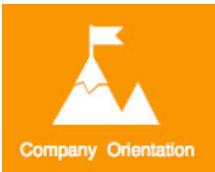


# USER GUIDE

## All-in-One Basic User Guide

An **All-in-One** is referring to a feature where you can access numerous items assigned to you by your employer within a single page. It is most commonly used for orientation training and is a one stop shop to get you up to speed.

Start by selecting the All-in-One icon from the navigation bar on the left-hand side of the page. The icon and name will depend on your company but your employer will provide you with this information. In our example, we are going to use Company Orientation.



At the top of the page will be instructions for completing the All-in-One. Below that is the All-in-One chart which includes all the items you are required to complete.

Requirements	Type
Health and Safety Policy Statement	Policies
Laser Pointer Safety	Monthly Talks
AODA Full	Training

The type of requirement will be listed in the **Type** column. This will tell you if it is a training module, policy, poster, etc.

To get started, select the title of the first item on the list to open it. Complete the task by taking the training, reading the policy, viewing the poster, etc. Work your way through the list until all your items have been checked off.

Requirements	Type
✓ Health and Safety Policy Statement	Policies
✓ Laser Pointer Safety	Monthly Talks
✓ AODA Full	Training

Once all your items have been checked off, your All-in-One is complete.

For help with how to complete each type of requirement, please see the applicable **Basic User Guide** for step by step instructions.