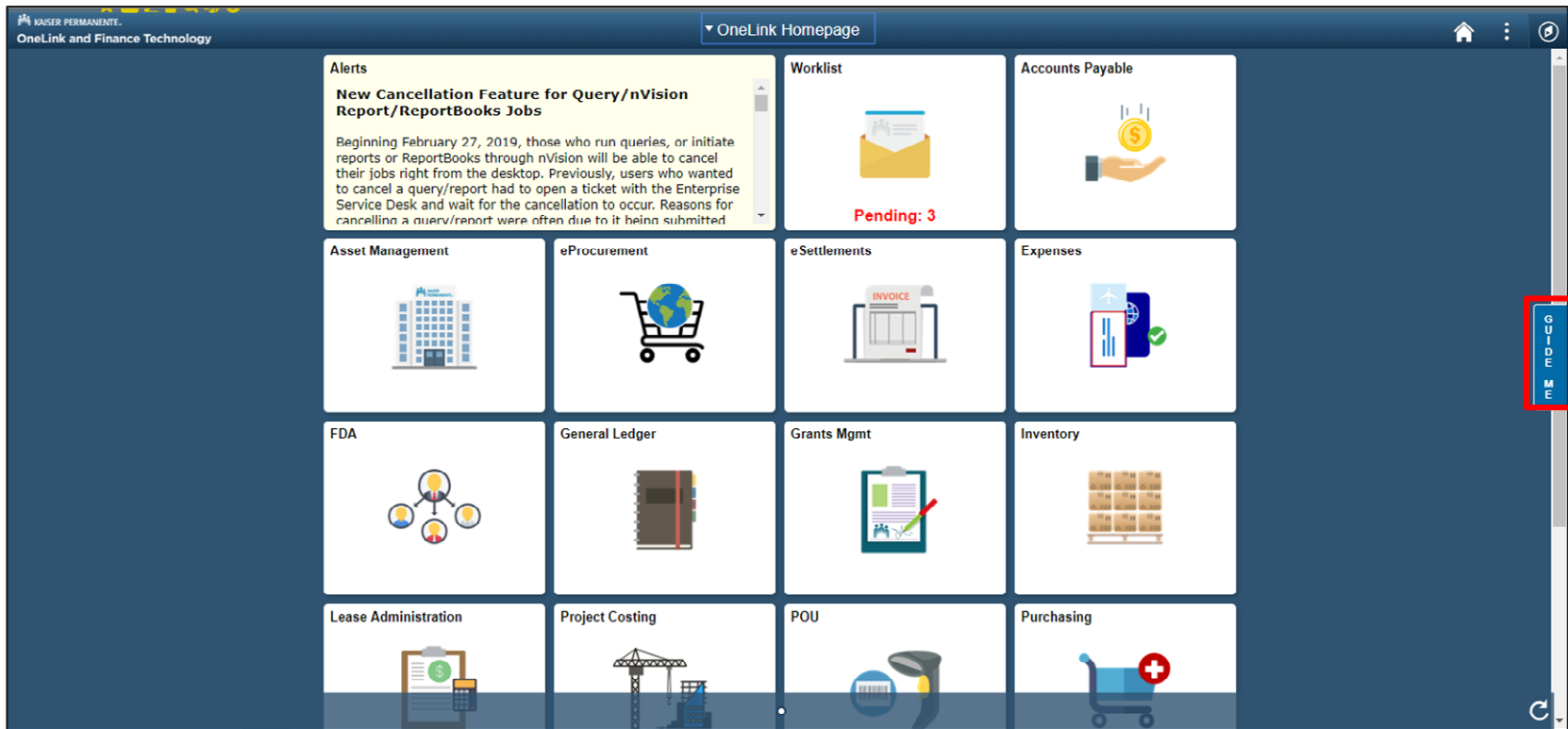




1. Select the **GUIDE ME** widget from the OneLink homepage

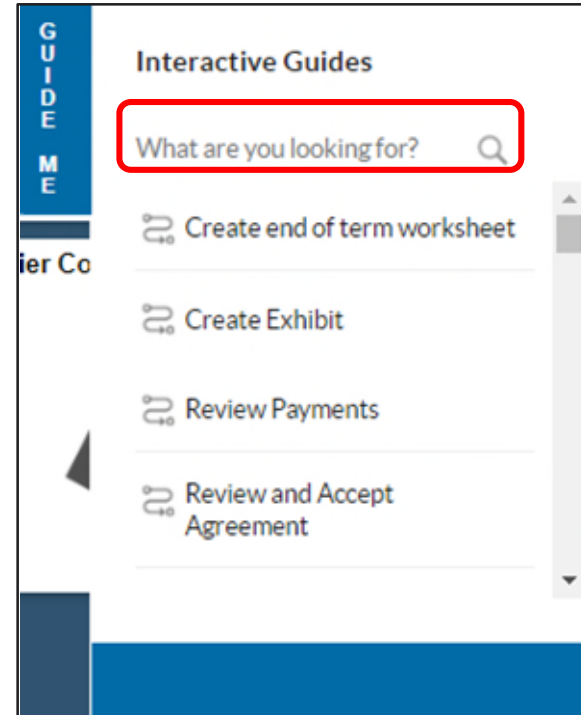


Note: You must start the guide from the homepage

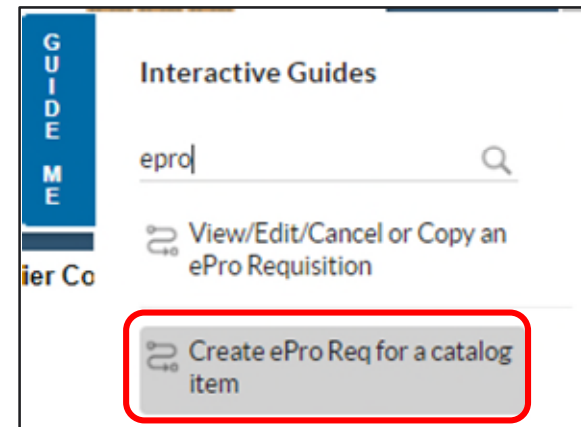
# How to use Guided Learning



2. In the **What are you looking for?** field, enter a key word to search for the topic for which you need guidance (e.g., ePro, expense, FDA, etc.)



