

AMOS Learning Center and Courses

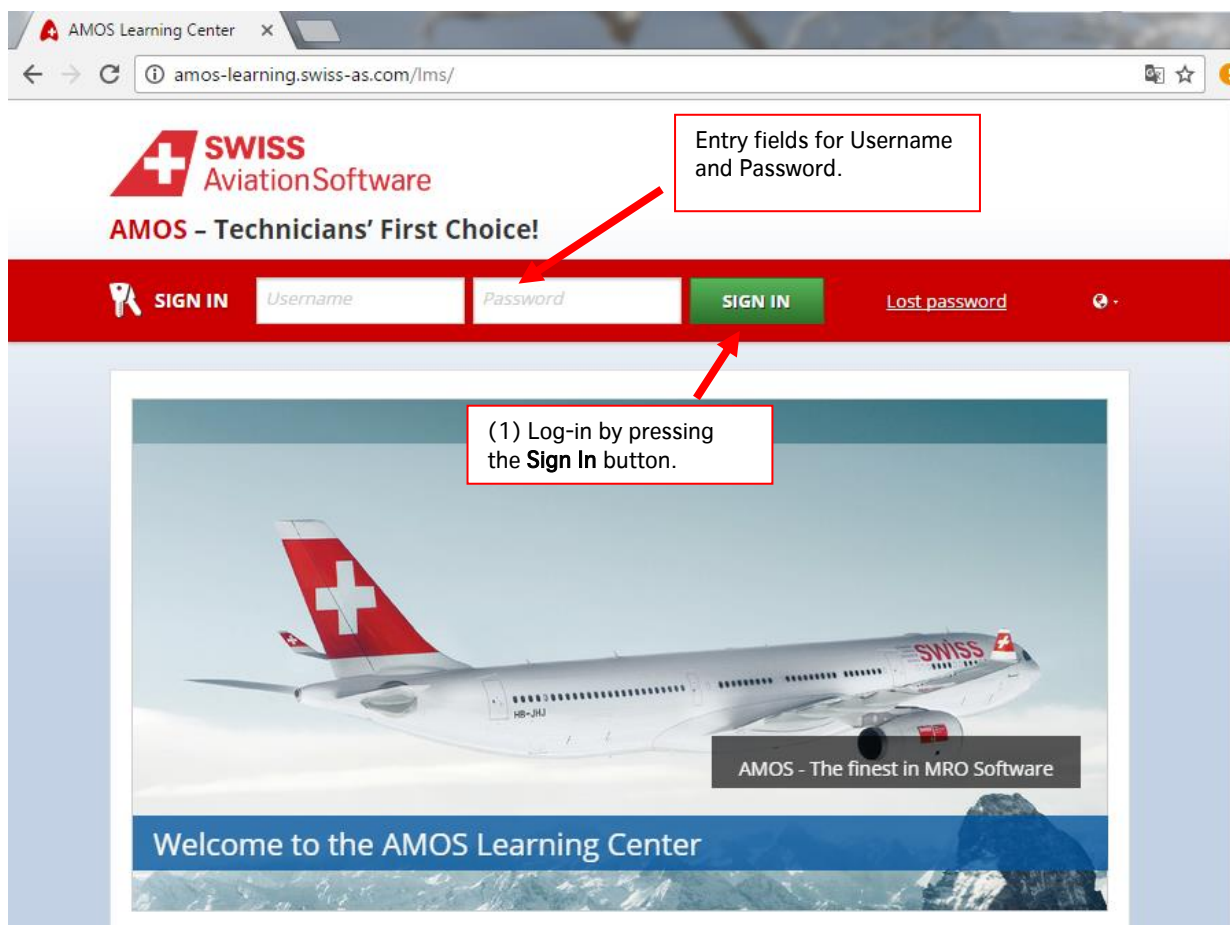
First Steps Instruction Manual

Welcome to the AMOS Learning Center. This manual will guide you through the first steps to:

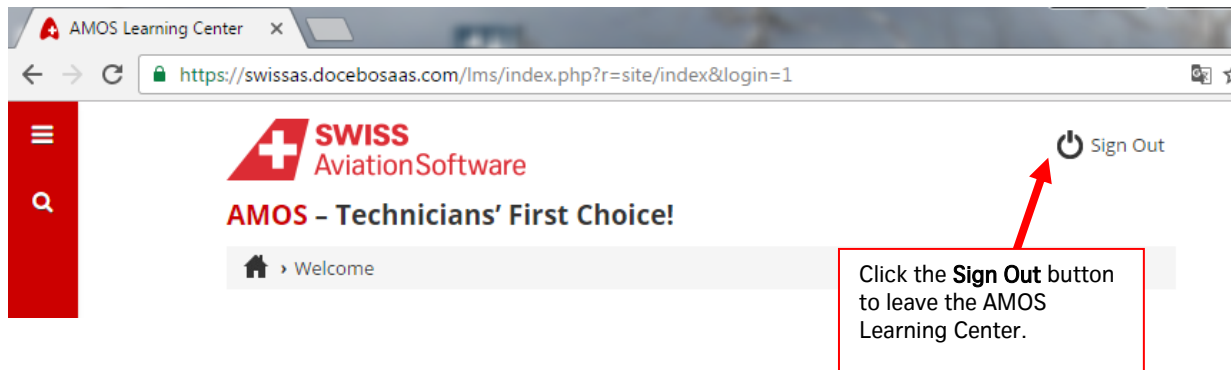
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Access the AMOS Learning Center and Log in

1. Step: Go to <http://amos-learning.swiss-as.com/> and log-in to the AMOS Learning Center with your personal username (normally your e-mail address) and your password. Enter the data and press the **SIGN IN** button (1). Please note that you will be forced to change the password after your first Log In.



In order to close the AMOS Learning Center and finish your learning session simply click the **Sign Out** button located at the bottom right side hand of the window.



Manage your dashboard and your menu

After logging in, you will see the main page and in the center you can see the **dashboard** and on the left side of the page, the **main sidebar**.

The **dashboard** consists of different sections.

- My profile: displays your profile information.
- My Calendar: shows a calendar where you can see the list of courses in which you are enrolled on a day by day basis.
- My Courses: lists all courses in which you are enrolled.
- Swiss AS Catalogue: displays all the courses that can be requested by you (see the "Moderated enrollment" section below).

There are 2 buttons on the **main side bar**: the first one is the menu, in which you can find all of the available tools and areas of the platform. The second one is the Global search tool.

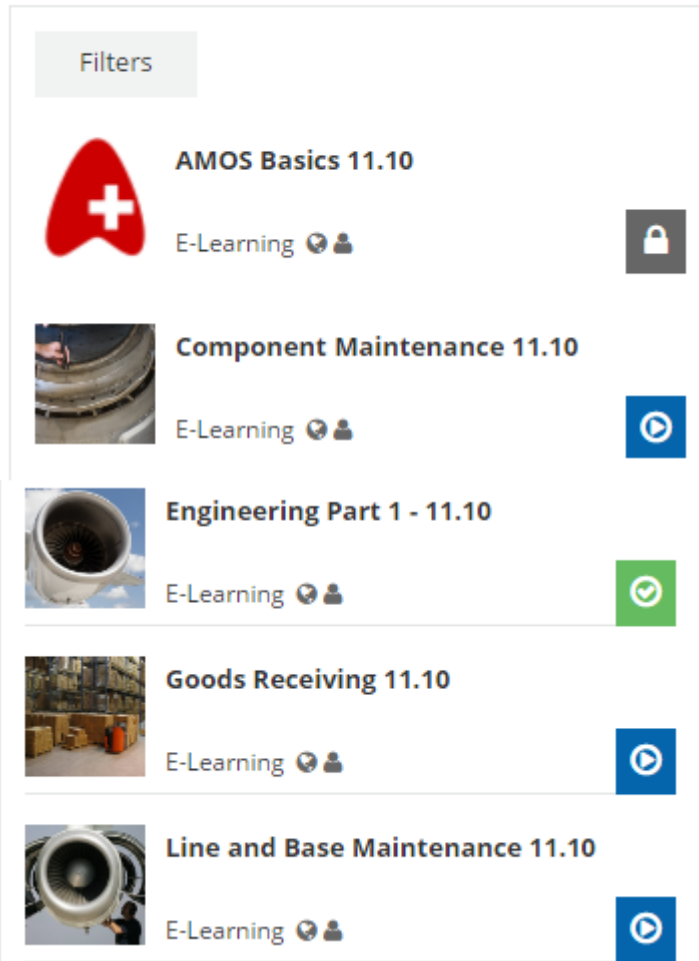
The menu area includes all of the available tools and accessible areas on the platform.

