

Quick Reference Guide (QRG)

How to complete Training Exercises

STEP 1 - Click the link to open the exercises.

Exercises are available in CAPPs EUT courses. They are identified by (click here link) followed by a list of exercises to be completed.

STEP 2 - Click the expand (plus) symbol.

Expand all the (plus) symbols until a list of exercises appear.

STEP 3 - Select the applicable exercise from the list.

Once you have selected the exercise, three options will become available: "See It", "Try It" and "Print It".

To complete the exercise, click on the "Try It" option.

STEP 4 - Follow the directions.

You may be directed to: Click a Link, Enter Text, or Check a Box. Note: Other actions may also apply.

STEP 5 - Finish the Exercise

On the last page, select the "**Finish**" link and return to the exercise list.

STEP 6 - Repeat as needed

Repeat Steps 3 through 5 until all the exercises have been completed.

STEP 7 - Close the browser

Exit the exercises by clicking the X in the upper right-hand corner of the browser.

STEP 8 - Continue your training course

Continue with your training course until you have completed all the lessons and the final knowledge check.