
	<b>ADAX eLearning Center</b>	Document ID: eLearning
		Version: 1.0
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<b>Title: User Manual</b>		

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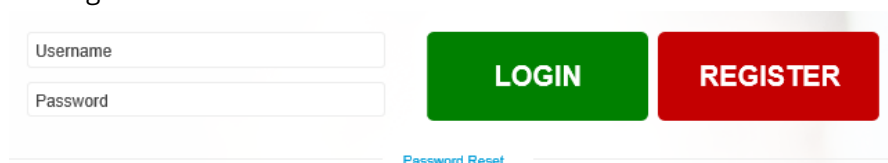
## 1. eLEARNING CENTER

### 1.1. Entering the portal

The ADAX eLearning Center for online trainings is available at the web address <http://elearning.adax.si/>.

### 1.2. Login

If you already have selected or had assigned a username and password, you can enter the portal at the above web address by entering your username and password in the relevant fields and clicking the button »**LOGIN**«.



The screenshot shows a login interface with two input fields: 'Username' and 'Password'. To the right of these fields are two buttons: a green 'LOGIN' button and a red 'REGISTER' button. Below the buttons is a blue link labeled 'Password Reset'.

### 1.3. Registration

If you entered the portal for the first time and do not yet have a username and password, you must first register for access. To do this, click the button »**REGISTER**«.

A registration form opens, in which you enter the required information.

Mandatory input fields are:

- Username; Specify a name you will use to sign in to the portal.
- E-mail Address; Enter the email to which you want to receive system notifications.
- Password; Specify the login password and re-enter it in the adjacent field.
- **Certificate Name and Surname;**

\* Enter your Name and Surname correctly, as the information you enter here will be printed on all Certificates of completed Courses!

- Security Question; Answer the security question / Enter the sum.

After entering the required information, click the button »**COMPLETE SIGN UP**«.

You will then receive an activation link in your mailbox. After clicking on the link in the email, the registration will be completed, and you will be able to sign in to the portal.

If you cannot find the message with the link in your Inbox, please also check your Spam folder.

### 1.4. Forgotten password

In case you are already registered to the portal, but you have forgotten your password, you can reset your password and request a new one. To do this, click the link »**Password Reset**« on the Login page.

<input type="text" value="Username"/> <input type="password" value="Password"/>	<div style="background-color: green; color: white; padding: 5px; display: inline-block; margin-right: 10px;"> <b>LOGIN</b> </div> <div style="background-color: red; color: white; padding: 5px; display: inline-block;"> <b>REGISTER</b> </div>
<a href="#" style="color: blue; text-decoration: underline;">Password Reset</a>	

Then on the next page enter your username or e-mail address in the dedicated field and click on the button »**Get New Password**«.

Please enter your username or email address. You will receive a link to create a new password via email.

Username or Email Address

**Get New Password**

You will receive a link to enter your new password in your mailbox. If you cannot find the message with the link in your Inbox, please also check your Spam folder.

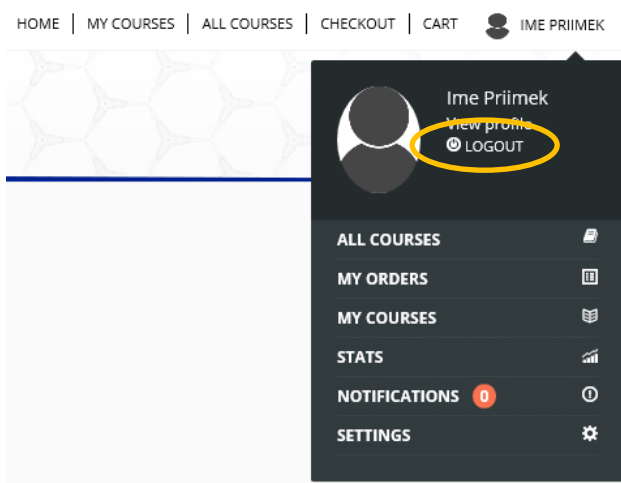
After clicking on the link in the email, you will be asked to change the password. You can use a password that the system generates automatically or delete it and enter a new password that you select yourself. Confirm the new password by clicking the »**Reset Password**« button. You can now enter the portal with your username and new password.

