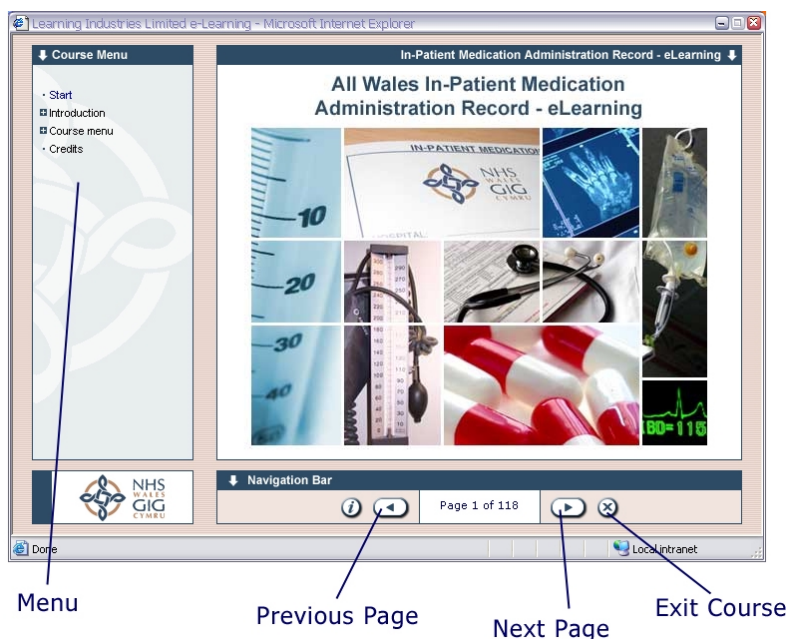


How to use the In-Patient Administration Record e-Learning QUICK GUIDE

Using the Course



Navigating the Course

There are two methods of navigating the course:

1. You can use the **menu** on the left to locate particular sections or sub sections within the course.

Click on the **plus (+) signs** to open up the various levels of the menu. Click on the **section names** to jump to the first page of the chosen section.

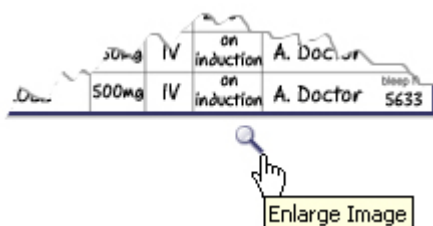
2. You can use the **buttons** at the bottom of the window to move forwards and backwards through the course.

Click on the **Next Page** button (forward arrow) to move through each page of the course. ***If you start at the beginning and keep clicking the Next Page button you will go through the entire course.***

Click on the **Previous Page** button (backward arrow) to move backwards through the course.

Click the **Exit Course** button (x) to close the window and exit the course.

Enlarging Images



If you see a **magnifying glass** beneath an image, you can enlarge the image by clicking on the icon