

# Navigation Guide For Aviva OLE

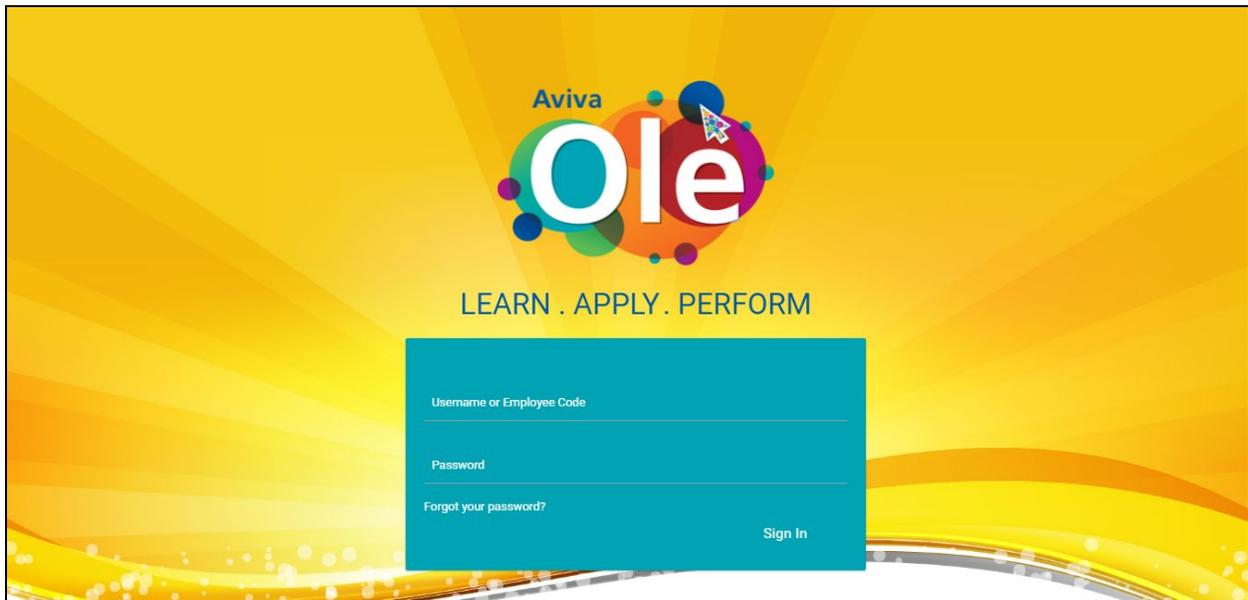


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## Table Of Contents

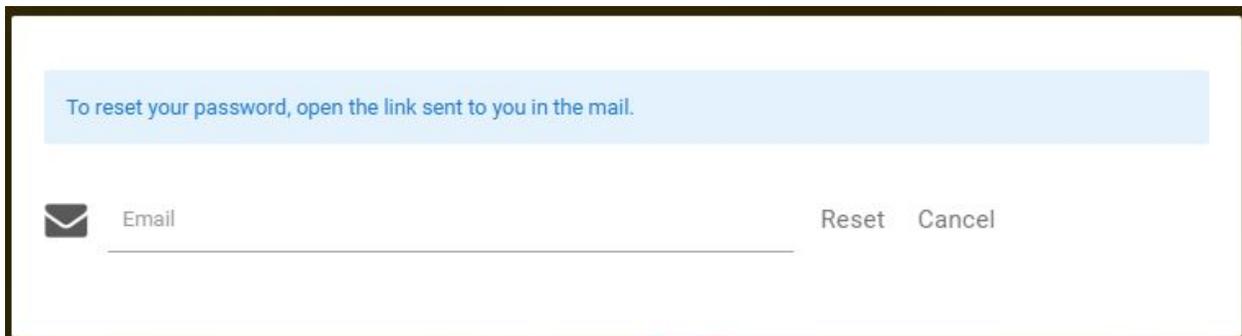
<b>1. Login Page</b>	<b>2</b>
<b>2. My Home</b>	<b>3</b>
2.1 My Learning Plan	3
2.2 Public Digital Library	4
2.3 Announcement	6
2.4 Ask Expert	7
2.5 My Progress	7
<b>3. Menu</b>	<b>9</b>
3.1 My Profile	9
3.2 My Home	9
3.3 Calendar	10
3.4 Public Digital Library	10
3.5 Ask Expert	11
3.6 My Reports	11