\* Please note that if you enter a weak password, you will also need to tick the box to Confirm use of weak password.

<div style="border: 1px solid black; padding: 10px;"> <p>Enter your new password below.</p> <p>New password</p> <div style="border: 1px solid green; padding: 5px; display: flex; align-items: center;"> <span style="font-family: monospace; font-size: 1.2em;">vOKBW!glzh^HqnMS</span> <span style="margin-left: 10px;">✖</span> </div> <div style="background-color: #c8e6c9; text-align: center; padding: 2px 5px; margin-top: 5px;"> <b>Strong</b> </div> <p style="font-size: 0.8em; margin-top: 10px;">Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ &amp; ;).</p> <div style="text-align: center; margin-top: 10px;"> <div style="background-color: blue; color: white; padding: 5px; display: inline-block; border-radius: 5px;"> <b>Reset Password</b> </div> </div> </div>	<div style="border: 1px solid black; padding: 10px;"> <p>Enter your new password below.</p> <p>New password</p> <div style="border: 1px solid red; padding: 5px; display: flex; align-items: center;"> <span style="font-family: monospace; font-size: 1.2em;">*****</span> <span style="margin-left: 10px;">✖</span> <span style="margin-left: 10px;">🗑️</span> </div> <div style="background-color: #ffcdd2; text-align: center; padding: 2px 5px; margin-top: 5px;"> <b>Very weak</b> </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Confirm use of weak password         </div> <p style="font-size: 0.8em; margin-top: 10px;">Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ &amp; ;).</p> <div style="text-align: center; margin-top: 10px;"> <div style="background-color: blue; color: white; padding: 5px; display: inline-block; border-radius: 5px;"> <b>Reset Password</b> </div> </div> </div>
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## 1.5. Logout

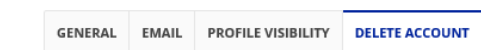
You can Logout from the portal by clicking your Name and Surname in the top right corner and selecting »**LOGOUT**«.



## 1. 6. Delete account

You can completely delete your account from the portal in the »**SETTINGS**« tab, selecting the »**DELETE ACCOUNT**« sub-tag, ticking the box that you understand the consequences of deletion and clicking the »**Delete Account**« button.

\* Caution: By deleting your account, you will also delete the entire content you created. Once deleted, it will not be possible to restore it!



### Delete Account

DELETING YOUR ACCOUNT WILL DELETE ALL OF THE CONTENT YOU HAVE CREATED. IT WILL BE COMPLETELY IRRECOVERABLE.

I understand the consequences

Delete Account

## 2. OVERVIEW AND PURCHASE OF ALL COURSES AVAILABLE

### 2. 1. Overview of all courses available in the portal

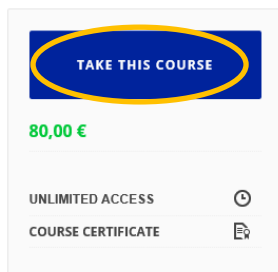
You can see the list of all available courses by clicking the »**ALL COURSES**« link in the top right corner.



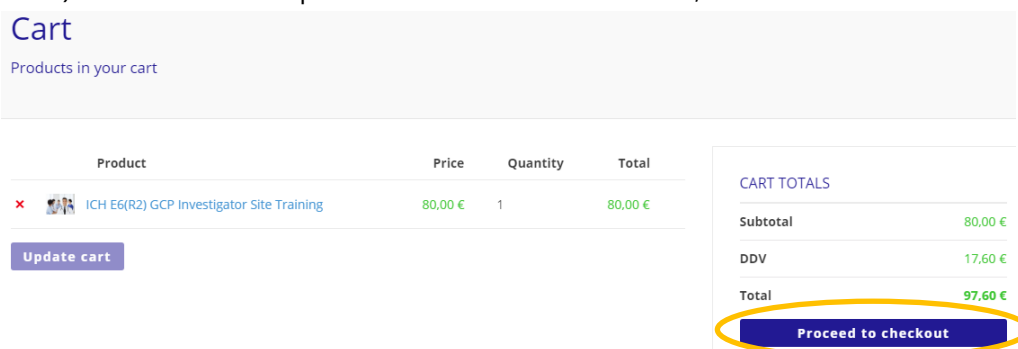
### 2. 2. Ordering and purchasing a course

- On the list of all courses available, select the course you want and click on it. You will see a page with detailed information about the course you selected.

