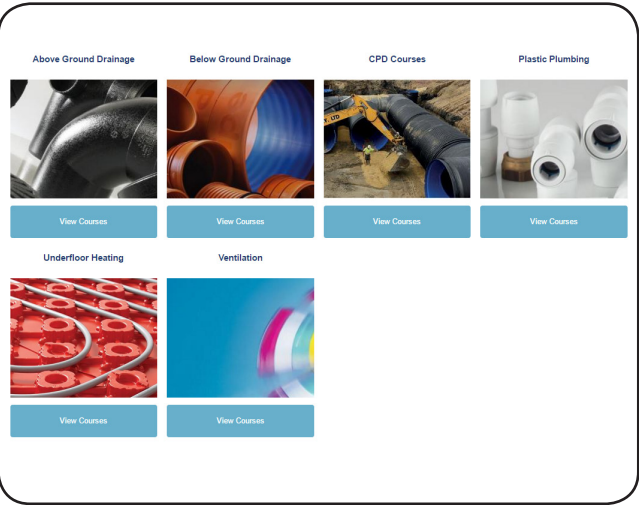


Step 3 - My Account

Selecting 'My Account' in the navigation will allow you to update your details, change your password and view the list of your courses.

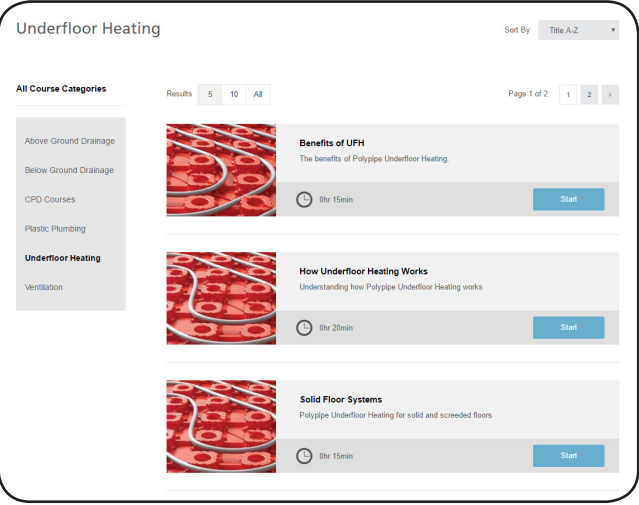
Taking a training course

Once registered you will have access to all of the training content available on the platform.



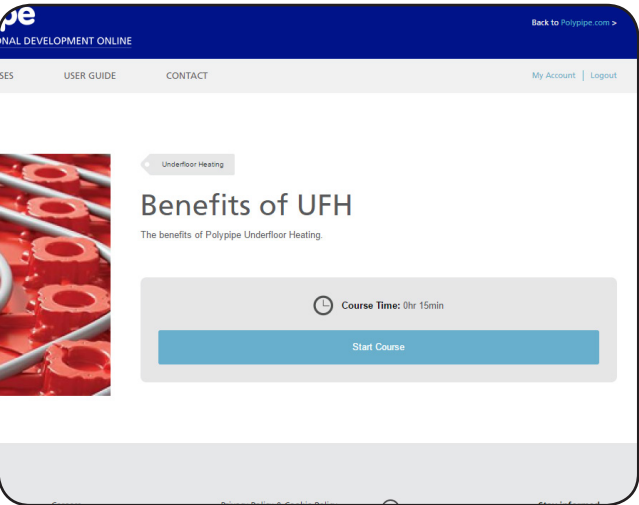
Step 1 - Select course category

To view all courses select 'Courses' in the navigation and then select a course category.



Step 2 - Select a course

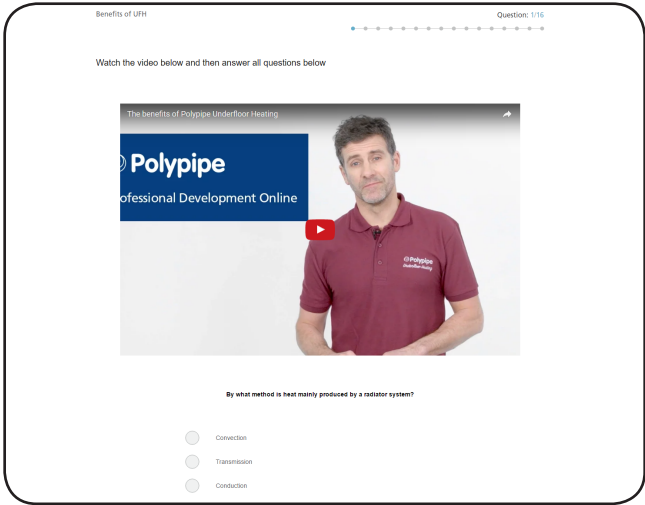
Choose a training course from the list of courses. To start the course select 'Start' on your chosen course.



