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.
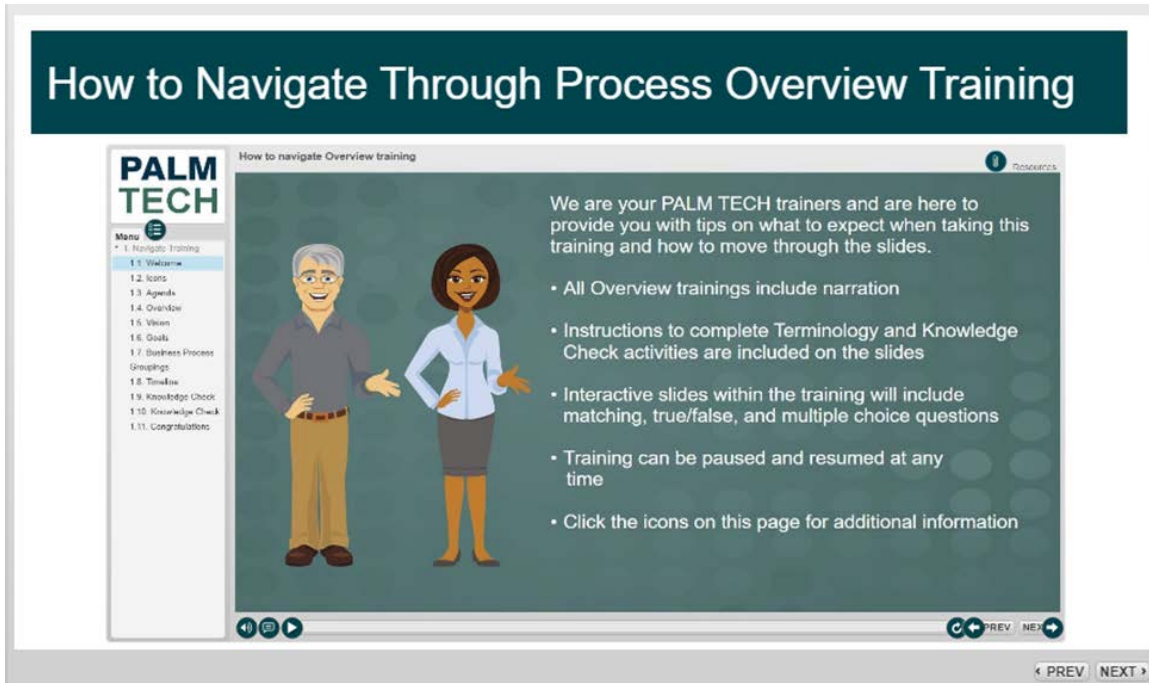
Florida PALM TECH Training Navigation

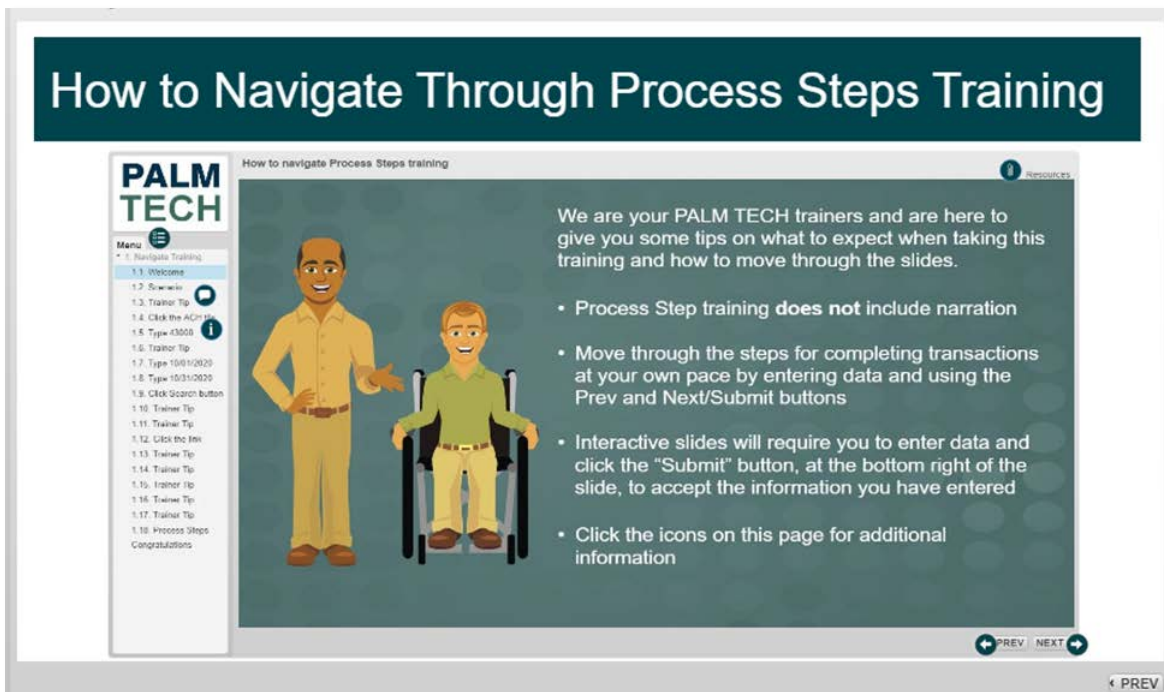*Figure 2: How to Navigate Through Process Overview Training*

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.
	Closed Caption Click once to enable closed captioning. Click again to disable.
	Play/Pause Plays the training from the beginning or from where you paused it. Becomes Pause button when activated.
	Refresh Click once to refresh the current slide and play from the beginning.
	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.
	Trainer Tip Includes information on a particular topic or field on the screen
	Data Input Includes the information you must enter on the slide

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