Navigation Guide For Aviva OLE
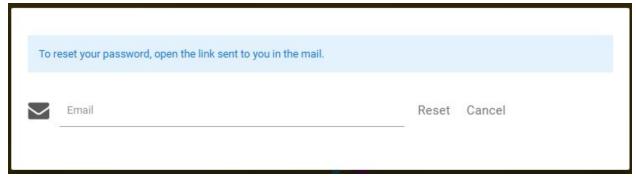
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1. Login Page

1. You can login via
   a. Email or
   b. Employee Code
2. Forgot Password

"Forgot your password?" By clicking on this link a message box will open.

Enter your email id and click to reset. A link will be send to your email id and by clicking on that link you can change your password.

2. My Home

After logging in, below is the Home screen.
Upon hovering mouse pointer, menu opens up

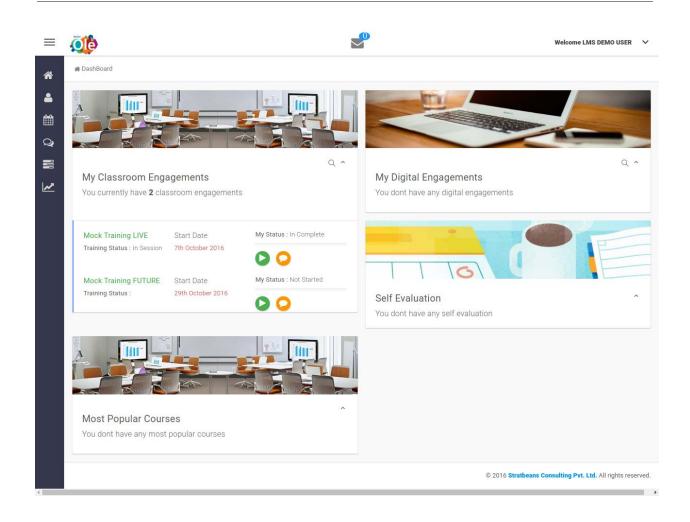**Here you can see that, there are 5 cards present at the home page**

2.1 My Learning Plan

In this, user will get all the information about
1. Classroom Engagements
2. Digital Engagements
3. Most Popular Courses
4. Self evaluation

On clicking the My Learning Plan card, following page opens up.

Welcome LMS DEMO USER

DashBoard

My Classroom Engagements
You currently have **2** classroom engagements

| Mock Training LIVE | Start Date | My Status : In Complete |
| Training Status : In Session | 7th October 2016 | |

| Mock Training FUTURE | Start Date | My Status : Not Started |
| Training Status : | 29th October 2016 | |

My Digital Engagements
You dont have any digital engagements

Self Evaluation
You dont have any self evaluation

Most Popular Courses
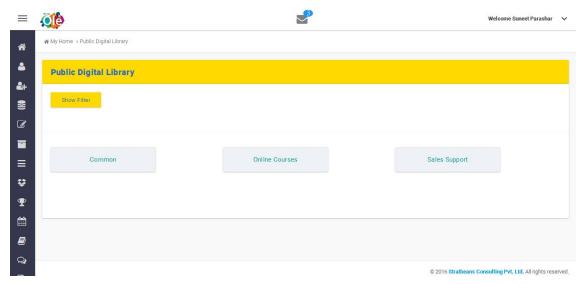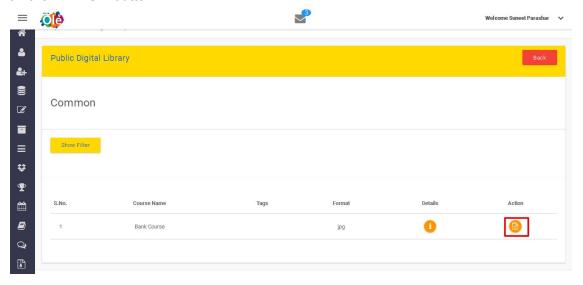You dont have any most popular courses

2.2 Public Digital Library

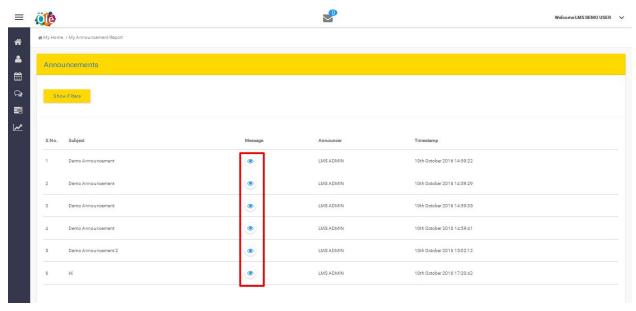You can access any content here.

Click on any one of the library, this page will open and you can download the content by clicking on the **ACTION** button.
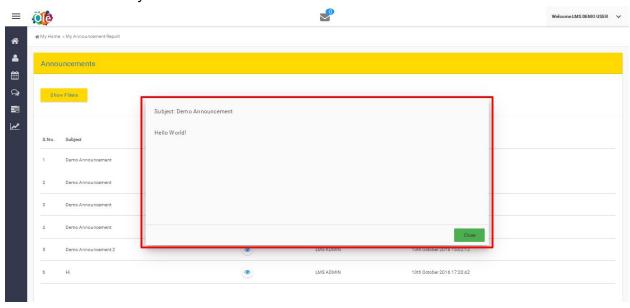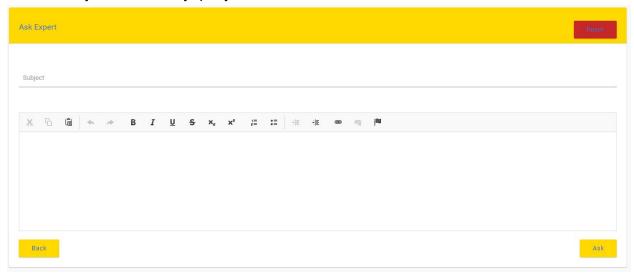
2.3 Announcement

As we click on the "eye icon" we will be able to see the announcement.