- My Dashboard: displays the dashboard
- My Activities: When you press My Activities, you access the area hosting all of the information and statistics regarding your training activities. Here you'll find a menu of tabs that will take you through different information and associations for your profile on your platform. By clicking **Courses**, you will find all the e-learning courses in which you are enrolled.
- My Courses: When you press the My Courses option in your menu, you'll find all of the courses in which you are enrolled.
- Swiss AS Catalogue: displays all the courses that can be requested by you (see the "Moderated enrollment" section below).

- My Calendar: You can access your Calendar area from your menu to see your planned training activities.

Getting Started with an E-Learning Course

My Courses



The screenshot displays the 'My Courses' section of a dashboard. At the top left, there is a 'Filters' button. Below it, a list of five e-learning courses is shown, each with a thumbnail image, a title, a description, and an access status icon.

Course Title	Access Status
AMOS Basics 11.10	Locked (Grey padlock)
Component Maintenance 11.10	Available (Blue play button)
Engineering Part 1 - 11.10	Completed (Green checkmark)
Goods Receiving 11.10	Available (Blue play button)
Line and Base Maintenance 11.10	Available (Blue play button)

This is a sample of the "My Courses" section in the dashboard.

























- The blue play means you have access to the course.
- The grey padlock means you no longer have access to the course.
- The green check means that you completed the course but still have access to it.

Once you access a course, you will see a list of all the training material, including a thumbnail and description for each object on the list. You can also access the training materials by clicking on the play button on the sidebar.

Every training material is marked with a symbol.

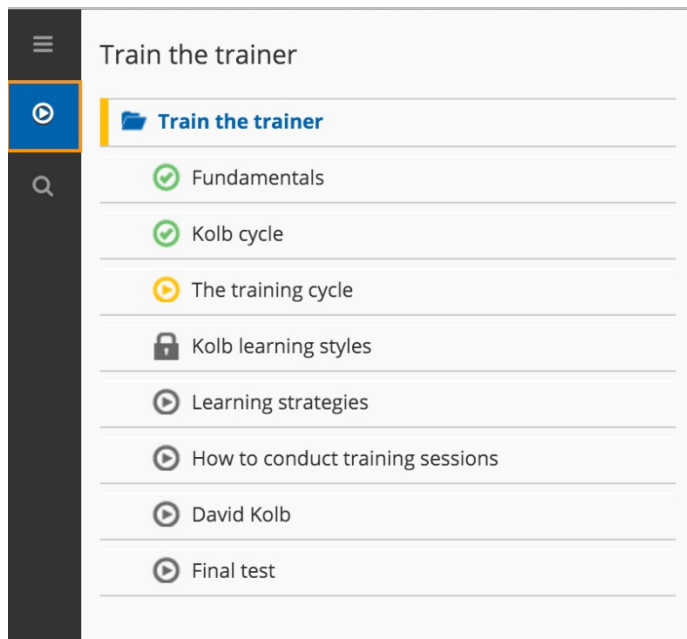


Engineering Part 1 - 11.10

	Introduction	
	Overview	
	Parts	
	Aircraft data	
	Counters	
	Time requirements	
	Work templates and work steps	
	Production programs	
	Other Engineering programs	
	Summary	
	Assessment	
	Survey	

- A padlock indicates that, in order to start this learning object, you must complete the previous one.
- A grey check indicates that you have not yet started this learning object.
- A yellow play button indicates that you have started, but not completed, this learning object.
- A green check indicates that you have completed this learning object.
- A red play button means that you have failed the test.