# 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.

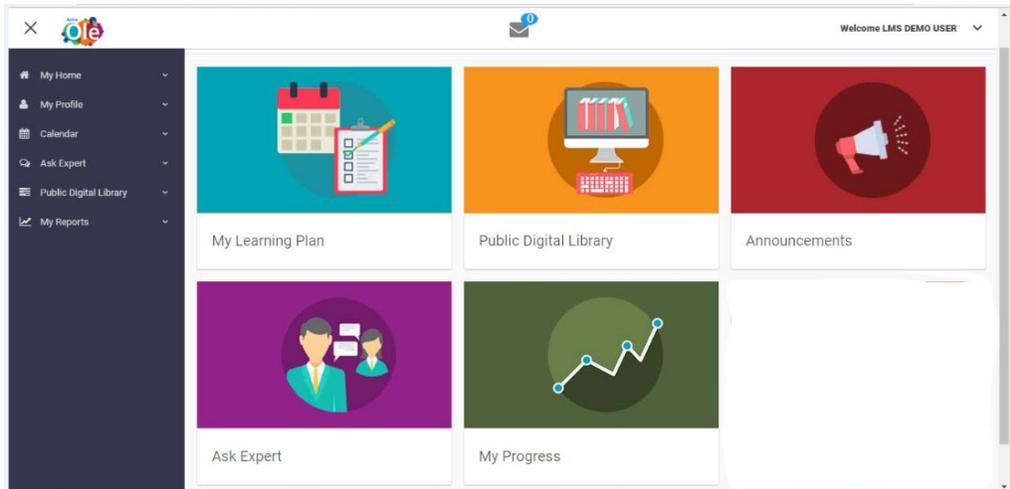


Enter your email id and click to reset. A link will be send to your email id and by clicking on that link you can change your password.

