

Quick Guide to Online Learning; iSupplier

Several online learning lessons have been produced to help you with various tasks. This guide provides information about how to access and navigate the online learning.

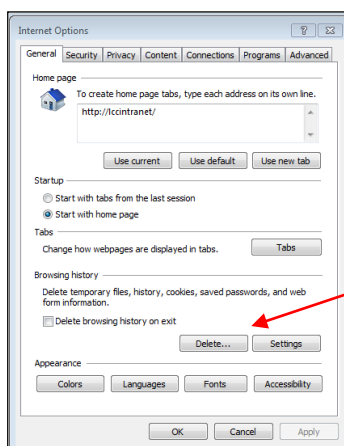
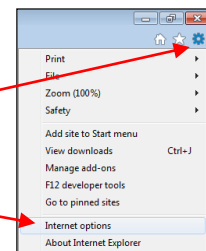
Access the Online Learning:

- Click on the [Online Learning](#) link on the [iSupplier Portal](#).

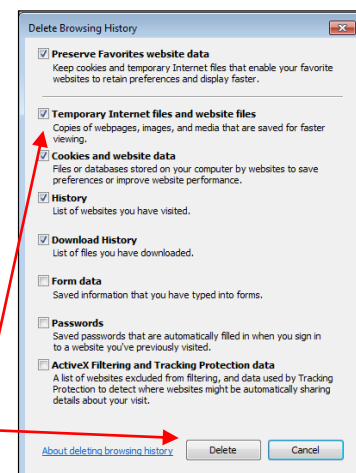
Clear Browsing History

If you have any issues accessing the elearning, it may help to clear your browsing history. It is advised that you save your work as you may also need to restart your computer.

- IE9, 10 & 11: Open Internet Explorer and click on the cog icon in the top right hand corner. Click **Internet Options** to select.
- IE8: Open Internet Explorer and click on **Tools** and then select **Internet Options**.



- On the General Tab under **Browsing History** click on the **Delete** button.




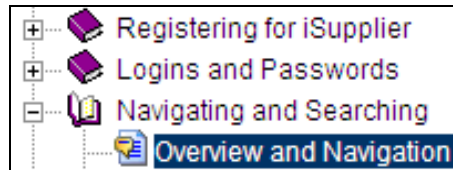
- On the Delete Browsing History window select the options required; ensure Temporary Internet Files is ticked. Click the Delete button.

- You may need to restart your computer for the changes to be applied.

Viewing the Online Learning:

Folder Menu:

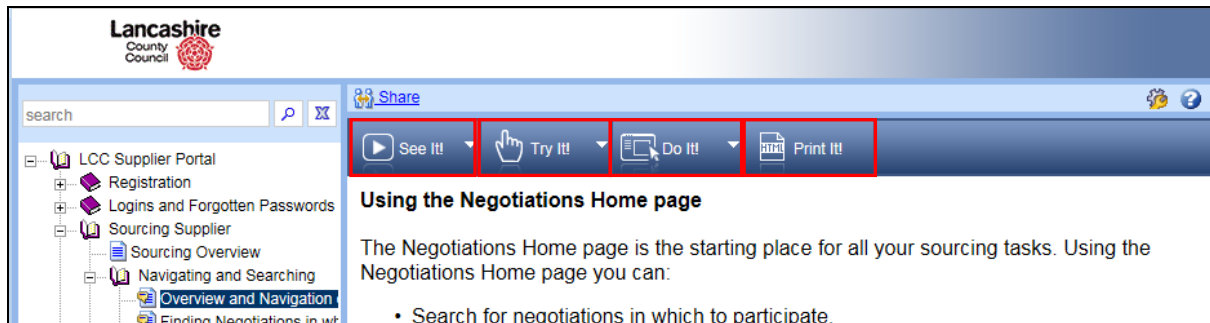
- The menu contains a list of folders and sub folders 
- Click on a folder name to see an overview or instructions.
- To open a folder or sub folder, click on the plus sign next to the folder name.



- Open the folders until you reach the topic  you want to view.

Topics:

- Click on the topic title.



- An introduction or overview of the topic and 4 options will be displayed:
 - **See it!** will allow you to watch a demonstration,
 - **Try It!** will allow you to have a go at the task,
 - **Do It!** Will allow you to display the elearning in a small window on top of the live system.
 - **Print It!** allows you to print a copy of the lesson.

