

## **Taking Florida PALM Training Job Aid**

Last Updated: 07/11/2022

#### Overview

Use this Job Aid to assist you in accessing and moving through the People First LMS Florida PALM TECH training.

#### **People First Navigation**

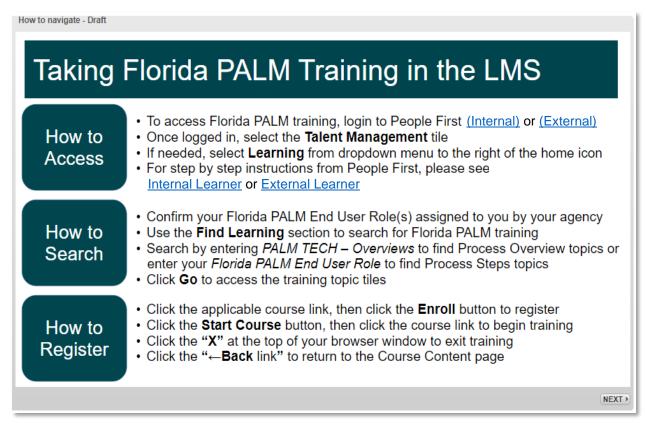


Figure 1: Taking Florida PALM Training in the LMS

See the following pages for tips on navigating through Florida PALM Training once you've accessed the LMS. Note: The slides below are non-interactive, and you will not be able to click on the icons for additional information as indicated within the slide. For a description of the icons, see page 3.





### Florida PALM TECH Training Navigation



Figure 2: How to Navigate Through Process Overview Training

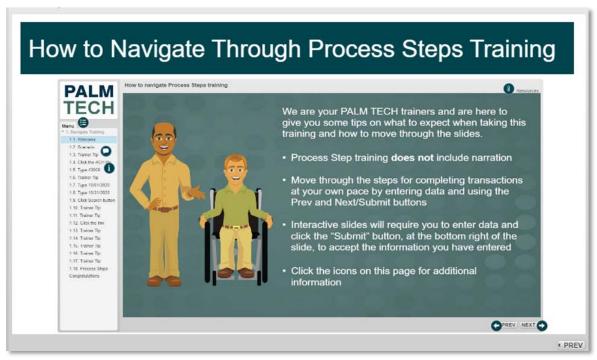


Figure 3: How to Navigate Through Process Steps Training

(See page 3 for Icon Descriptions seen on the above slides)





# **Icon Descriptions**

Table 1: Icon Descriptions

Icon	Purpose
	Menu Bar Allows you to navigate through the training by selecting the desired slide.
	Resources Click here to view additional links and documents such as:  • Training Materials Handout  • User Support Page link
	Volume Button Click and drag the volume button to adjust volume. The volume level is indicated by the bar.
<b>(3)</b>	Closed Caption Click once to enable closed captioning. Click again to disable.
O	Play/Pause Plays the training from the beginning or from where you paused it. Becomes Pause button when activated.
C	Refresh Click once to refresh the current slide and play from the beginning.
9	Previous Click once to return to the previous slide.
•	Next/Submit Click once to advance to the next slide. This button becomes Submit when you are required to enter data.
0	Trainer Tip Includes information on a particular topic or field on the screen
1	Data Input Includes the information you must enter on the slide

**Still have questions?**Please contact the **Florida PALM Solution Center**.