## 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.



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

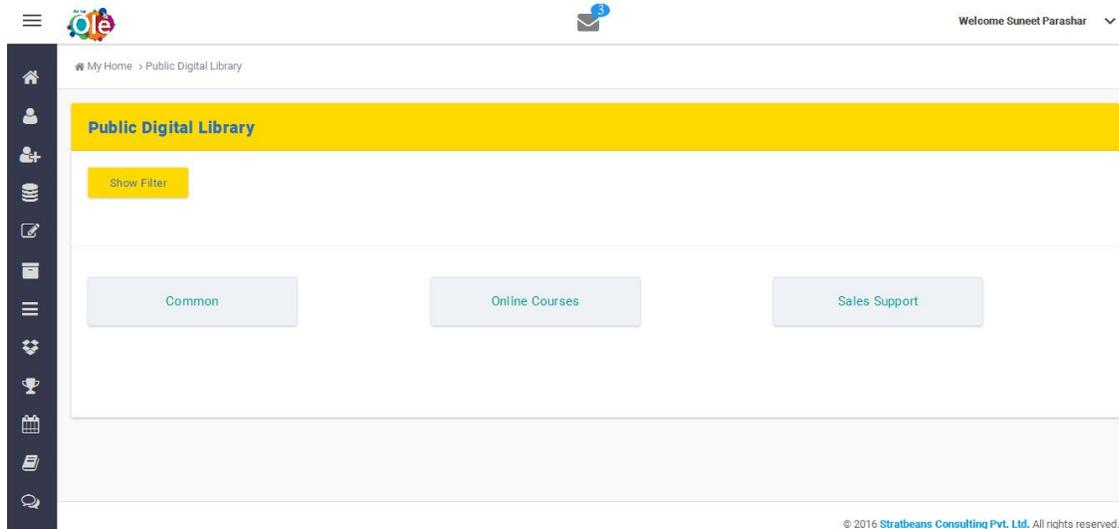


### Most Popular Courses

You dont have any most popular courses

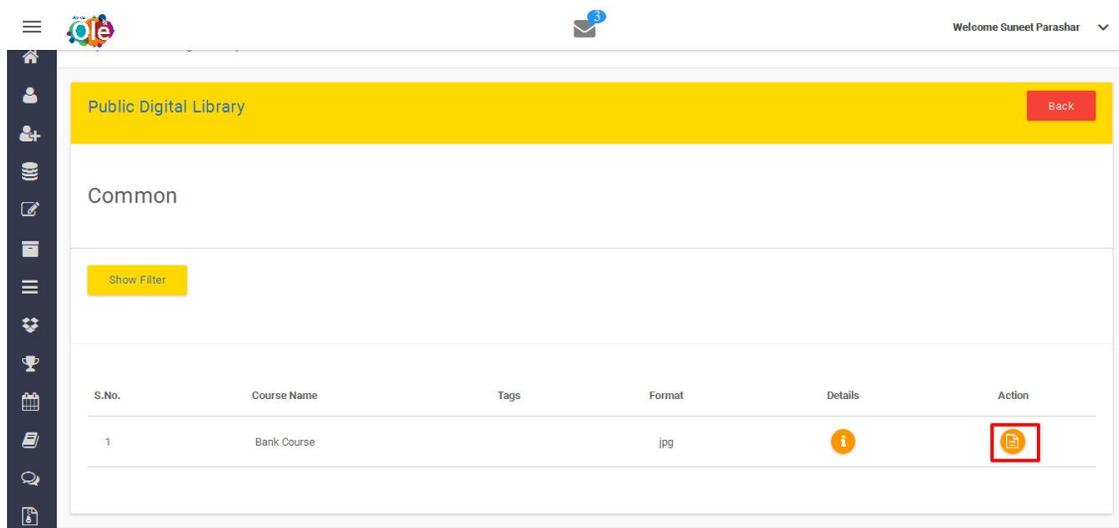
## 2.2 Public Digital Library

You can access any content here.



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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

The screenshot shows the 'Announcements' page in the LMS. A table lists six announcements. The 'Message' column contains eye icons, which are highlighted by a red rectangular box. The table data is as follows:

S.No.	Subject	Message	Announcer	Timestamp
1	Demo Announcement		LMS ADMIN	10th October 2016 14:59:22
2	Demo Announcement		LMS ADMIN	10th October 2016 14:59:29
3	Demo Announcement		LMS ADMIN	10th October 2016 14:59:35
4	Demo Announcement		LMS ADMIN	10th October 2016 14:59:41
5	Demo Announcement 2		LMS ADMIN	10th October 2016 15:02:12
6	Hi		LMS ADMIN	10th October 2016 17:20:42

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

The screenshot shows the same 'Announcements' page, but with a modal window open. The modal window displays the subject and message of the selected announcement. The modal content is:

Subject: Demo Announcement  
Hello World!

A green 'Close' button is visible in the bottom right corner of the modal window.

## 2.4 Ask Expert

In this card, you can ask any query.

Ask Expert Reset

Subject

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✂️ 📄 🗑️ ⬅️ ➡️ **B** *I* U **S**  $x_2$   $x^2$   $\frac{1}{2}$   $\frac{1}{2}$   $\frac{1}{2}$   $\frac{1}{2}$  🔍 🗑️ 📄