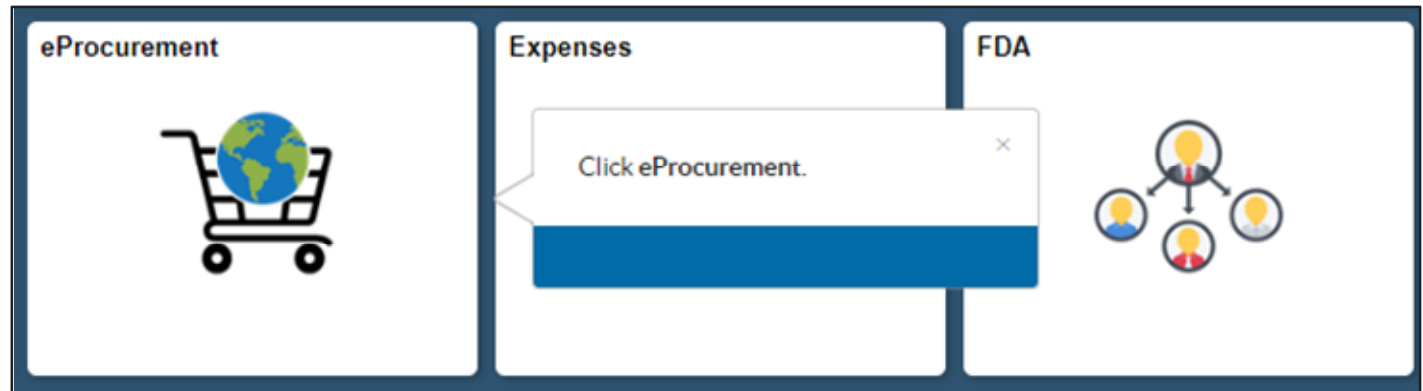
3. Select the guide for the topic you want



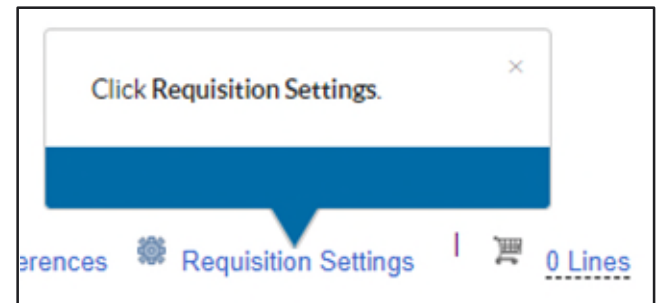


4. Follow the steps in the guide, performing each action as indicated


Note: For steps that require a definitive action (e.g., **Click eProcurement**), the guide will move forward automatically. Some steps require you to click **Next**.

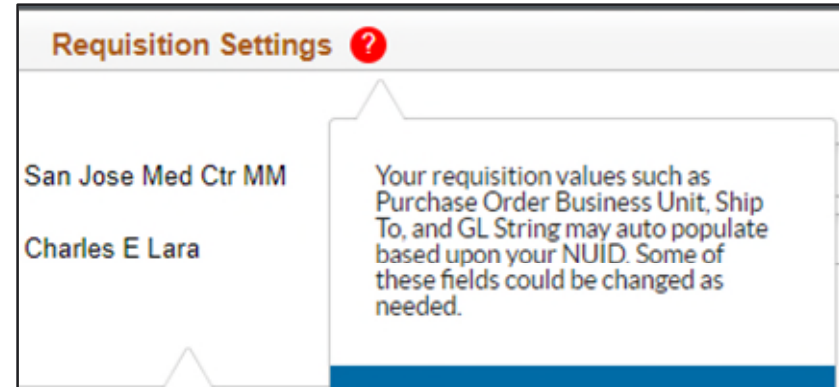


You may need to scroll up, down, or sideways to see the next step

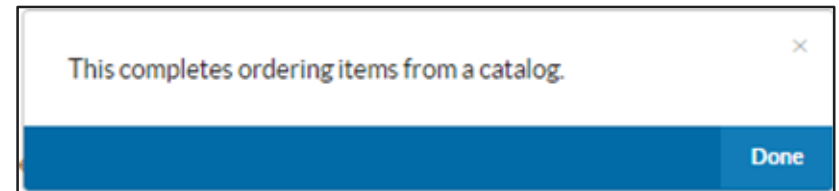




Note: Smart tips  display on some pages providing additional information. These may display whether you use the guide or not.



5. Continue through until the guide ends, clicking **Done** on the last step to close the guide



5



## Using Task Lists

Some processes may have a task list. A task list is a list of activities to perform in sequence. The steps may include links to one or more guides or instructions for a process to be performed outside of OneLink.

- a. Click the **GUIDE ME** widget from the OneLink homepage
- b. Type "task list" in the search field
- c. Click the tasks in order and follow the instructions to complete
- d. Click the task list icon (lower left of the homepage)
- e. Repeat steps c and d until complete
- f. Click **Reset Tasklist** to re-set the task list for the next time

