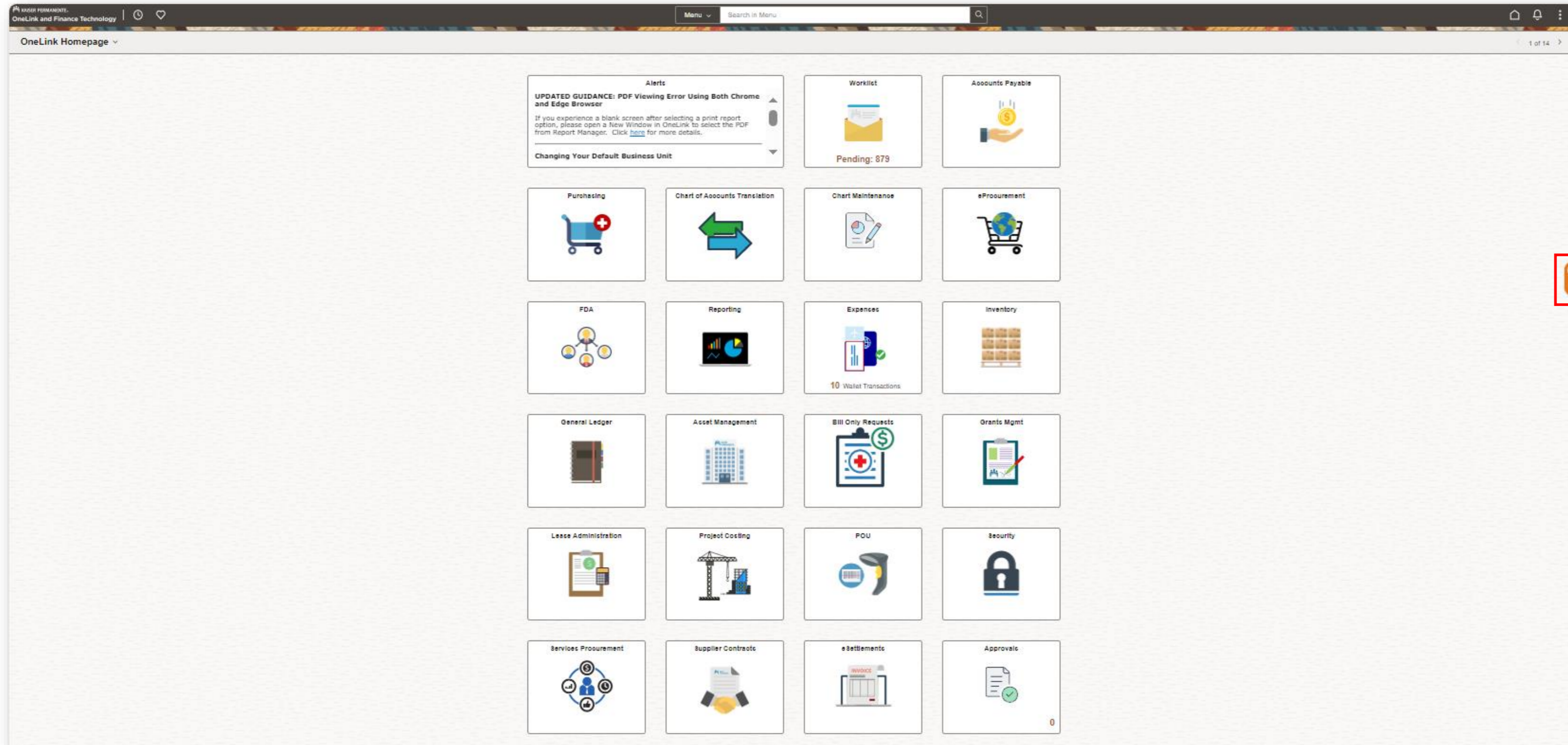


# How to Use Guided Learning



FINANCE & SUPPLY CHAIN  