2.4 Ask Expert

In this card, you can ask any query.
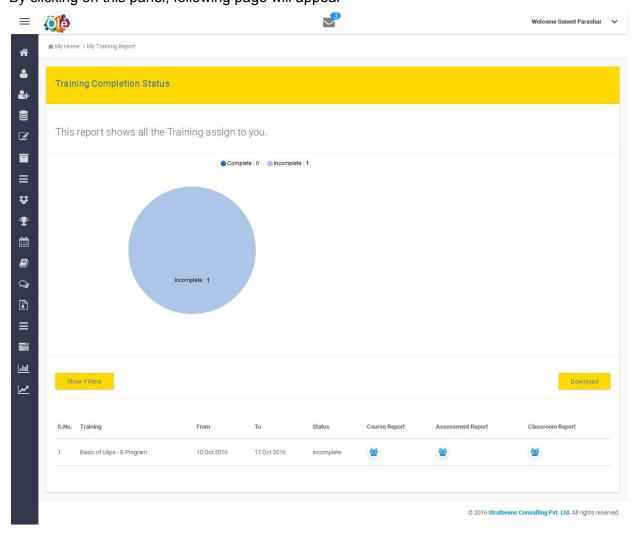

Enter your text in below mentioned fields
1. **Subject**
2. **Description**

2.5 My Progress

In this panel, user's progress will be displayed. Here user can see which of the assessments he/she has completed and which are not.
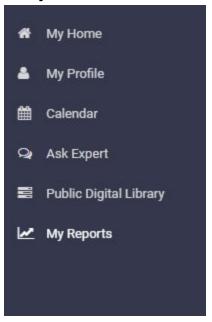A graph is also given for a pictorial view so that user can understand that data easily.
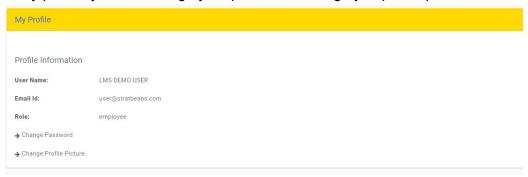By clicking on this panel, following page will appear

3. Menu

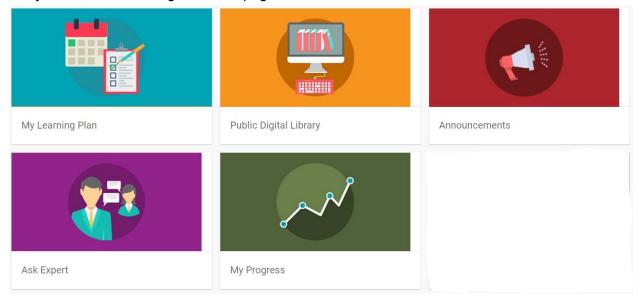**Here you will see 6 Menu items**

3.1 My Profile

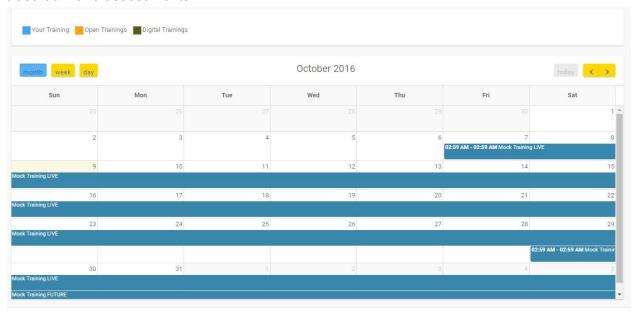In my profile, you can change your password, change you profile picture.

3.2 My Home

In My Home, when we login the first page is the dashboard

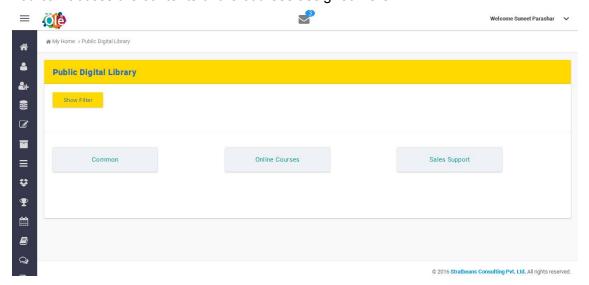|		
My Learning Plan	Public Digital Library	Announcements
Ask Expert	My Progress	

3.3 Calendar

In calendar, user will receive all the details of the date and time of the training, courses, classroom and assessments.
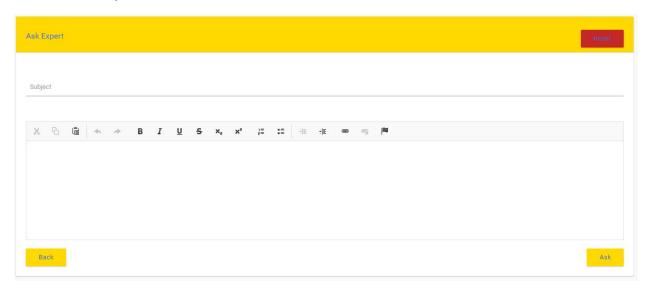

3.4 Public Digital Library

You can access the contents of the courses assigned here.

3.5 Ask Expert

Here you can ask any query.

3.6 My Reports

1. My Training Report
2. My Course Report
3. My Assessment Report