- b) To take the selected course, click on the »**TAKE THIS COURSE**« button to add it to the shopping cart. If you do not make the purchase immediately, you can access the shopping cart later via the »**CART**« link in the upper right corner



- c) To continue the purchase of the selected course, click the »**Proceed to checkout**« button.



- d) The window for entering the information we need to issue an invoice opens. Mandatory fields are marked with an asterisk


\* If you wish we issue the invoice to a company, enter the name of the company and its tax number in addition to the required fields.

- e) After entering the required information, click the »**Place order**« button to confirm and complete the order.
- f) In your mailbox you will receive a message with details of the order and instructions for making a payment to our bank account.

Payment instructions:

Recipient	ADAX International d.o.o. Kuštrinova ulica 1 SI-1000 Ljubljana, Slovenia
Bank	NLB d.d.
SWIFT/BIC code	LJBAS12X
IBAN (Account No.)	SI56 0208 5001 5058 742
Reference	[Order No.]
Purpose code	SCVE
Purpose of payment	[Order No.] - Investigator Site Training

- g) The invoice will be issued after your payment has been received. If you need a pro-forma invoice for making the payment, please let us know by sending an e-mail to the address [info@adax.si](mailto:info@adax.si).
- h) After making the payment, you can send us an e-mail with the payment confirmation for faster processing and granting access to the ordered course.

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- i) Upon receipt of payment, we will grant you access to the course. You will notified via email about the granted access (*Your ADAX E-learning order is **complete***).

### 2. 3. Ordering and purchasing a course for more employees from the same company

If more than one employee from the same company wishes to take the same course, please have your company's representative contact us by e-mail at [info@adax.si](mailto:info@adax.si) or by phone +386 (0)59 710 255.

In case of ordering a course for more than one employee:


- One invoice for all participants will be issued,
- we will register all employees in the system,
- we will send via e-mail each participant a username and password to access the portal and also the portal's manual and
- we will grant them access to the purchased course.

The employees' data needed in such a case are their Names, Surnames, e-mail addresses and the title of the selected course.

## 3. TRAINING AND CERTIFICATION

### 3. 1. Overview of purchased courses

You can see a list of all purchased courses by clicking the »**MY COURSES**« link in the upper right corner.


HOME | **MY COURSES** | ALL COURSES | CHECKOUT | CART |  IME PRIIMEK

### 3. 2. Training for the selected course

On the list of purchased courses, find the course you want to take and click on the »**START COURSE**« button (see the picture on the next page).

The training has no time limit. If you chose to pause the training in any step after starting it and want to continue it later, you can do this through the list of purchased trainings by clicking the »**CONTINUE COURSE**« button.

VIEWING PAGE 1 OF 1



**ICH E6(R2) GCP Investigator Site Training**

☆☆☆☆☆ ( 0 REVIEWS ) 8 STUDENTS

This GCP training is intended for Investigators and site personnel involved in Clinical trials for Medicinal products and medical devices....

ADAX

**START COURSE**

After commencing the training, there will be a link on the following page to the training content under »Attachments«. By clicking »**DOWNLOAD**«, the training material will be shown. The material is in .PDF format and you can view it in a web browser or save it to a local disc using the »Save as...« command in that web browser and open it in your favorite program for viewing .pdf files. Printing is not possible.

When you have reviewed the entire training content and decided you would like to take the quiz to obtain the certificate of your chosen course, do so by completing the training with a click on »**MARK THIS UNIT COMPLETE**«. You will then be able to, by clicking on »**NEXT QUIZ**«, take the quiz and obtain the certificate.