PRODUCTS ORGANIZATION

1. **Select** the information icon  on the OneLink homepage





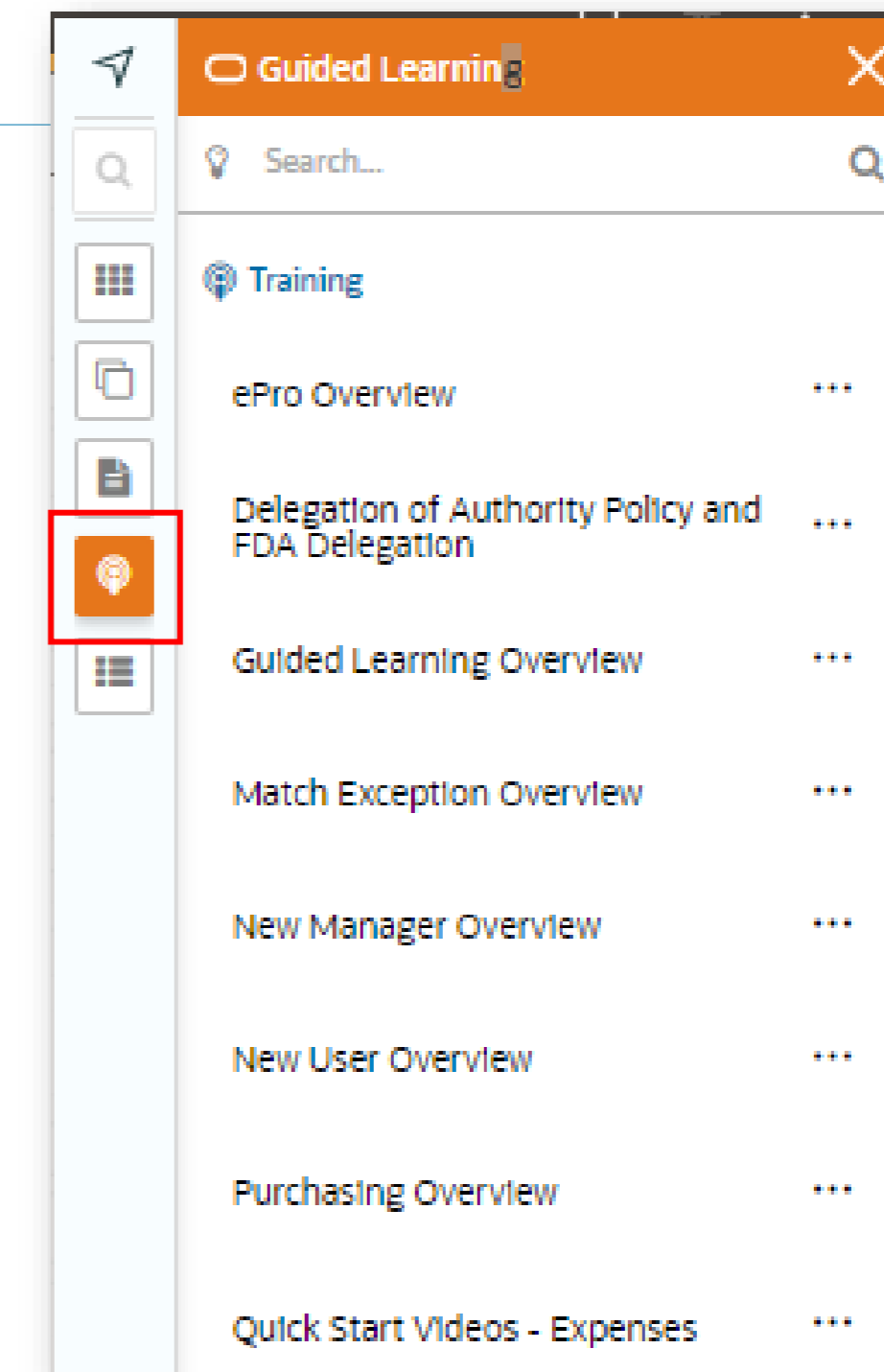