Step 3 - Start a course

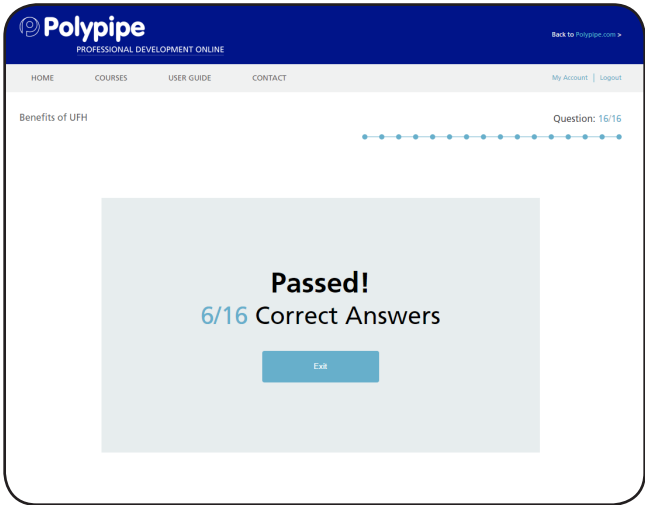
To start a course click 'Start course' on the overview screen.

Taking a training course, cont.



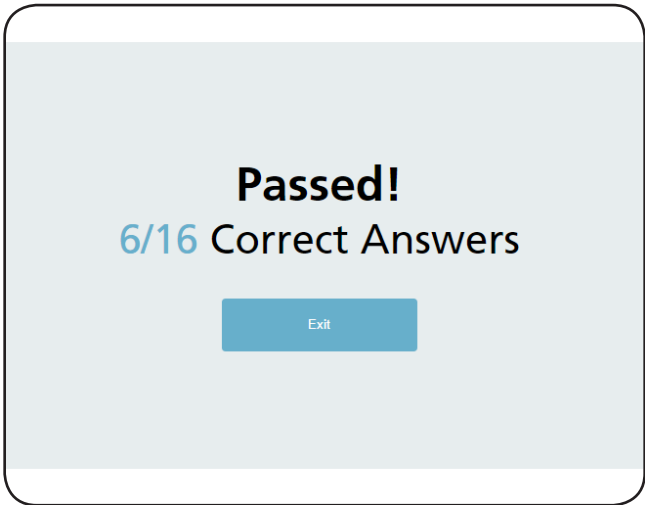
Step 4 - Answering questions

Watch the video or study the graphic and then answer the question below. Each question will either be a radio button (single answer) or checkbox (multiple answer).



Step 5 - Course result

Once you have answered each question a pass or fail result will be displayed at the end of the course.



Step 6 - Finish course

To complete the course and return to your homepage press 'Exit'

Becoming a manager

Becoming a manager requires your standard account to be upgraded. In order to do this you will need to ensure that you are the responsible person for others training and are authorised by your company to oversee it.

Please contact **Jason Nightingale** jason.nightingale@polypipe.com or **Brandon Harper** brandon.harper@polypipe.com in the Polypipe marketing team and provide details of:

- State in the subject bar *"Polypipe Professional Development Online – Team Manager"*
- Your name
- Merchant/company
- Address
- Contact telephone number

Once this information has been verified your account will be upgraded. You will be notified by email once your new Team Manager account is ready to use.

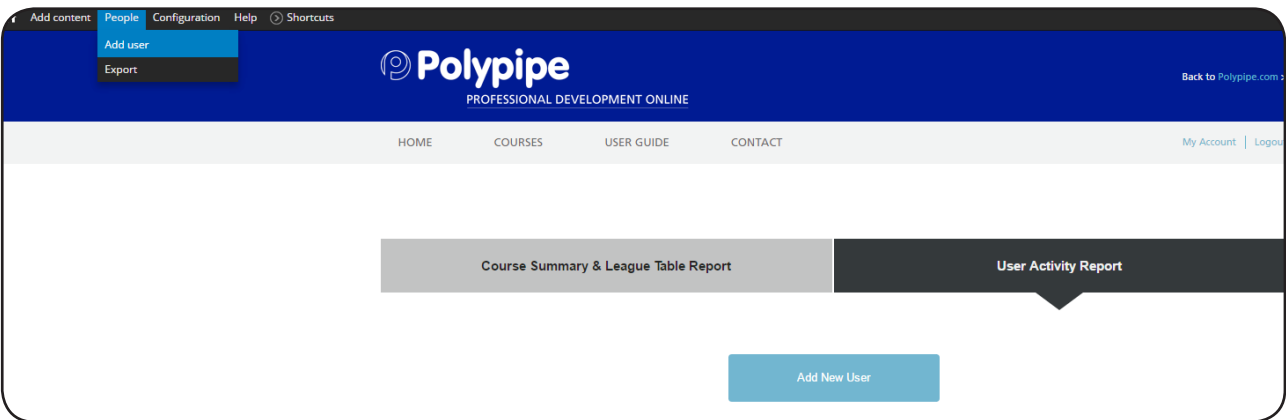
Creating Students

As a team manager you can create users who will be assigned to you and whom you can then assign training courses to.



Step 1 - Login

Login to your account in order to create your student users by selecting 'Sign In' in the navigation menu.



Step 2 - Create a student

Select 'Add User' from the 'People' menu item or select 'Add new user' from the User Activity Report.