You can also monitor your progress by selecting the **Play** icon from the left sidebar.

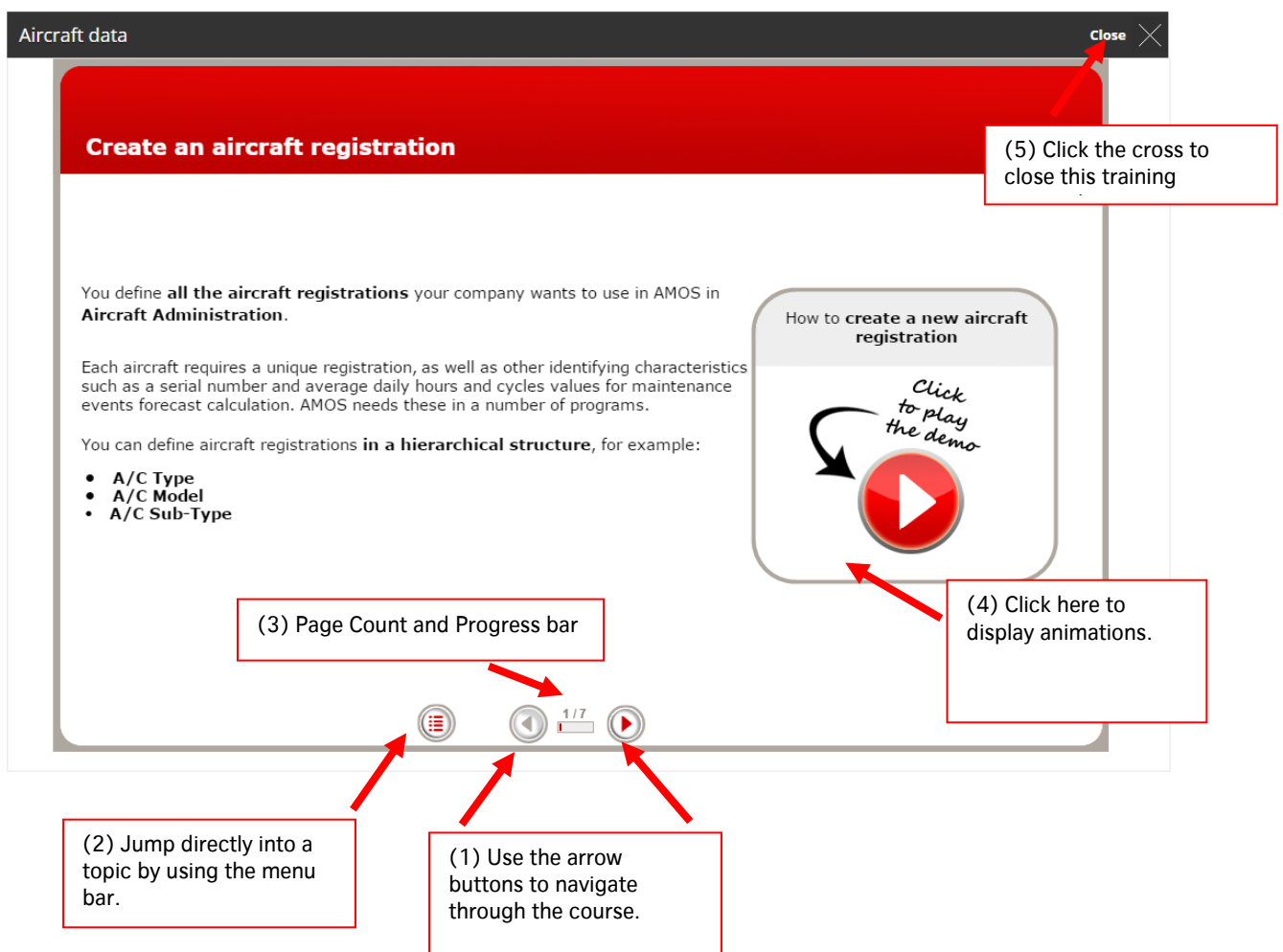


A course can be made up of different kinds of training material: text, images, audio files, videos, presentations, surveys, tests or HTML pages.