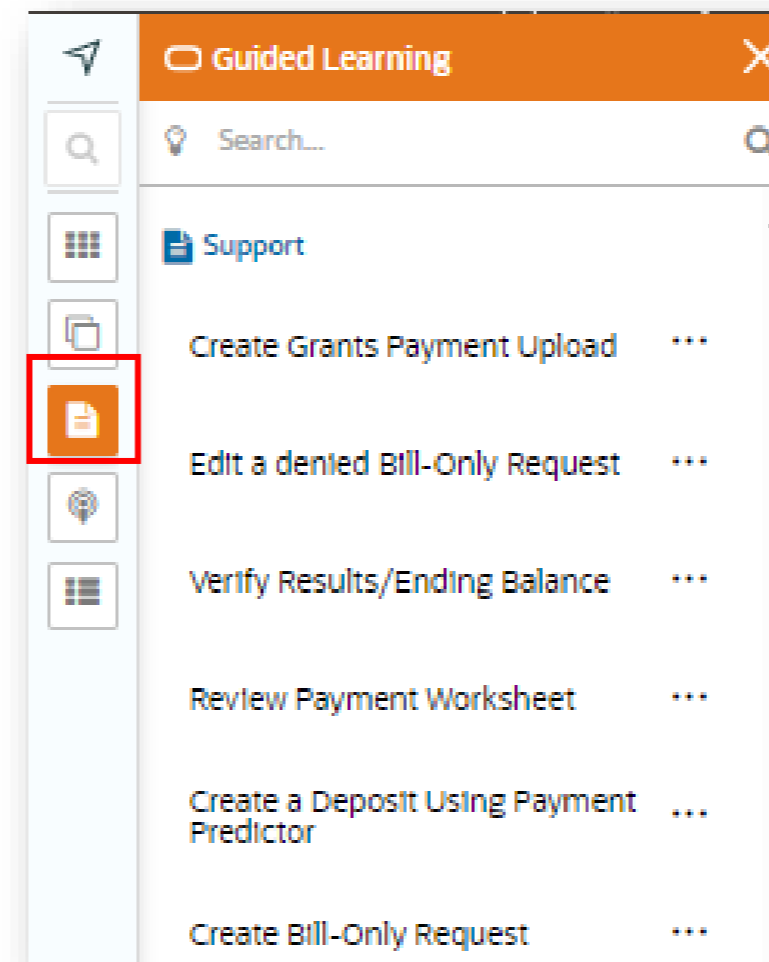
Note: You must start the guide from the homepage.

