



Understanding the AS400 LMS – Quick Reference Sheet

Use this quick reference sheet to help you take courses and navigate through the AS400 Learning Management System (LMS).

Navigating to the LMS

From the main RentalMan screen take option: **12 → 1 → 1**. You'll see your main training screen.

Training Categories

Training is grouped into categories by (designated by the white headings on the training screen):

- **Global (or LA's Assigned to All Users)** – Learning that applies to all company employees. Take this training **FIRST** unless otherwise directed by your supervisor.
- **Discipline** – Learning that applies to all employees in your discipline (Sales, Service, etc). Take this training once all your Global training is completed.
- **Primary Learning Profile** – Learning that applies to the primary tasks you do on a daily basis at Ahern. Take this training once all Global and Discipline training is completed.
- **Additional Learning Profiles**– Learning that applies to other tasks you do on a frequent or infrequent basis at Ahern. Take this training once all your Global, Discipline, and Primary learning is completed.
- **TR (Training) Topics** – Learning that applies to certain topics such as Windows users, BlackBerry users, P-Card users, etc. Take this training once all other training is completed.
- **Location** – Learning that applies to all employees at your specific location (BON, DEN, etc). Take this training once all other training is completed.

Training Screen Layout

Your main training screen has a variety of information including (from the top down):

- **User ID:** Your User ID and Name.
- **Discipline:** Press **F4** or type a discipline to search for Learning Activities assigned to a particular discipline.
- **LP#:** Press **F4** or type the LP number to search for Learning Activities assigned to a particular Learning Profile.
- **File Type:** Press **F4** or type the file type to search for a particular type of LA.
- **Category:** Press **F4** or type the category name to search for LAs in that category.
- **Topic:** Press **F4** or type the topic name to search for LAs in that category.
- **Options:** Launch Document, View LAs Taken, etc.
- **Main Learning Screen:** You can sort on any column with a blue scan bar above it to quickly find an LA.
 - **LA#:** Learning Activity ID
 - **Rev:** LA revision
 - **Name:** LA Name
 - **Pub:** View all completed or in-development LAs; defaults to show all LAs
 - **Cmpl:** Completed LAs; defaults to N
 - **Min:** Number of minutes the LA should take to complete
- **F-Key options:** Exit, Prompt, etc.
- **Total Count:** The total number of LAs assigned to you.

Taking Training

There are two main types of training: PDF Documents and Courses.

Type a **1** on any line to launch training. Type your username and password. The training then launches in two windows (a black “launch window” and the training document/course).

PDF Documents

When launching a PDF document, read the entire document. When you are done, click the **X** to close the document window. The 400 screen asks if you completed the training. Type **Y** or **N**.

Courses

When launching a course, go through the entire course. At any time, click the **Exit** button to exit the course. The course tracks whether you completed the entire course or not.

Other Types of Training

You may receive other types of training such as videos, audio books, or Word documents. Follow the same steps to take these types of training as you did for PDF documents.

Viewing Training You’ve Completed

There are two ways to do this:

- From the Learning Activity Screen: Type a **5** on any line and press **Enter**. Screen defaults to show the LA you selected. Clear the LA number to see all LAs you’ve accessed.
- From the Learning Activity Menu: Type **21** and press **Enter**. Screen shows all LAs you’ve accessed.

Each LA number is listed once on this screen if you’ve accessed it. Type a **5** on the line and press **Enter** to see the detail.

The detail shows you each time you accessed that LA and rev, with the begin date and time, end date and time, total time you spent in the LA, whether you completed it or not and your score. (Disregard the last LAM column; it’s for Admin use.)