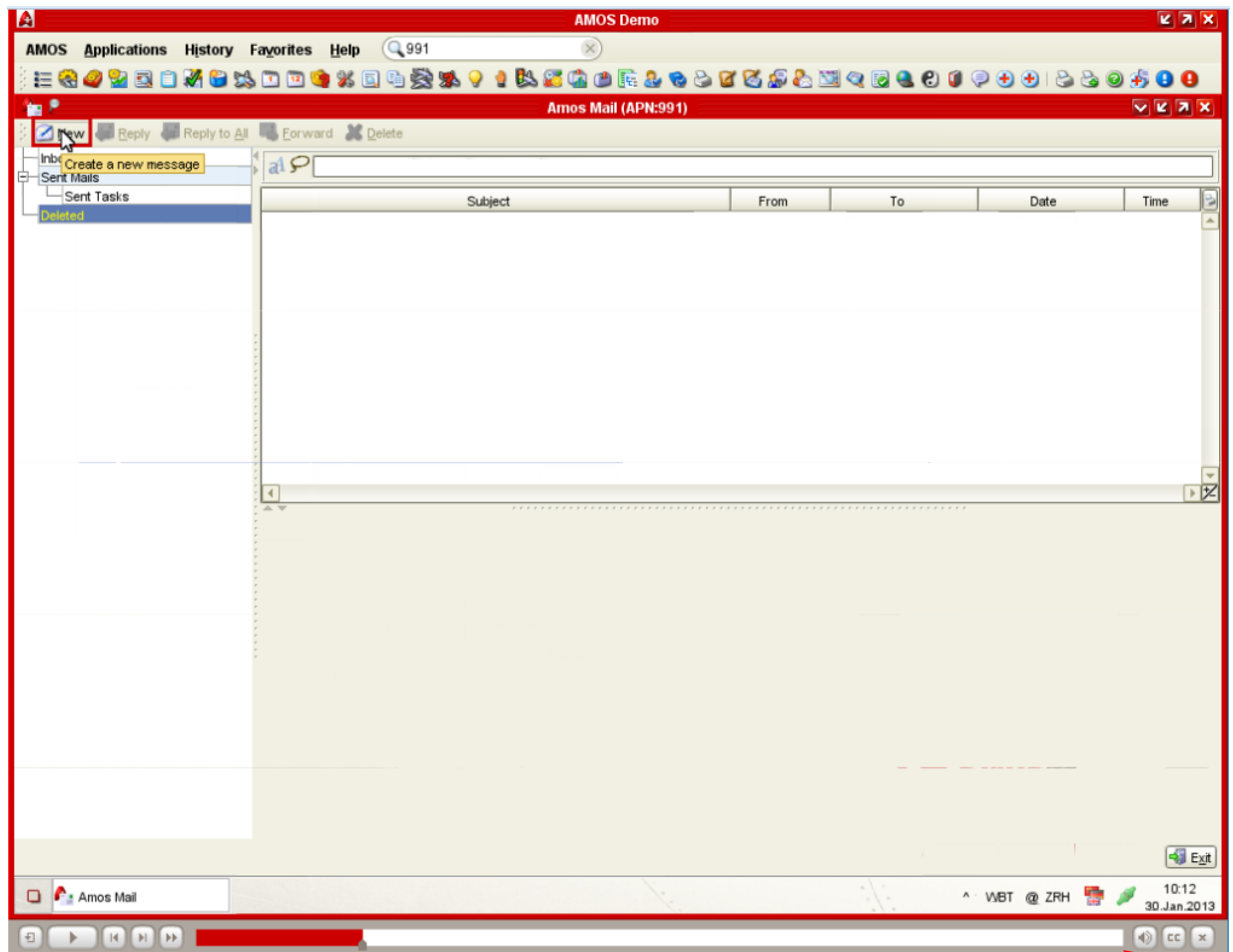
Most of the training materials are generally organised as described below:

Once you select a training material, you can either navigate through the single course pages using the arrows at the bottom of the window (1) or you can navigate straight to a certain topic by using the menu icon at the bottom of the page of the page (2). A page count and a progress bar (3) on the bottom of the window show your learning progress. On many pages you can find links to flows, software simulations and exercises (4). By clicking on them, you can find important or additional information.

If you want to leave the training material, just close the window by clicking the cross at the top of the player (5). When you access the training material again, the system will automatically bookmark the last page you visited.



Inside the course you can find three types of animations – flows, software simulations and exercises. They are all self-explanatory. In the software simulations, you will see small videos that explain certain AMOS functions. If you want to navigate to a specific point in an animation, use the navigation buttons (6) in the video player bar on the footer of the window. This functionality also helps you during exercises to step forward if you have problems with a task. During the demonstrations, if you encounter problems understanding what is being said, try the **CC** button (7) that allows you to switch on subtitles. To close an animation window, click on the cross in the bottom right corner (8).



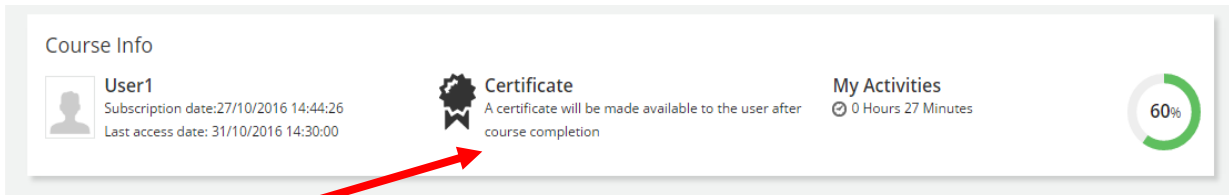
(6) Video player bar with navigation buttons.

(7) Click the **CC** button to switch on subtitles.

(8) Click on the red cross to close the window

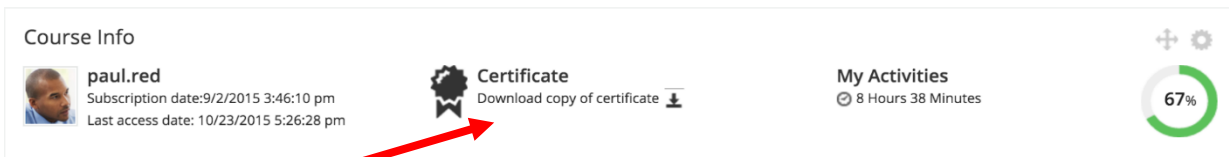
Manage your Certificate of Completion

Below each course, at the bottom of the page, you will find the “Course Info” widget. This widget allows you to see all the information related to your progress in the course and if a certificate will be made available to you after the completion of the course.



The widget shows user information for 'User1', a progress indicator at 60%, and a 'Certificate' section with the text: 'A certificate will be made available to the user after course completion'. A red arrow points to the certificate icon.

Once a course is completed, e.g. you successfully completed all lessons, and passed the test - which is mandatory - with an 80% score, you can easily download the associated certificate, by pressing **Download Copy of Certificate** in the “Course Info” widget.



The widget shows user information for 'paul.red', a progress indicator at 67%, and a 'Certificate' section with the text: 'Download copy of certificate' and a download icon. A red arrow points to the download icon.

You can also download your certificate by clicking on the medallion related to that course, in the Menu > My Activities > My Courses.