# How to Use Guided Learning



FINANCE & SUPPLY CHAIN  
PRODUCTS ORGANIZATION

2. Scroll down to see the full list of learning resources
3. Click the **Training** icon  to view and select additional learning resources (e.g., videos, new user info, etc.)
4. Click the **Support** icon  to view and select support resources (e.g., ServiceNow, OneLink, website, etc.)

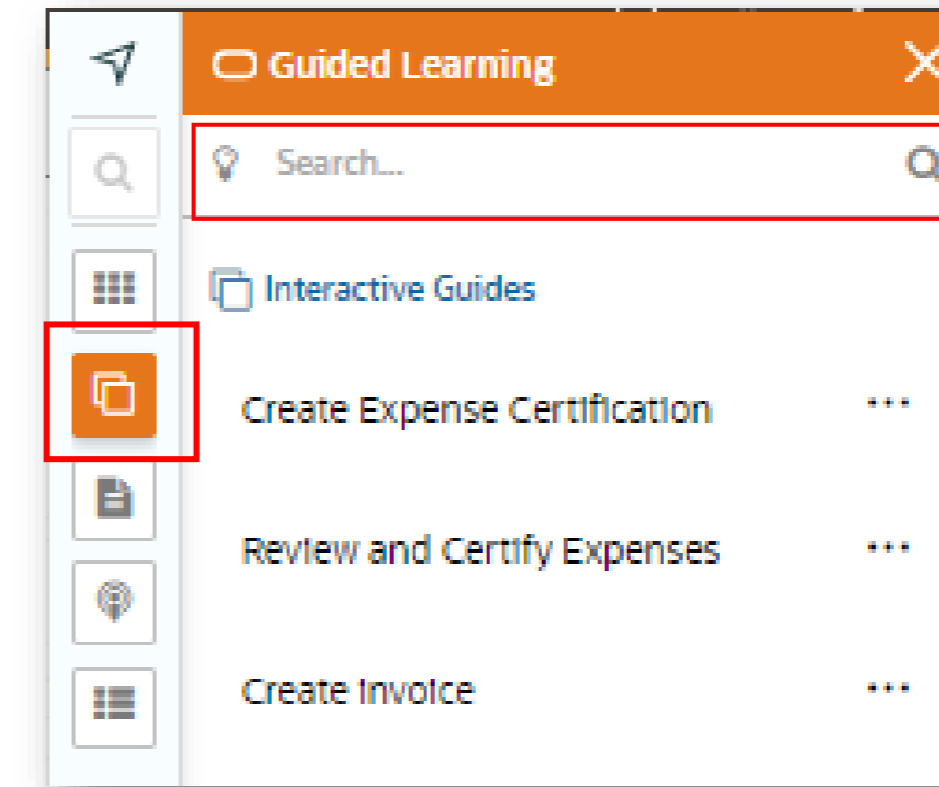


# How to Use Guided Learning

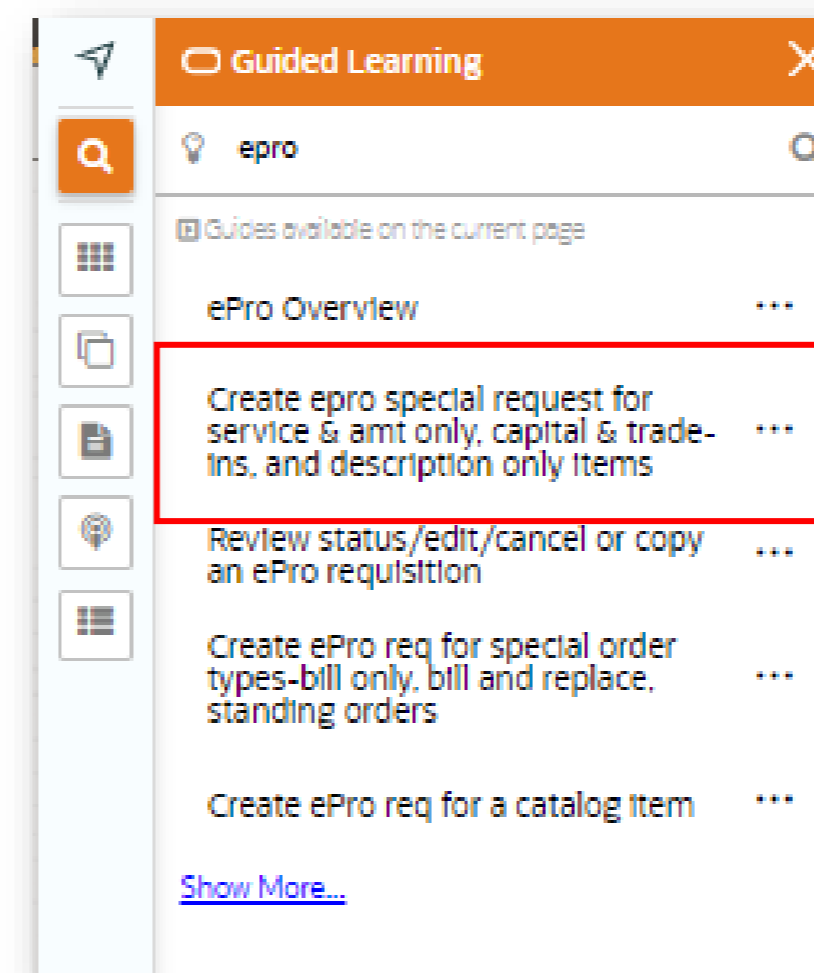


5. Click **Interactive Guides** icon  to use a step-by-step guide

6. In the **Search** field, enter a key word to search for the topic for which you need guidance (e.g., ePro, expense, FDA, etc.)