Back Ask

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

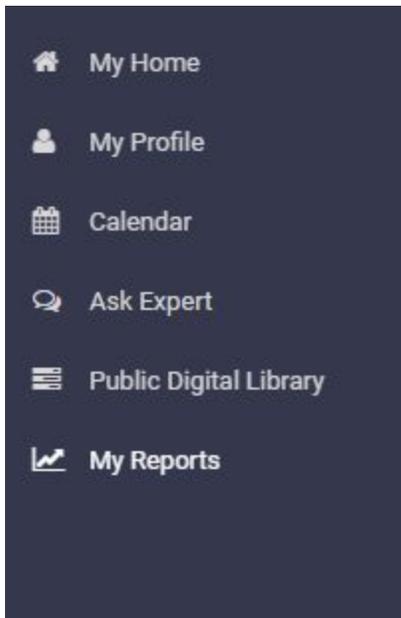
The screenshot displays a user interface for 'My Training Report'. At the top, there is a navigation bar with the Aviva Ole logo, a notification icon, and a user greeting 'Welcome Suneet Parashar'. Below this, a breadcrumb trail shows 'My Home > My Training Report'. The main content area is titled 'Training Completion Status' and contains the text 'This report shows all the Training assign to you.' A donut chart shows the completion status: 'Complete : 0' (represented by a blue dot) and 'Incomplete : 1' (represented by a light blue dot). A large light blue circle in the center of the chart is labeled 'Incomplete : 1'. Below the chart are two buttons: 'Show Filters' and 'Download'. A table below the buttons lists training assignments with columns for S.No., Training, From, To, Status, Course Report, Assessment Report, and Classroom Report. The table contains one row for 'Basic of Ulips - E-Program' with a status of 'incomplete' and icons for reports.

S.No.	Training	From	To	Status	Course Report	Assessment Report	Classroom Report
1	Basic of Ulips - E-Program	10 Oct 2016	17 Oct 2016	incomplete			

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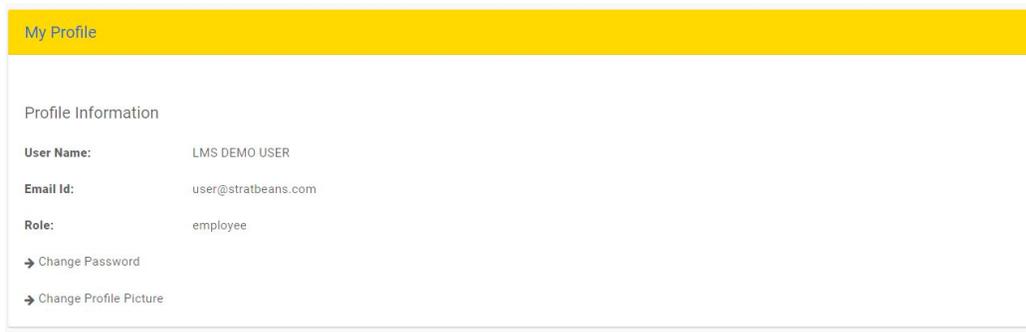
## 3. Menu

