

Rev. 4

Training portal



Users



Classroom



Satisfaction



Communication



Document archive



Export



Training modules



Company



Calendar



Teachers



Courses



Test



# OPERATING INSTRUCTIONS FOR THE COMPANY



## LOG-IN

Log in to the Training Portal using the link and credentials e-mailed to you.

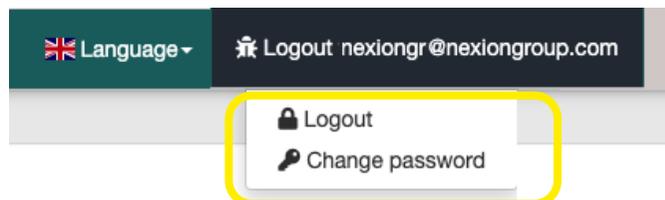
Enter **exactly** the same data e-mailed to you:



Enter here your **Personal login** received by e-mail (Corporate Reference Mail)

Enter here your **Password** received by e-mail (automatically generated by the system).

You can change your password at any time after logging in.

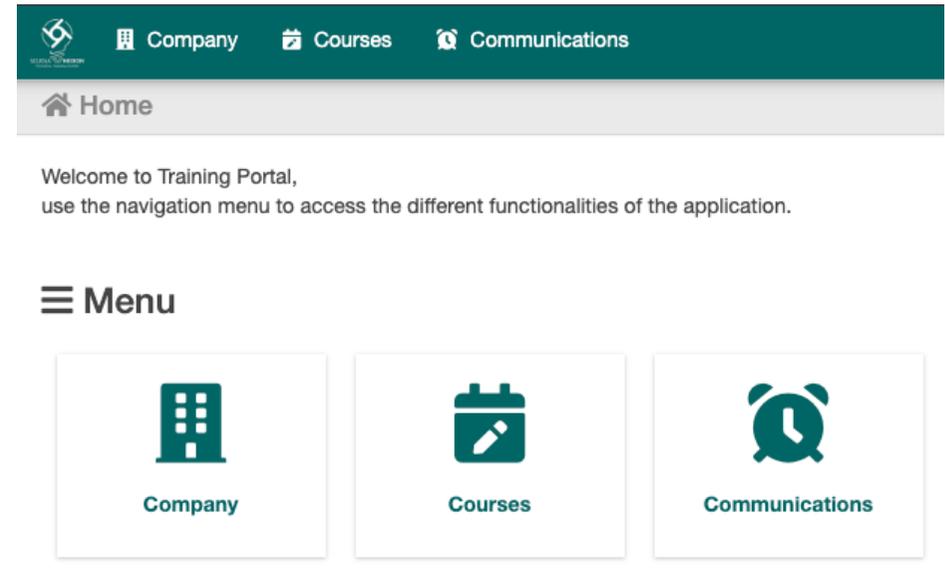


## HOME

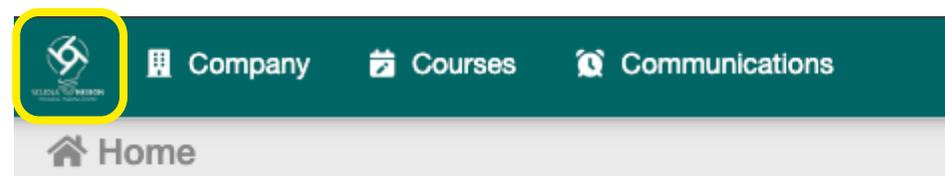


You will get to the **Home page of the Training portal**.

Use the navigation menu to access the different functions of the application.