7. Select the guide for the topic you want

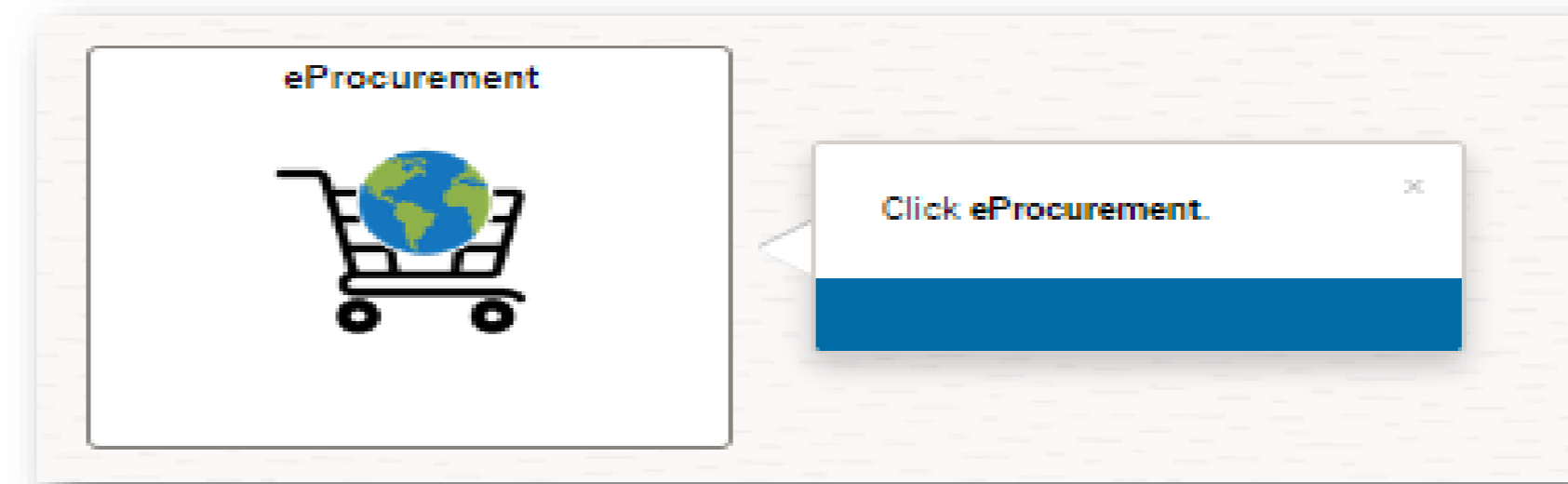
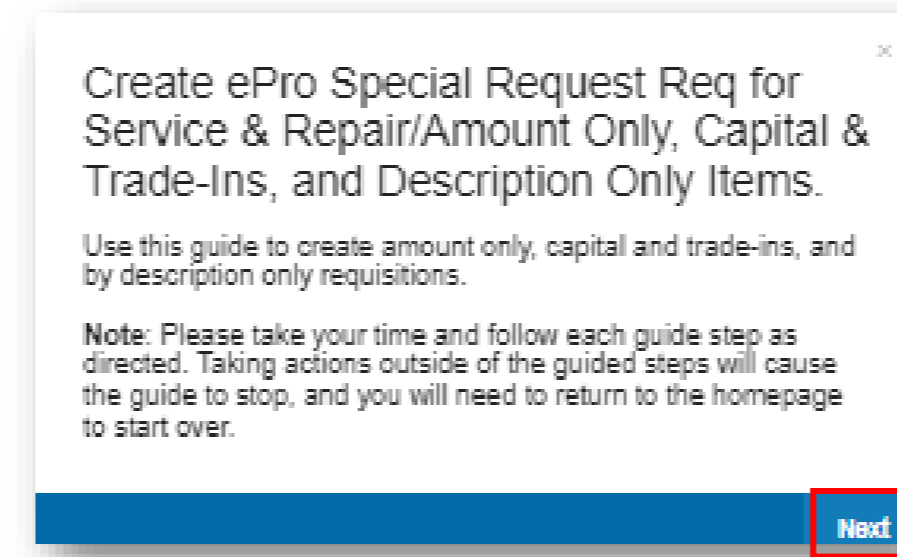