GCP ICH E6(R2) GCP - ENG


INSTRUCTOR ADAX

## ICH E6(R2) GCP – ENG

GCP Certification Training for Investigators and site personnel.

### ICH E6(R2) GCP Investigator Site Training

**Attachments** 1

	<a href="#">ICH E6 (R2) GCP_TRAINING FOR INVESTIGATOR AND SITE PERSONNEL_V2,0_1JAN2018</a>	<b>DOWNLOAD</b>
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DISCUSSION

ASK QUESTION

**MARK THIS UNIT COMPLETE**

**NEXT QUIZ**


TIME REMAINING : UNLIMITED ACCESS

0%

BACK TO COURSE

REVIEW COURSE

FINISH COURSE

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### 3.3. Taking the quiz to obtain a course certificate

To start the quiz, click on »**START QUIZ**« and then click on the »**Confirm**« button on the displayed notification about the quiz start. Later, »**CONTINUE QUIZ**« will be shown on this page to continue the quiz if you chose to pause solving it at any time before it is completed, and you wish to continue the quiz at a later time.

 UNLIMITED

## TEST – ENG

ICH E6(R2) GCP Investigator Site Training

ICH E6(R2) GCP test in English language for Investigators and site personnel.

There are 20 questions in this test. Mark the correct answer(s) by clicking on the circle before the correct answer.

Please pay attention:

- some questions have only 1 correct answer.
- some questions have multiple correct answers and you must tick all the correct answers.

There is no time limit for completion of the test.

**If scoring above 80%, you will pass the test and obtain the GCP certificate. If you fail the test, you can retake the test for up to 5 times.**

Good luck!

[< PREVIOUS UNIT](#)
**START QUIZ**

## ICH E6(R2) GCP Investigator Site Training

TIME REMAINING : UNLIMITED ACCESS

50.00%

**BACK TO COURSE**

**REVIEW COURSE**

**FINISH COURSE**

The quiz consists of 20 questions. Tick the correct answer(s) by clicking on the round or square box in front of the correct answer(s). You have unlimited time to solve the test.

Be aware:

- Some questions have only one correct answer.
- Some questions have more correct answers. Select all the correct answers.

Quiz progress:

- You continue to the next question by clicking the number of the next question.
- During the quiz, you can go back to any question by clicking on the number of the desired question.
- If you want to continue the quiz later, click on the »**SAVE QUIZ PROGRESS**« link. By doing so, the system will save all your answers already entered.
- When you answer all the questions and want to submit the quiz for verification, click »**SUBMIT QUIZ**«. You confirm the sending to verification by clicking on the »**Confirm**« button in the displayed notification.

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20
PAGES


[< PREVIOUS UNIT](#)
**SUBMIT QUIZ** | **SAVE QUIZ PROGRESS**

**BACK TO COURSE**

**REVIEW COURSE**

**FINISH COURSE**



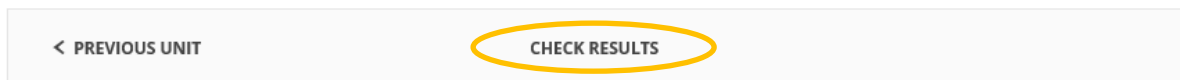
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e) To check the result, click »**CHECK RESULTS**«.

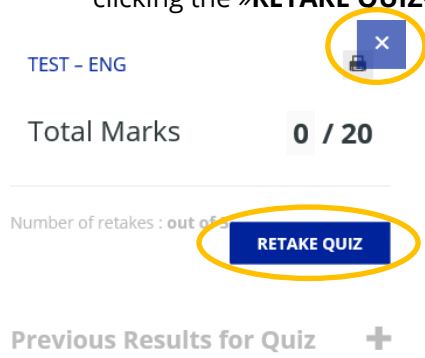
Reševanje testa je zaključeno.

V kolikor ste bili vsaj 80% uspešni pri reševanju ste pridobili ICH E6(R2) GCP Certifikat, do katerega lahko dostopate s klikom na **PROFILE AND CERTIFICATES**.

