**Rajan Suri’s Suggestions on**

**Instructions to send your Users taking the Online QRM Training**

This document provides you with suggested text that you can use as a template to compose instructions to send your Users, to help them get started with the Online QRM Training.

*We have provided this text in the form of a Microsoft Word document, so that you can easily edit the text, or cut and paste it into another document, to suit your particular situation.*

There are two sets of instructions on the following pages:

1. Instructions for you to give to Users who will take the Executive Training Course: ***Reduce Lead Time with Quick Response Manufacturing***.
2. Instructions for you to give to Users who will take the Employee Training, ***Quick Response Manufacturing (Employee Training Bundle)***, which actually consists of two courses.

**Preliminary Steps Before Sending Out Your Instructions**

These instructions assume that you have already read the document:
 *Suri Pointers - How to create your Coggno University and add users*

Specifically, we assume here that you have been through the steps to create Users and assign them Logins and Passwords (page 13 of the above document).

We also assume that you have already distributed one or more courses to the Users to whom you will send the following instructions (if not, please see page 14 of the above document which explains how to distribute courses, and do that first).

If you have done the above, then you are ready to send the following instructions to your User(s). *(The instructions assume that you will provide each user with his/her Login and Password in a separate communication.)*

Instructions for Users Taking the Executive Training Course:

***Reduce Lead Time with Quick Response Manufacturing***

You have been selected to receive an Online QRM Training course titled:

 ***Reduce Lead Time with Quick Response Manufacturing***

This course is aimed at managers and executives and requires no prior knowledge of QRM.

The course takes approximately 40 minutes to complete. (You can stop and take a break at any time, and then resume the course from where you left off – this will be explained in more detail when you start the course.)

**How to View the QRM Course**

\*\* IMPORTANT -- Please do NOT use Internet Explorer as your browser. Please use one of these browsers and then follow the steps below:

* Mozilla Firefox
* Google Chrome
* Microsoft Edge
1. Go to the website https://coggno.com/
2. On the top right of the page, click on "Sign In" and log in using your “Login” and “Password”, which are being provided to you separately.
3. You will come to a page which has the course title listed. Click on the arrow on the right of the title.
4. A new, smaller window will open and the course will start loading in this new window.
5. After the course has loaded, you can expand this window to a larger size, or better still, you can maximize the window for the best viewing experience.

From here on, the course will take over and give you instructions on what to do next and how to proceed through the course.

Instructions for Users Taking the Employee Training:

***Quick Response Manufacturing (Bundle of Two Courses)***

You have been assigned some Online QRM Training which you need to complete. This training consists of a two-part series, with two separate courses:

* Quick Response Manufacturing, Part 1: Realizing the Power of Time
* Quick Response Manufacturing, Part 2: Strategies for Reducing Lead Time

Each course takes approximately 25 minutes to complete. (You can stop and take a break at any time, and then resume the course from where you left off – this will be explained in more detail when you start the course.)

**How to View the QRM Courses**

\*\* IMPORTANT -- Please do NOT use Internet Explorer as your browser. Please use one of these browsers and then follow the steps below:

* Mozilla Firefox
* Google Chrome
* Microsoft Edge
1. Go to the website https://coggno.com/
2. On the top right of the page, click on "Sign In" and log in using your “Login” and “Password”, which are being provided to you separately.
3. You will come to a page which has both the courses listed on it. Click on the arrow in the "Part 1" course.
4. You will now come to a page with the course description. On the left side of this page is a button "Begin Training". Click on this button.
5. Next you will arrive at a page with just the Part 1 course listed. Again, click on the arrow on this course.
6. A new, smaller window will open and the course will start loading in this new window.
7. After the course has loaded, you can expand this window to a larger size, or better still, you can maximize the window for the best viewing experience.

From here on, the course will take over and give you instructions on what to do next and how to proceed through the course.

When you are finished with Part 1 of the course, you can repeat the above sequence to view Part 2 (you just need to replace “Part 1” in the above instructions with “Part 2”).