Home » Administration » People

People

This web page allows administrators to register new users. Users' e-mail addresses and usernames must be unique.

First name *

Last name *

Company *

Post code *

E-mail *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive co

Password *

Password strength:

Confirm password *

Provide a password for the new account in both fields.

Status

☐ Blocked

☒ Active

☐ Notify user of new account

Merchant

☐ N/A

☐ Yes

☒ No

Step 3 - Create student

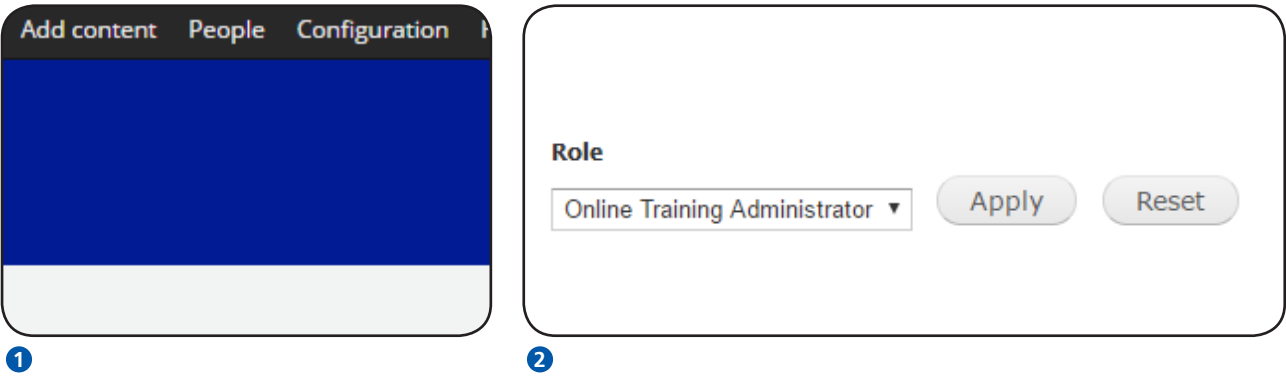
Ensure all the mandatory fields are filled in: First name, Last name, Company, Post Code, E-mail.

Enter the password into the password and confirm password field.

(If creating a new user, you may wish to select 'Notify user of new account' which will send them an email notification of their new account).

Assigning Courses

Once you have created your students you can now assign training courses to them.



Step 1 - Locate students

- 1 Select 'People' from the black navigation menu.
- 2 Using the Role dropdown, select the option 'Students' then click 'Apply' to filter all the users.

testuseraccount...	Yes	• Students	1 day 20 hours	16 hours 19 min ago	edit Cancel account
testuseraccount@test.com					

Step 2 - Assign a course

Select 'edit' on the row of the student you wish to assign a course to.

ASSIGNED COURSES

+

UFH

Benefits of UFH

Add another item

Step 3 - Select course(s) to assign

The courses assigned to a user are managed in the section Assigned Courses. Begin typing the course name into the autocomplete and select the correct option from the list.

To assign another course click the 'Add another item' button.

Once all courses have been assigned select 'Save' at the bottom of the page.

Reviewing Performance

From your account homepage you can review the performance of your students from the 'Course Summary & League Table Report' and 'User Activity Report'.

Polypipe

PROFESSIONAL DEVELOPMENT ONLINE

HOME

COURSES

CONTACT

My Account

Logout

Course Summary & League Table Report

User Activity Report

Course Summary Report Data

Number times a course has been allocated	31
Number of courses in-progress	51
Number of completed courses	48
Average score	46.84%

League Table Report

Total registered users	67
Total logins	89
Total courses allocated	31
Total courses in progress	51
Total completed courses	48

Course Summary & League Table Report

This report provides you with an overview report for all of your student users allowing you to monitor activity, course progress and results.

Reviewing Performance, cont.

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PROFESSIONAL DEVELOPMENT ONLINE

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User Activity Report

Add New User

Name	Email	Last login	No. of Visits	Completed Courses	Incomplete / In Progress Courses	
Is a merchant Merchant	merchant@g.com	10/08/2016	2	0	1	<div>view</div>
Test Testing	test@testing.co.uk	10/08/2016	3			<div>view</div>
Test User Account	testuseraccount@test.com	10/08/2016	5	1	0	<div>view</div>
Dan Dan	danusertest@test.com					<div>view</div>
Dan Bradley	testuser@test.com	19/07/2016	1	1	0	<div>view</div>
Student Testing	testingpolypipe3@gmail.com	10/08/2016	2	1	0	<div>view</div>
testing 30-6	test@360.com	30/06/2016	1			<div>view</div>

User activity Report

This report provides you with a report for each of your student users allowing you to monitor their activity and course progress.

Further assistance

We hope this user guide covers everything you need to know about using the Polypipe Professional Development Online platform.

Should you need further assistance then please contact **Jason Nightingale** jason.nightingale@polypipe.com or **Brandon Harper** brandon.harper@polypipe.com in the Polypipe marketing team.

Notes

Notes

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Professional Development Online

User Guide



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