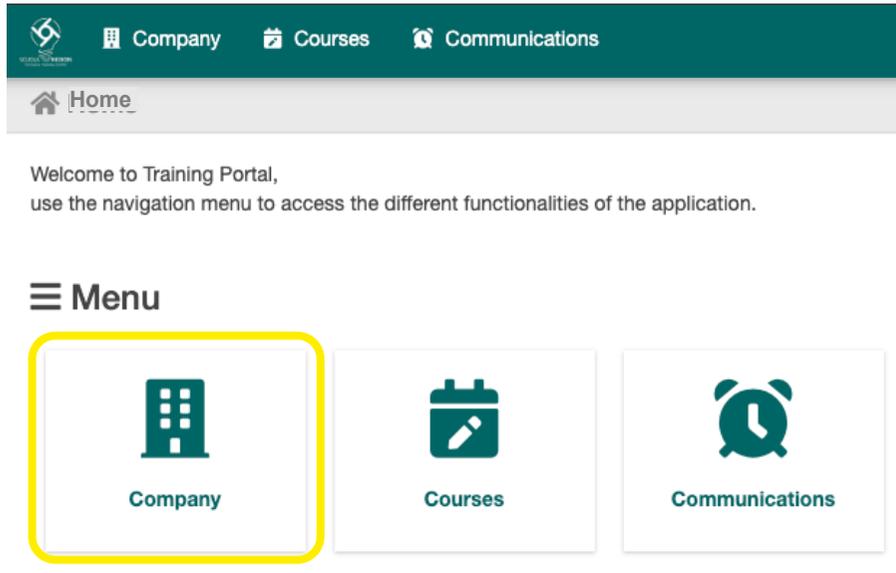


Click here at any time to go back to the Training portal Home page.

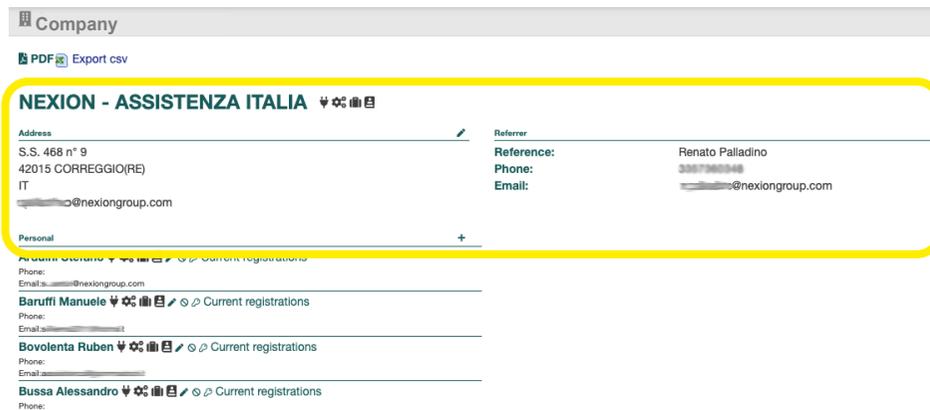




Click on “Company” menu ...



... access your company data.



If you find any anomalies or wish to update your data, click on the pencil .

## NEXION - ASSISTENZA ITALIA

<b>Address</b>		<b>Referrer</b>	
S.S. 468 n° 9		<b>Reference:</b>	F
42015 CORREGGIO(RE)		<b>Phone:</b>	
IT		<b>Email:</b>	
 @nexiongroup.com			

The highlighted icons show the **categories** of courses your company is eligible to participate in.

## NEXION - ASSISTENZA ITALIA

<b>Address</b>
S.S. 468 n° 9
42015 CORREGGIO(RE)
IT

### Category

**INSTALLATION**  
this course is dedicated to Service Technicians

**TECHNICAL / COMMERCIAL**  
this course is dedicated to Service Technicians and to Salespersons

**SERVICE**  
this course is dedicated to Service Technicians

**USE**  
this course is dedicated to equipment users





# SUMMARY OF TRAINING ACTIVITIES

Your company staff registered in the Training Portal will be displayed in the box below

Personal +

Arduini Stefano Current registrations

Baruffi Manuele Current registrations

Bovolenta Ruben Current registrations

Bussa Alessandro Current registrations

Carfagna Fabio Current registrations

Chiavari Fabio Current registrations

Click on the “+” button to add new users

al

ni Stefano Current registrations

@nexiongroup.com

fi Manuele Current registrations

By clicking on the name of your employee, the report of his/her training activities can be displayed

Formazione tecnica e - Montaggio & Calibrazione

Absenti

Calibrazione e Registrazione

Montaggio

Certificate of participation

Formazione tecnica - Montaggio & Calibrazione

Montaggio

Calibrazione e Registrazione

Certificate of participation

Formazione tecnica - Installazione, uso e calibrazioni

Presentazione e Uso -

For each of your users these buttons can be used to:

- ▶ correct/edit data
- ▶ disable the user from using the portal
- ▶ reset psw

Personal

Arduini Stefano Current registrations

Baruffi Manuele Current registrations

By clicking on PDF or Export CSV, the **report of the training activities** carried out by your employees can be downloaded.

