Orion Training Manual

Original Vision Systems

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# Welcome

Welcome to the Orion Training Manual.

Firstly, we would like to thank you for choosing our product and hope you will have a pleasant experience. This manual will serve as guide to primarily our clients who will be implementing this system into their business, processes and users. The manual comprises of extensive yet simple walkthrough of the basic to fundamental system functions that relate to business transaction and operations, there will also be examples and the use of imagery were possible to assist with guidance. This manual also comprises of short little assessment that are purposefully spread across the document to further the learning process.

## Instructions

The Orion Training Manual (henceforth referred to as OTM) should be used in tandem with the Orion System Manual (henceforth referred to as OSM) so if anything is misunderstood then the explanation of the purpose of a control or an error message will be thoroughly explained there. Please do make use of the assessment cards that found within the manual to test one’s knowledge on the functionalities and processes, the answers to the cards will be provided at the back/end of the manual.

# System User Skills Requirement

## Introduction

This section of the document will address what skills are required to be able to make use and navigate through the system promptly and expertly.

## Skills Required

We suggest for the best experience the following skills are required to use the system:

* Hardware Literacy:
* Trainee needs to know how to turn on their computer keep the computer running and plug it in to a power source when needed and shutting down their computer.
* Using a Mouse and keyboard to navigate through the system.
* Internet Literacy:
* Trainee needs to know how to connect to the internet on their computer.
* How to select a Wi-Fi address and enter a Wi-Fi password if required.
* How to navigate to a web browser and enter a URL to use the system.
* Needs to know what the web browsers looks like, what a back button is, refresh button etc.
* Basic Computer Literacy:
* The trainee needs to know what the interface looks like, how the cursor looks when clicked, what a button is, how to use certain controls, E.g. a data picker, number field, tabs or multiselect dropdowns.
* Needs to know what an email is, and how to log into their email account to read and respond to the emails.
* Needs to understand certain icons, like the printing, searching and the help icons. o Needs to know what a PDF is and how to save, locate, print and modify a document.
* Business Literacy:
* To use the system, the trainee needs to understand the different terminologies used in the system for example, Wildcard Category and Wildcard Cluster

## Lack of Required Skills

If the trainee is lacking the required skills, the owner or manager can send the trainee for a basic computer literacy course. The manager can also teach the trainee in a group or individual setting. Wild Cloud can be contacted to assist with computer literacy training, if needed. Wild Cloud can also be contacted to provide a computer literacy course, close to business operations, if needed. If the trainee is lacking business understanding Wild Cloud can provide training in the form of user manuals as well as group training or individual training.

## Conclusion

The system user skills requirement gave a clear indication of what skills are required to be able to use and navigate through the system.

# Controls

## Introduction

This section of the document will list and describe the most common controls found in the System on most screens.

## General Controls

|  |  |
| --- | --- |
| Controls | Description |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Conclusion

These were the general controls that can be found on most of the system

# Training Manual

## Introduction

The training manual is separated into Lessons, each lesson focuses on particular steps that are fundamental to creating and capturing the right information that will have the system fully functional. The lessons are also separated by the following user types: Customer, Employee and Manager. User type Manager also the authority to perform all actions that are listed under the Employee type.

## Manager

### Lesson 1

This lesson is for when the system is first being used for Login

## Employee

### Lesson 1

## Customer

# Additional Resources

Add any additional resources to help your audience continue to learn.

|  |  |  |
| --- | --- | --- |
| nfdgfbgbgdd |  |  |
|  | fbfbfbfbf |  |
| Dfbdf bfdbb |  |  |
|  |  | bfdfdbfbf |
|  | dfbdfbdb |  |
|  | bfbdfbf |  |
|  |  | bfbbdfb |
|  |  |  |

**Training Manual**

**Lesson 1**

Include steps, overview, video, presentation. etc. to teach your audience about their first lesson.

**Lesson 2**

Add any weblink on a blank line and Bit will automatically render your weblink in the best way.

**Assessment**

Include a survey for feedback or a quiz to ask questions and see if your audience learned what they needed to.

**Additional Resources**

Add any additional resources to help your audience continue to learn.

|  |  |  |
| --- | --- | --- |
| nfdgfbgbgdd |  |  |
|  | fbfbfbfbf |  |
| Dfbdf bfdbb |  |  |
|  |  | bfdfdbfbf |
|  | dfbdfbdb |  |
|  | bfbdfbf |  |
|  |  | bfbbdfb |
|  |  |  |

**Assessment**

Include a survey for feedback or a quiz to ask questions and see if your audience learned what they needed to.

# Glossary

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