General Navigation:

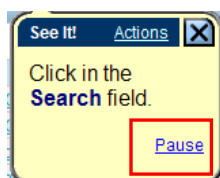
- To See, Try, Do or Print, click on the option required.
- To end the lesson, click the **X** in the top corner of the yellow bubble or press Esc on the keyboard.



- In See It or Try It, “Toggle” between online learning and other screens. Press the Alt key and then the Tab key until you reach the screen you want.
 - This allows you to move to other screens without ending the lesson.
- It is recommended that you view the lessons in 'See It!' mode. As you cannot go back to a previous screen in 'See It!', we advise that you press pause to move through the lesson at your own pace.

See It!:

- The screens are set to play on a 5 second delay.
- Press Pause on the text box if more time is required to read each screen.



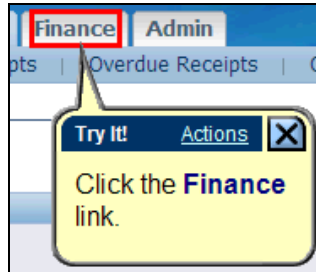
- Press Resume on the text box to restart the lesson.



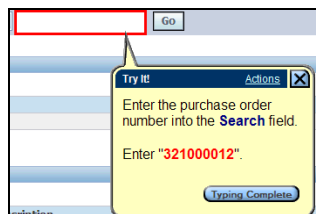
- Press the Enter key on your keyboard to move through the lesson at your own pace. This can be used during playback or if the lesson is paused.
- You cannot go back to previous screen; if you miss a screen, end the lesson, then restart it and keep pressing the Enter key to move to the screen you want to view.

Try It!

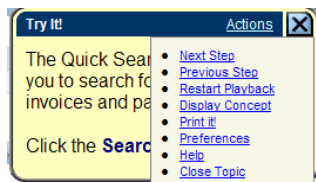
- Click on the start button then follow instructions given in the yellow bubble.
- If instructed to click on a field or object, click on the item in the red box.



- Any text in **Blue** refers to buttons on the form.
- Any text in **RED** in the bubble must be typed into the field shown.

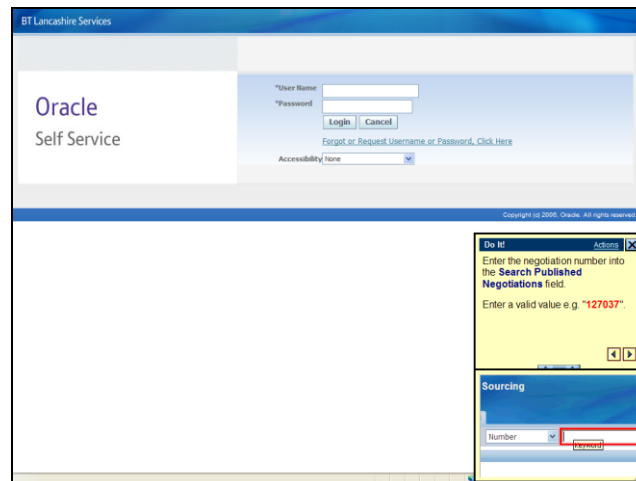


- Click on the actions button for a list of options, e.g. "Next Step" and "Previous Step"



Do It!:

- Allows you to view the lesson in a small screen on top of the live system.
- This provides a step-by-step reference guide to support you as you actually complete the process on the live system.



- You can resize the elearning window to make it bigger or smaller.
- Progress the steps at your own pace, using the forward and back arrows to move to the next or previous screen.
- Click on the screen (under the instructions) to move it and view a different part of the screen. Right click to reset it.
- 'Do It' is designed to be used when you are ready to apply your learning and enter real data to the live system.

Print It!:

- Includes the lesson text, but not screen shots.

Step	Action
1.	The Quick Search feature enables you to search for purchase orders, invoices and payments. Click the Search list. <input type="text" value="PO Number"/>
2.	Search for purchase order number 321000012. Click the PO Number list item.

- If you print or save the document, please remember to check for updates regularly.

If you need further assistance please email the following address with your query:
isupplierqueries@lancashire.gov.uk.