Company

PDF Export csv

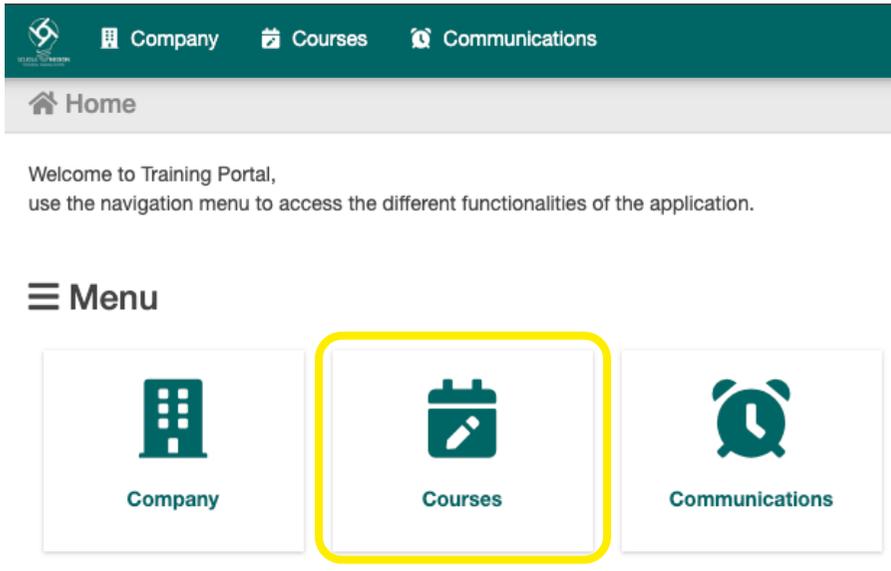
NEXION - ASSISTENZA ITALIA

Address S.S. 468 n° 9  
42015 CORREGGIO(RE)  
IT

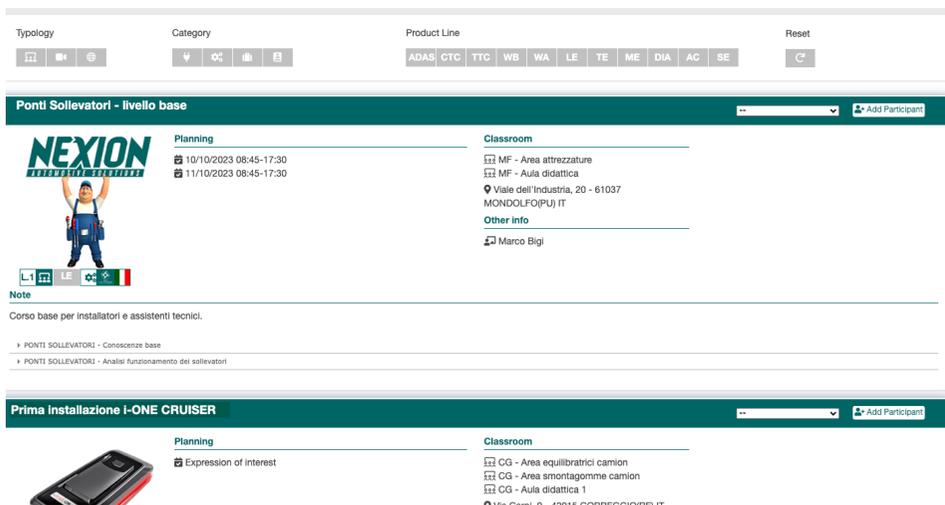
Referrer Reference:  
Phone:  
Email:



Click on “Courses” menu ...



... to display all the **courses planned and available for your company.**



Use this box to filter course display by:



## Type

**IN-PRESENCE**  
course held at School  
headquarters

**VIDEO-COURSE**  
24-hour availability  
online



**WEBINAR**  
videoconference through  
Microsoft Teams platform



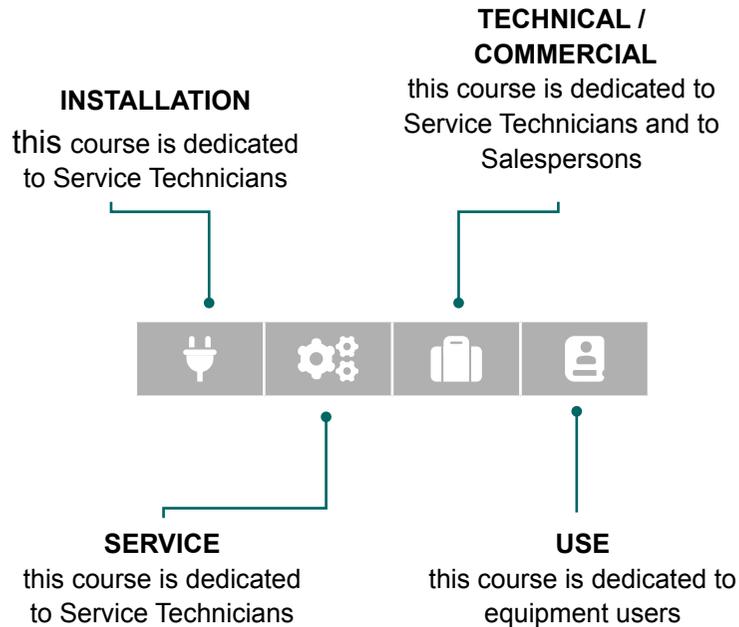
Use this box to filter course display by:

