

## Using the Training on Demand LMS

Training on Demand provides targeted lesson modules that help you learn the skills that you need to excel at your job.

In this introduction to Training on Demand, you'll become familiar with the 'Learning Center Home' screen and how to navigate within the LMS or Learning Management System site.

You will learn where to find your assignments and transcripts.

How to update your password and other personal information using the 'My Profile' tab.

And how to search the 'Course Catalog' to find the courses you need to complete.

[LMS Overview and Navigation]

The Training on Demand Learning Center can be accessed from any computer that has Internet access.

BisTrack software is not required.

There are two ways to access the site, either by clicking the link on the BisTrack customer website , or by typing <http://ondemand.epicor.com> into your browser.

A login window appears.

You will get your 'Sign In Name' and 'Password' from your Training on Demand System Administrator.

Upon logging in you'll see your personal Homepage.

You will know you are logged in by checking here to see your name.

The Home page is broken into 5 different sections with a toolbar across the top.

These sections offer you different ways to access the important information in the Learning Center.

The first section is the 'Message Center'.

This is where you may see news about upcoming promotions or other company related information that employees need to be aware of.

Click on the link to read the full message.

The 'My Training Assignments' section displays the courses and tasks assigned to you and you only.

At the bottom of the screen you'll find the 'Question of the Day'.

A randomly selected question displays here.

Challenge yourself to find the correct answer, then check it by clicking the 'View Answer' link.

On the right side of the home screen are two sections that have information provided by your company.

The 'Shortcuts' section is a convenient list of the websites your company frequently accesses.

The 'Company Library' section is specific to your business.

Your System Administrator can add specific documentation or Internet links to the Library for easy access by all users.

The Tool Bar at the top of the Learning Center Homepage is always present. Clicking one of the tabs will take you to the desired location.

Keep in mind the 'Assignments' link and the 'Library' link are related to those sections of the Home page.

You'll see the same information whether you click the tab or the homepage link.

Clicking on the 'Learning Center Home' button will always return you to this page from anywhere in the Learning Center.

Now that you're familiar with the Learning Center home page, let's look at some of the other areas, beginning with the 'Assignments' tab.

For a look at everything that's been assigned to you, click the 'My Assignments' hyperlink, [here](#).

A list of all your assignments displays and you can easily see the 'Start Date', 'Due Date', and 'Status'.

A 'Course' is a recorded lesson like this one that trains you on a specific application area of your Bistrack software.

A 'Test' is a tool that helps you measure what you have learned.

A 'Task' can be any type of job, duty or training assignment.

Courses, Tests and Tasks can be grouped together into an Agenda. This is a group of assignments that result in learning a complete skill, sort of a mini-training plan.

And finally, an 'Accomplishment' is something that you are working toward or have achieved such as technical certification or an educational degree.

From the Assignments tab you have several ways to sort your data.

The default view is 'Open Assignments' or those that you have not completed yet.

You can click on the 'All Assignments' link to see both Completed and Open Assignments.

If you have more than one 'Agenda' assigned, you may find it easier to open the 'Agenda' link and work your way through the assignments.

You will want to complete the assignments in an Agenda in order, since the lessons build on knowledge gained in earlier modules.

You can also sort your list of assignments by clicking on the column Title.

To start working on an assignment, click the 'Title' and the Course Detail window will open.

View the Course and click 'Take Course Now' and the course will launch in another window like this.

Notice the menu across the top of the screen.

These are the main topics of the module. You can click one of these to move to that section at any time.

If you are viewing the course a second time and only want to re-watch a specific section, choose that button.

There is a control bar along the bottom with buttons to advance or Pause the video.

The Progress Bar indicates the advancement of the lesson.

When the course is complete the window will close and bring you back to the original screen where the video was launched.

If you are taking a course a second time you will want to answer the question 'Would you like to resume where you left off' with 'No' so the video will go back to the beginning.

The Test and Task links open an Assignment Detail Screen.

A Task may have a video attached.

The Status will initially display 'Not Started'.

As you work through the task it changes to 'In Progress' or 'Complete'.

The Course Catalog provides access to all Training Opportunities Epicor offers.

You will also be able to register for Classroom Training or other Live training offerings.

You can manage your Registrations all from one site.

'Browse Catalog Menu' allows you to see all available training content and classes sorted by Category.