Home > My Activities

COURSE CODE	COURSE NAME	USER STATUS	ENROLLED	COURSE COMPLETION	CREDITS (CEUS)	TOTAL TIME	SCORE
	Material Management Training	IN PROGRESS	21/10/2016			0h 2m	
	AMOS Basics 11.10	COMPLETED	03/10/2016	21/10/2016		6h 35m	80
	Line and Base Maintenance 11.10	IN PROGRESS	19/10/2016			4h 18m	0.00
	Workorder 11.10	COMPLETED	04/10/2016	04/10/2016		3h 27m	0.00
	Engineering Part 1 - 11.10	COMPLETED	11/10/2016	21/10/2016		3h 6m	0.00
	Stores 11.10	IN PROGRESS	18/10/2016			1h 26m	0.00
	Stores Management 11.10	IN PROGRESS	26/10/2016			1h 28m	0.00
	Counters and Time Requirements 11.10	WAITING USERS	06/10/2016			0h 11m	0.00
	Goods Receiving 11.10	IN PROGRESS	05/10/2016			0h 34m	0.00
	Maintenance Program Overview 11.10	IN PROGRESS	13/10/2016			2h 3m	0.00

Total: 15

First 1 2 Last < >

Frequently Asked Questions

Users are occasionally faced with technical issues, that can be easily solved. Please view the list of FAQs below before sending any request for support.

A. I haven't received my credentials yet to sign in to the AMOS Learning Center, can you send me my username and my password?

Please, kindly check first with your management that you are really enrolled in the list of participants to attend this Web Based Training on the AMOS Learning Center.

B. I can't log in to the AMOS Learning Center with my password, can you send me a new one?

Your password is case sensitive, as in AwZ8jdp1.

Check that the SHIFT key is not enabled on your keyboard: this would result in an erroneous password, all written in capital letters.

Tip: copy the password you entered in the **Password** field on the AMOS Learning Center login page, and paste it in a Word document to check the characters case.

Alternatively, you can do the following:

- Clear your Web Browser cache and cookies (see the **Troubleshooting** section at the end of the present document).
- Try to log in from another computer first, to see if it works.
- Use another web browser (Firefox, Chrome, Internet Explorer).

C. I completed my course but didn't receive my certificate, can you send it to me?

Certificates are not sent automatically. It is your responsibility, once you have completed the course, to download it out by pressing **Download Copy of Certificate** in the "Course Info" widget or by clicking on the medallion related to that course, in the Menu > My Activities > My Courses.

D. How long will I have access to my WBT (Web Based Training)?

Participants are usually enrolled for a 3 month period. Once the course has expired, it will appear locked and you can no longer access it. You can still download the certificate, if you completed the course.

Troubleshooting

Below you will find a few tips to refresh your web page content.

Clear your web browser cache and cookies

Your web browser cache temporarily stores images, scripts, and other parts of websites you visit. Hitting the F5 key to force your page to reload sometimes just isn't enough. What you need to do is to clear the cache.

Firefox

1. In Firefox, to clear your history, click on **History** in the main menu of the browser
2. In the drop-down menu, click **Clear recent History...**
3. Click the drop-down menu next to "Time range to clear" to choose how much of your history Firefox will clear.
4. Next, click the arrow next to "Details" to select exactly what information will get cleared.
5. Finally, click the **Clear Now** button. The window will close and the items you've selected will be cleared.

Internet Explorer

1. In Internet Explorer, select Tools (the Gear icon on the top right-hand side of the browser screen), then "Safety", then "Delete Browsing History..."
2. In the *Delete Browsing History* dialog that appears, make sure to uncheck "Preserve Favorites website data" and check both "Temporary Internet Files" and "Cookies", then click **Delete**.

Chrome

1. In Chrome, click on the Chrome menu on the browser toolbar.
2. Select Tools.
3. Select Clear browsing data.
4. A dialog window appears, providing you with a list of checkboxes for the types of information that you wish to have removed.