

How to access E-learning Recorded Sessions

1. Log in to the E-learning portal

- i. In your web browser go to www.coldharbour-systems.co.uk.
- ii. You are now in the Coldharbour Systems web site home page. On the top navigation bar, click on "E-learning".
- iii. You are now in the E-learning home page. Click on the "Client access to E-learning portal" bullet point link.

The screenshot shows the Coldharbour Systems website's E-learning portal. The header features the Coldharbour Systems logo and contact information. A navigation bar includes links for Home, Products, Services, Market Areas, Why Coldharbour?, Documents, Contact Us, and E-Learning. The E-Learning section is active, displaying a sidebar with links to Recorded sessions, Live sessions, Client List, and Site Search. The main content area has a "Welcome to E-learning" heading and a list of links: What is E-learning?, Why use E-learning?, What other types of training are available?, and Client access to E-learning portal. A "What is E-learning?" section explains that E-learning delivers training via the Internet as a supplement to traditional classroom-based training. A "Why use E-learning?" section lists benefits such as removing traditional barriers to training, producing flexible training programs, and providing instant access. The right sidebar contains links for News, Newsletters, and Downloads, along with instructions on how to access E-learning training sessions, including requirements for Windows Media Player on Microsoft Windows computers or Flip4Mac on Apple Macintosh computers.

COLDHARBOUR SYSTEMS the care industry's leading light
Tel: 01275 850500
Email: info@coldharbour-systems.co.uk

Home Products Services Market Areas Why Coldharbour? Documents Contact Us **E-Learning**

E-Learning
Home » E-Learning

- Recorded sessions
- Live sessions

Client List
View a list of the major clients we are currently working with.

Site Search
Search Coldharbour
Enter keywords...

Welcome to E-learning

- What is E-learning?
- Why use E-learning?
- What other types of training are available?
- [Client access to E-learning portal](#)

What is E-learning?
E-learning delivers training programs via the Internet as a supplement to our traditional classroom based training programs. Coldharbour Systems' E-learning service enables blended solutions for staff training within your organisation.

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Why use E-learning?

- Removes traditional barriers to training, e.g.**
 - Cost of refresher training
 - Travel and accommodation expenses
 - Logistics involved for multi-user training
 - Environmental concerns
- Produces flexible training programs**
 - Blended learning Facilitates and enhances continuous personal development.
- Provides instant access**

To access E-Learning training sessions you will need:
Windows Media Player installed on your **Microsoft Windows computer**

or **Flip4Mac** installed on your **Apple Macintosh computer**

- iv. Enter your username and password in the appropriate boxes and click on the “Login” button. Each organisation will have been provided with a single username and password.

• **Promotes independent learning**

- Encourages clients to be proactive with their staff training programs.

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What other types of training are available?


Coldharbour Systems provide a large number of products, each of which is highly configurable based on the individual client's parameterisation requirements. To this end we provide a blended solution set for training consisting of:

- **Classroom-based training**
 - On-site or at our Bristol Training Centre
 - Most suited for detailed, client-specific investigation processes
- **Recorded Sessions**
 - On-demand, Internet training
 - Most suited to refresher or induction training
- **Live Sessions**
 - Instructor-led online training
 - Suited to all training requirements
- **Tailor-made Recorded Sessions**
 - Client-specific, on-demand, Internet training
 - Suited for organisations with highly specialised training requirements

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Client access to E-learning portal

Please login to access the E-Learning portal

username: password:  **LOGIN**

[Forgotten your password?](#)

Not got an account?

If you would like to access the E-Learning portal [please contact us here](#)

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Web Development: [Focus New Media](#)

- v. If you have forgotten your username or password, click on the “Forgotten your password?” link. Enter your name, company, job title and email and click on the “Password prompt” button. Your request will be sent to the Coldharbour Systems E-learning system administrator.
- vi. If your organisation does not have a username and password click on the link at the bottom of the page to send a request via email to the Coldharbour Systems E-learning system administrator.

2. E-learning portal

- i. You are now on the E-learning portal home page. To view a taster Recorded Session click on the “Please click here to view a short demonstration E-Learning session” link at the bottom of the page.

The screenshot shows the Coldharbour Systems E-learning portal. At the top, the Coldharbour Systems logo is displayed with the tagline "the care industry's leading light". Contact information includes Tel: 01275 850500 and Email: info@coldharbour-systems.co.uk. A navigation menu includes Home, Products, Services, Market Areas, Why Coldharbour?, Documents, Contact Us, and E-Learning. The E-Learning section is active, showing a breadcrumb trail "Home » E-Learning". A left-hand navigation bar contains links for E-Learning, Recorded Sessions (highlighted), Client List, and Site Search. The main content area features a "Welcome to E-learning" heading, a welcome message, and a link to view a short demonstration E-Learning session. A "Latest E-Learning updates" section lists three items from 13/05/2008. A right-hand sidebar contains links for News, Newsletters, Downloads, and a section for accessing Recorded Sessions, which lists requirements for Windows Media Player on Windows computers and Flip4Mac on Apple Macintosh computers. A "Return to the E-Learning home page" link and a "Log out" button are also present.