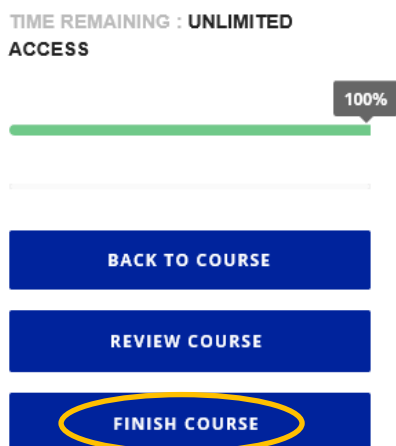
V kolikor je vaš uspeh nižji od 80% vam žal ni uspelo pridobiti certifikata in lahko poskusite ponovno (največ 5 ponovitev) s klikom na gumb znotraj okna s pregledanim rezultatom testa.



f) Your result is shown. If you answered correctly to at least 80% of the questions (that is 16 questions), you passed the quiz and will receive a certificate for the selected course you have completed. If you did not pass the test successfully, you can repeat it up to 5 times by clicking the »**RETAKE QUIZ**« button.

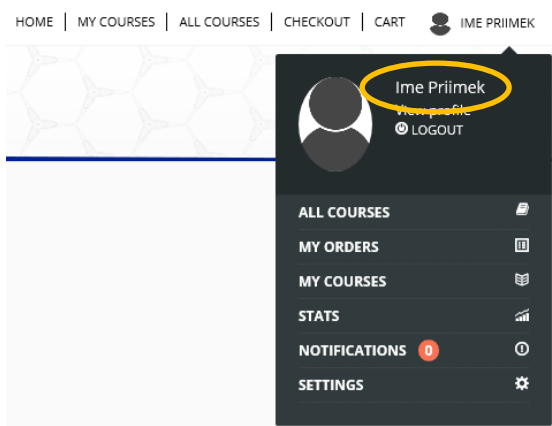


g) If you have achieved a sufficient score, click on **X** to close the result window and then click the »**FINISH COURSE**« button. With that you will complete the training and obtain the certificate.

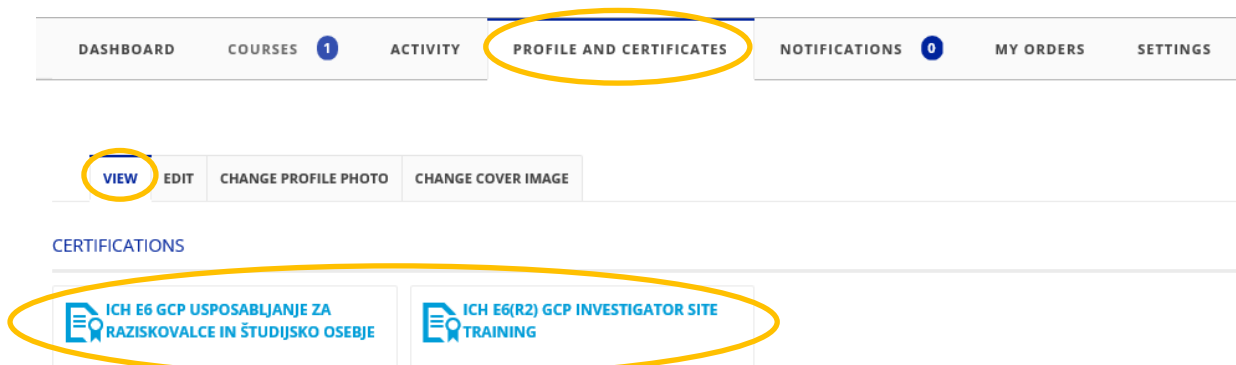


### 3. 4. Certificates obtained

By clicking your Name and Surname in the top right corner you can access all the certificates you have obtained.



»PROFILE AND CERTIFICATES« tab is shown, which contains all your certificates.



By clicking the desired certificate, it will appear in a pop-up window. Then in that pop-up window you have the option to print the certificate or save it to disk.

### 4. User assistance

In case you need help using the portal, you can write us an e-mail to [info@adax.si](mailto:info@adax.si) or call us every working day between 9:00 am and 2:00 pm by phone on +386 (0)59 710 255.