The numbers next to each folder tell you how many lessons there are for a particular application.

Click the folder to view any subcategories.

Hover over a course title to view a short description, the difficulty level and the length of the course.

The 'Course Listing/Search' Menu allows you to search through all content using key words or a number of variables such as Category, Delivery Type, Content Type or dates for live events.

Alternately, you can search the catalog by 'Role'. For instance, if I'm an Accounts Receivable Manager, I can select that role and click 'Submit' to see all the available courses for my position.

'My Registrations' shows current as well as past registrations for training events or fee-based recordings.

Quick Views give you pre-defined catalog searches such as Agendas, On-Demand Courses, Classroom Training, Web-Based Training and Course Suites.

Under the Agendas you will find an alphabetical list of all agendas in the Learning Center.

There are two types of agendas: Epicor defined and User defined. Epicor defined agendas come preloaded in the Learning Center. They include all of the Eagle courses and tests pertaining to the Agenda Name.

User Defined Agenda have been created by your Administrator specifically for your company.

You can narrow the list of agendas by entering a keyword.

Click the title for a description and a list of the items in the agenda.

The 'My Profile' tab allows you to update or edit certain personal information about yourself.

Before making changes to your name or email address you may want to check with your manager to verify that they will not affect your ability to use the Learning Center.

The Functional Area is setup by your Learning Administrator and should not be changed.

To change your password you must first know what your existing password is.

Enter your current password and then your new password.

Type your new password again in the 'Confirm Password' field and click 'Submit'.

Please make sure you follow the rules for creating a new password to avoid errors.

When you are through using the Learning Center navigation.

[Click here to log off.](#)

A message will display to confirm your actions.

You should now be familiar with Learning Center and are ready to jump in and start working on your Training on Demand assignments.

Continue to familiarize yourself with the Home Page sections, Menu bar Tabs and available links.

The contents of this document are for informational purposes only and are subject to change without notice. Epicor Software Corporation makes no guarantee, representations or warranties with regard to the enclosed information and specifically disclaims, to the full extent of the law, any applicable implied warranties, such as fitness for a particular purpose, merchantability, satisfactory quality or reasonable skill and care. This document and its contents, including the viewpoints, dates and functional content expressed herein are believed to be accurate as of its date of publication. The usage of any Epicor software shall be pursuant to the applicable end user license agreement and the performance of any consulting services by Epicor personnel shall be pursuant to applicable standard services terms and conditions. Usage of the solution(s) described in this document with other Epicor software or third party products may require the purchase of licenses for such other products. Epicor, the Epicor logo, and are trademarks of Epicor Software Corporation, registered in the United States and other countries. All other marks are owned by their respective owners. Copyright © 2016 Epicor Software Corporation. All rights reserved.

---

## About Epicor

Epicor Software Corporation drives business growth. We provide flexible, industry-specific software that is designed around the needs of our manufacturing, distribution, retail, and service industry customers. More than 40 years of experience with our customers' unique business processes and operational requirements is built into every solution—in the cloud, hosted, or on premises. With a deep understanding of your industry, Epicor solutions spur growth while managing complexity. The result is powerful solutions that free your resources so you can grow your business. For more information, [connect with Epicor](#) or visit [www.epicor.com](http://www.epicor.com).



### Corporate Office

804 Las Cimas Parkway  
Austin, TX 78746  
USA

Toll Free: +1.888.448.2636  
Direct: +1.512.328.2300  
Fax: +1.512.278.5590

### Latin America and Caribbean

Bldv. Antonio L. Rodriguez #1882 Int.104  
Plaza Central, Col. Santa Maria  
Monterrey, Nuevo Leon, CP 64650  
Mexico

Phone: +52.81.1551.7100  
Fax: +52.81.1551.7117

### Europe, Middle East and Africa

No. 1 The Arena  
Downshire Way  
Bracknell, Berkshire RG12 1PU  
United Kingdom

Phone: +44.1344.468468  
Fax: +44.1344.468010

### Asia

238A Thomson Road #23-06  
Novena Square Tower A  
Singapore 307684  
Singapore

Phone: +65.6333.8121  
Fax: +65.6333.8131

### Australia and New Zealand

Suite 2 Level 8,  
100 Pacific Highway  
North Sydney, NSW 2060  
Australia

Phone: +61.2.9927.6200  
Fax: +61.2.9927.6298