# How to Use Guided Learning

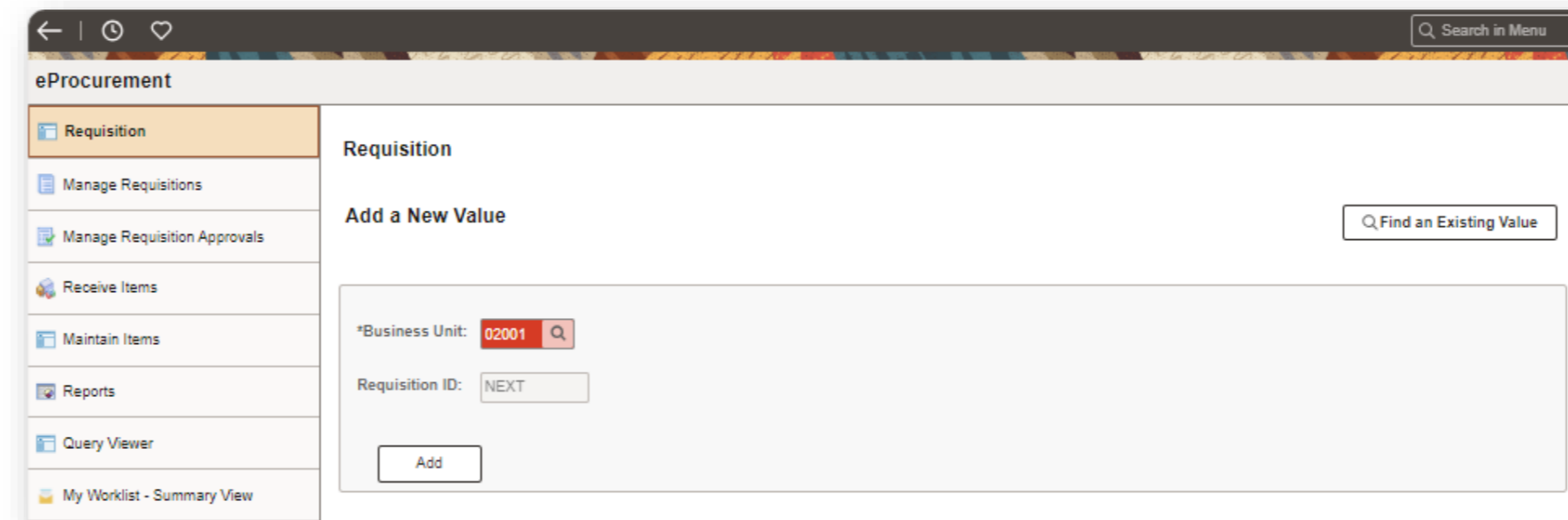


8. Follow the steps in the guide, performing each action as indicated

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**




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



# How to Use Guided Learning



Note: Smart tips  display on some pages providing additional information. Hover over the tip to view the information. Some smart tips display whether you use the guide or not.

Flash tips are like smart tips that display automatically (no icon to hover over). These may be set up for new or important fields, and usually display 1-3 times. Close a flash tip by clicking on the x in the upper right of the tip.

Beacons  draw your attention to new features with a flashing red circle. Hover over it for more information.

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