- ii. To access Recorded Sessions click on the “Recorded Sessions” link on the left navigation bar.
- iii. You will now see a list of the Recorded Session categories currently available within the E-learning portal.
- iv. Click on the product area that you wish to view Recorded Sessions for.

- v. You will now see a list of all of the available Recorded Sessions for your chosen product area. Next to each session listing is a short description outlining what that particular Recorded Session will cover. Click on the title of the Recorded Session you wish to view.

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Home Products Services Market Areas Why Coldharbour? Documents Contact Us **E-Learning**

Home » E-Learning » Recorded Sessions » Domiciliary Care

Domiciliary Care
Description: Recorded Sessions for Coldharbour Systems' Domiciliary Care system

E-Learning sessions available in "Domiciliary Care"

Entries within Domiciliary Care

Title	Description	Last updated	
Introduction	The aim of this session is to provide you with the ability to access and move around the Domiciliary Care system.	Apr 23, 2008	more
Basic Employee Details	The aim of this session is to provide you with the ability to create and maintain basic employee information within the Domiciliary Care system.	May 12, 2008	more
Advanced Employee Details	The aim of this session is to provide you with the ability to create and maintain employee information within the Domiciliary Care system.	May 13, 2008	more
Employee Availability	The aim of this session is to provide you with the ability to create and maintain employee availability within the Domiciliary Care system.	Never	more
Basic Client Details	The aim of this session is to provide you with the ability to create the minimum amount of client information necessary to run your	Never	more

Client List
View a list of the major clients we are currently working with.

Site Search
Enter keywords...

News

Newsletters

Downloads

To access E-Learning Recorded Sessions you will need:


Windows Media Player installed on your **Microsoft Windows computer**

or **Flip4Mac** installed on your **Apple Macintosh computer**

[Return to the E-Learning home page](#)

You are currently logged in.
[Log out](#)

- vi. This page contains more detailed information about your chosen Recorded Session including detailed contents of the session and quick links for you to access specific sections within the session itself.

Introduction	
Reference:	Introduction
View session:	To view this session, please enter your details below and click the button: Note: You must enable javascript, and allow popups from this site. Title: <input type="text"/> First name: <input type="text"/> Last name: <input type="text"/> Job title: <input type="text"/> 
Author:	Mandy McBride
Description:	The aim of this session is to provide you with the ability to access and move around the Domiciliary Care system.
Duration:	14 minutes, 7 seconds
Size:	8.3MB
Contents:	- How to login to the correct company. - How to use the icons on the toolbar. - How to navigate the system and use the search facility. - How to logout of the system.
Notes:	Quick links (mm:ss)- Logging in to the Domiciliary Care System (00:30) Toolbar/main menu bar (01:28) - Records (10:23) - Windows (12:11) Searching - Navigation keys (03:35) - The search icon (05:21) Main menu bar icons - Adding a new record (07:32) - Editing a record (07:52) - Saving a record (08:19) - Undo changes to a record (08:38) - Deleting a record (09:26) - Adding additional contact information (09:54) Keyboard controls (10:47) Logging out of the Domiciliary Care system (13:10)
Added:	Apr 22, 2008
Last updated:	Apr 23, 2008

- vii. For those of you who have not purchased an annual subscription you will see a message explaining that you are not able to view this session. If you would like to purchase an annual subscription to our Recorded Sessions please contact our sales team on 01275 850500 or email us at elarning@coldharbour-systems.co.uk.
- viii. If you have purchased an annual subscription and wish to view this Recorded Sessions simply enter your details as prompted and click on the "View session" button.

3. Requirements for viewing Recorded Sessions

- Either Windows Media Player (if you are using a Microsoft Windows computer) or Flip4Mac (if you are using an Apple Macintosh computer). If you do not have either of these players you can download the appropriate player by clicking on the icons on the 'download' section on the right navigation bar.
- Your computer will need to have javascript enabled. If you do not know how to enable javascript on your computer please contact your system administrator.

- iii. You will also need to set your computer's properties to allow popups from this web site. Again if you are unsure as to how to do this please contact your system administrator.

4. Viewing Recorded Sessions

- i. Once you have selected the "View session" button you will see a prompt explaining that depending on your broadband speed and any network security devices set in place by your organisation it could take a few minutes to download the session to your screen.
- ii. When the Recorded Session has been downloaded to your screen it will start to play automatically. There are a number of useful controls on the video screen you can use whilst viewing the Recorded Session including; play/pause, stop, rewind, fast-forward and volume control.
- iii. On completing your Recorded Session click on the 'back to recorded sessions' link below the video screen to return to the session details page.
- iv. You can then use the 'breadcrumb' links at the top of the page to return to the Recorded Session listing or return to the E-learning portal home page.

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5. Any questions?

- i. Please email us at elarning@coldharbour-systems.co.uk