



How to Complete Document Training on METRO

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What is Document Training?

METRO can deliver several types of learning content including document training. This type of training requires that you open a document and read it. After reading it you **must manually select that you have completed the assignment** (See Page 2, Mark Complete). **IMPORTANT!** You will NOT get a "Completed" status unless you do this.

Acknowledge & e-Signature

Document training also requires you to provide an e-signature. In some cases, you may also be required to Acknowledge that you have read the document. The example provided in these instructions includes the Acknowledge step.

Access Your Transcript

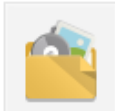
You can Launch, Complete and Acknowledge a document from both your To Do List and your Transcript. However, you can only provide an e-signature from your Transcript. The steps below use the Transcript to demonstrate how to Launch, Complete, Acknowledge and Sign a document assigned to you as training.

Login to METRO and select the **My Transcript** button on the Welcome Page.



Launch the Document

A document called *Example Training Document* has been created for this example. All documents requiring training can be identified by this icon:



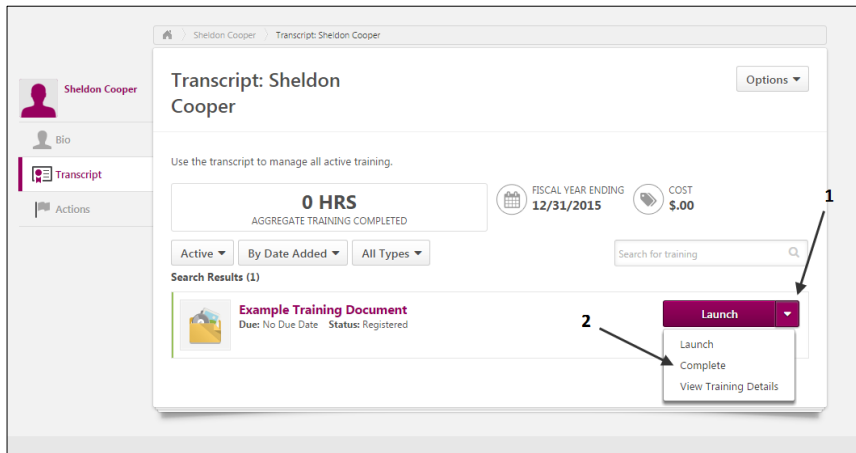
This image shows what document training looks like on your Transcript. Select the **Launch** button to begin.

The screenshot shows the Alere METRO interface. At the top left is the Alere logo. A navigation bar includes Home, Connect, My Learning, My Team, and Knowledge Bank. A search box is in the top right. The main content area is titled 'Transcript: Sheldon Cooper' and includes an 'Options' dropdown. Below the title, it says 'Use the transcript to manage all active training.' A large box displays '0 HRS AGGREGATE TRAINING COMPLETED'. To the right, it shows 'FISCAL YEAR ENDING 12/31/2015' and 'COST \$0.00'. There are filters for 'Active', 'By Date Added', and 'All Types', along with a search box for training. Under 'Search Results (1)', there is a card for 'Example Training Document' with 'Due: No Due Date' and 'Status: Registered'. A purple 'Launch' button is visible on the right side of the card.

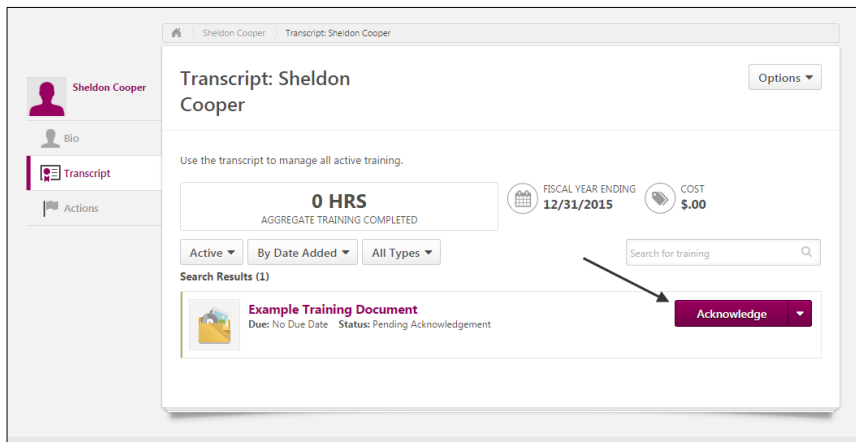
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Mark Complete

Once you have completed reading the document you must mark it as "Complete":



Acknowledge Select **Acknowledge** and follow the instructions on the screen. You will now need to sign.



Sign Select **Sign** and follow the instructions on the screen.

NOTE: You will be asked to enter your User ID and Password. Use your **METRO** username and password.