Here you will see 6 Menu items



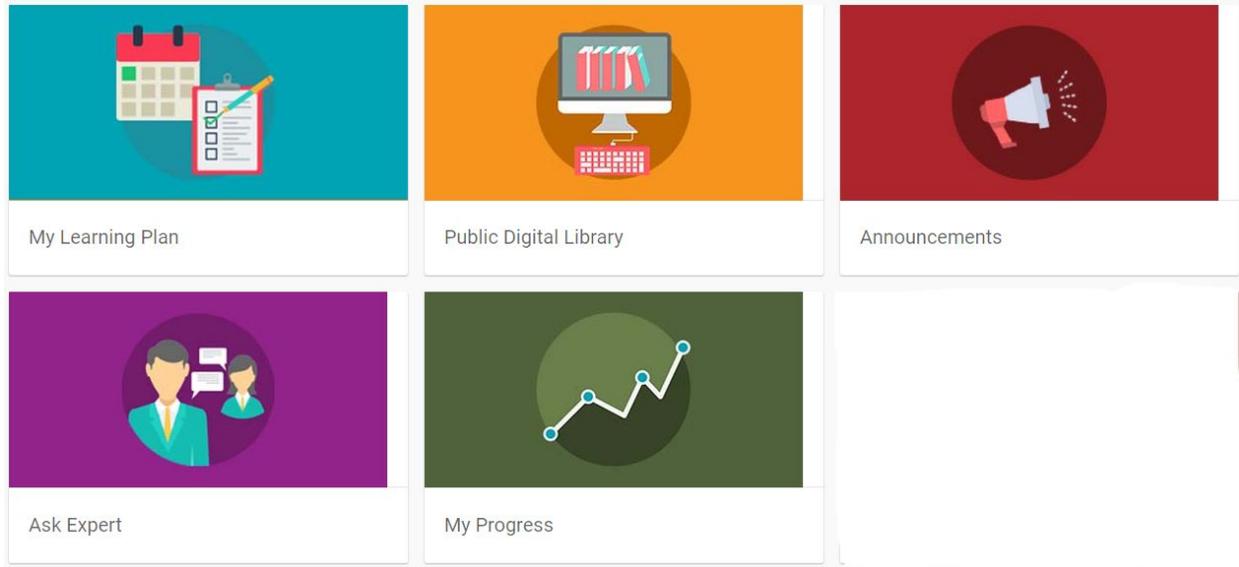
### 3.1 My Profile

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



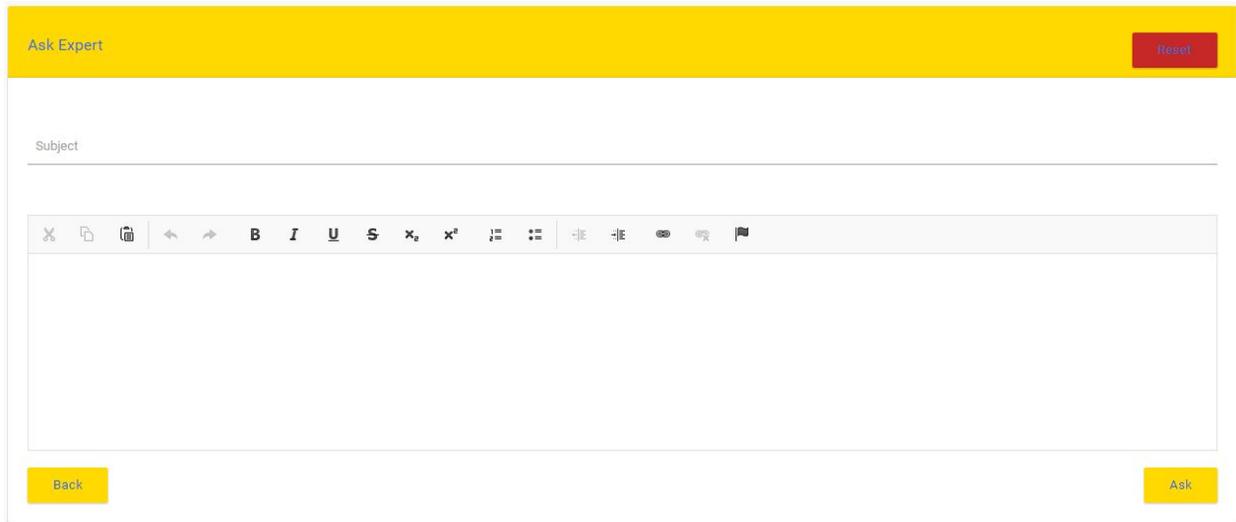
### 3.3 Calendar

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



The screenshot shows the 'Ask Expert' interface. At the top, there is a yellow header bar with the text 'Ask Expert' on the left and a red 'Reset' button on the right. Below the header is a white input field labeled 'Subject'. Underneath the input field is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript), alignment (left, center, right), and other functions. Below the toolbar is a large white text area for entering the query. At the bottom of the interface, there are two yellow buttons: 'Back' on the left and 'Ask' on the right.

Here you can ask any query.

## 3.6 My Reports

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