Orion Training Manual

Original Vision Systems

October 2021

Table of Contents

[Welcome 3](#_Toc85328154)

[Instructions 3](#_Toc85328155)

[1. System User Skills Requirement 4](#_Toc85328156)

[1.1 Introduction 4](#_Toc85328157)

[1.2 Skills Required 4](#_Toc85328158)

[1.3 Lack of Required Skills 5](#_Toc85328159)

[1.4 Conclusion 5](#_Toc85328160)

[2. Controls 6](#_Toc85328161)

[2.1 Introduction 6](#_Toc85328162)

[2.2 General Controls 6](#_Toc85328163)

[2.3 Conclusion 6](#_Toc85328164)

# 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:
* Users need to be able to turn on a computer keep the computer running and plug it in to a power source when needed and shutting down their computer as well as using a Mouse and keyboard to navigate through the system.
* Internet Literacy:
* Users will need to know how to connect to the internet on their computer.
* 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:
* All users will need to know a minimal level of computer literacy, so to be able to use logical if caught in an error.
* Business Literacy:
* To use the system, the user will need to understand the usually business proceedings and to see where the system fits in that cycle to optimize processes.

## Lack of Required Skills

If the users are lacking in some of the required skills, the owner or managers can enroll users for basic computer literacy courses otherwise the OVS team is available to be contacted to assist with computer literacy training, if needed.

## 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

|  |  |
| --- | --- |
| Control | Descriptions |
| Menu Item | The menu item is the list of items displayed on the left-hand side of the screen. This allows quick and easy navigation between pages. When referred to, the name of the specific menu item will be disclosed. Some items have an arrow displayed next to it, which indicates that more pages are available under the item. These can be accessed by clicking on the item. |
| Textbox | Textboxes can be used to enter specific information |
| Dropdown list | Dropdown list contains information stored in the database. They provide more than one option where the user can choose the needed information from. |
| Table | A table displays information stored in the database. The columns in the table can be filtered with the use of the filter functionality. |
| Tabs | Details are displayed on the same screen, just in different tabs. It sections the information begin shown into separate tabs |
| Labels | Labels are disable controls. They are just there to provide information and no changes can be made to them. |

## 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

L

Login, 7