

## E-learning platform manual

### 1. Log in

link: <http://els2.futuremeds.com/login/index.php>

user: *name.surname*

password: the same as for Microsoft365

### 2. Dashboard

In this panel You can get the access to:

- Recently accessed courses - after starting any courses, here You will see these courses,
- Timeline – here You can get to know till what time You should finish given courses (of course, in case when the timeline was added to course),
- Private files – You can add Your certificates from external courses (just to have them in one place). Click on *Manage private files* and *upload a file*.
- Calendar – a graphical view of timeline.

**Dashboard**

Welcome  
Welcome e-learning platform FutureMeds!

**Recently accessed courses**

No recent courses

**Timeline**

All ▾ Sort by dates ▾ Search by activity type or name

Monday, 31 July 2023

23:59	IAP_Clinical Studies	File requires action · 2: Accounting Policies	View
23:59	IAP_Loans	File requires action · 2: Accounting Policies	View
23:59	IAP_Recharges	File requires action · 2: Accounting Policies	View
23:59	IAP_TP adjustments	File requires action · 2: Accounting Policies	View
23:59	IAP_Dividends	File requires action · 2: Accounting Policies	View

**Private files**

Adding new users.pdf  
Manage private files...

**Calendar**

May June 2023 July

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Full calendar · Import or export calendars

**Online users**

1 online user (last 5 minutes)

TK Test Kasia

### 3. My courses

In this panel You will access courses to which You are enrolled.

The enrollment is done automatically to proper courses by the administrator.

You can:


- sort courses by name,
- filter courses by status,
- search courses by name,
- change the view of Your courses on card, list or summary.

### My courses

**Course overview**

All Search Sort by course name Card

Finance




Accounting Policies

2. Accounting Policies

0% complete

HR Trainings



Regulamin pracy FutureMeds

0% complete

However if You need the access to any course, please contact with the administrator via [support@futuremeds.com](mailto:support@futuremeds.com) .

### Enrolment options

IT trainings

GMO.PL

You are not enrolled in this course. If You need the access, please contact with the administrator via [support@futuremeds.com](mailto:support@futuremeds.com)

Continue

#### 4. Home

On this page You can see all courses which are available on FM platform (even these to which You are not enrolled).

You can:

- search courses by name,
- selects course categories,
- choose a course.

**eLearning Platform**

Collapse all

**Course categories**

- FutureMeds Trainings (1)
  - SOPs, COPs, Wis
    - Global SOPs (1)
      - Local & Operational SOP
        - SOP\_input countries (4)
          - COPs (1)
          - Working instructions (2)
        - IT
          - IT trainings (3)**
          - IT Policies & Procedures
          - HR Trainings (2)
          - Finance (4)
          - Business Playbooks

FutureMeds Trainings



**E-learning platform**

E-learning platform manual

Global SOPs



**SOP**

Standard Operating Procedure

Global SOPs

SOP\_input countries



**SOP**

Standard Operating Procedure

Poland SOP & Working instructions


## 5. Start a course

Click on the proper course to open it. You find there information what You should do and lesson names. The course activity depends on course categories.

**Be careful!**

**For some courses You have to:**

- mark activity as done,
- view the whole lesson to complete it,
- do a quiz,
- generate a completion certificate.



FILE

IAP\_Clinical Studies

Mark as done

Click to view the policy and mark it as done.

If You have any questions to e-learning platform, please contact with IT Team via [support@futuremeds.com](mailto:support@futuremeds.com)