Type: [Icons: People, Globe, Video]

Category: [Icons: Plug, Gears, Briefcase, User] (highlighted with a yellow box)

Product line: [Buttons: ADAS, CTC, TTC, WB, WA, LE, TE, ME, DIA, AC, SE]

### Category



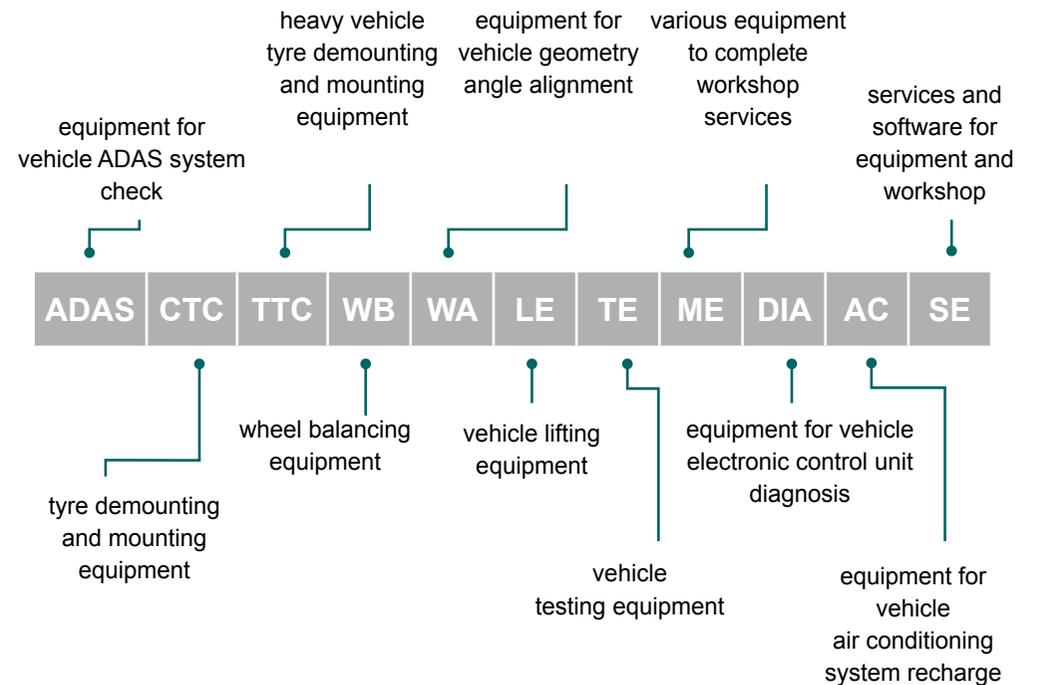
Use this box to filter course display by:

Type: [Icons: People, Globe, Video]

Category: [Icons: Plug, Gears, Briefcase, User]

Product line: [Buttons: ADAS, CTC, TTC, WB, WA, LE, TE, ME, DIA, AC, SE] (highlighted with a yellow box)

### Product line





Use this box to filter course display by:

Product line

ADAS CTC TTC WB WA LE TE ME DIA AC SE

Course language

Select

Reset

## Course language

Course language

✓ Select

IT Italian

EN English

FR French

ES Spanish

DE German

Product line

ADAS CTC TTC WB WA LE TE ME DIA AC SE

Course language

Select

Reset

Each box in this page includes **details relevant to the course:**

- ▶ data and time planned;
- ▶ the classroom where it will be held;
- ▶ the teacher;
- ▶ the language;
- ▶ any note;
- ▶ training modules with topics.

Ponti Sollevatori - livello base

Planning

10/10/2023 08:45-17:30

11/10/2023 08:45-17:30

Classroom

MF - Area attrezzature

MF - Aula didattica

Viale dell'Industria, 20 - 61037 MONDOLFO(PU) IT

Other info

Marco Bigli

Note

Corso base per installatori e assistenti tecnici.

PONTI SOLLEVATORI - Conoscenze base

PONTI SOLLEVATORI - Analisi funzionamento dei sollevatori

Use the “**Add a student**” button to enrol your company staff in available courses

ssroom

MF - Area attrezzature

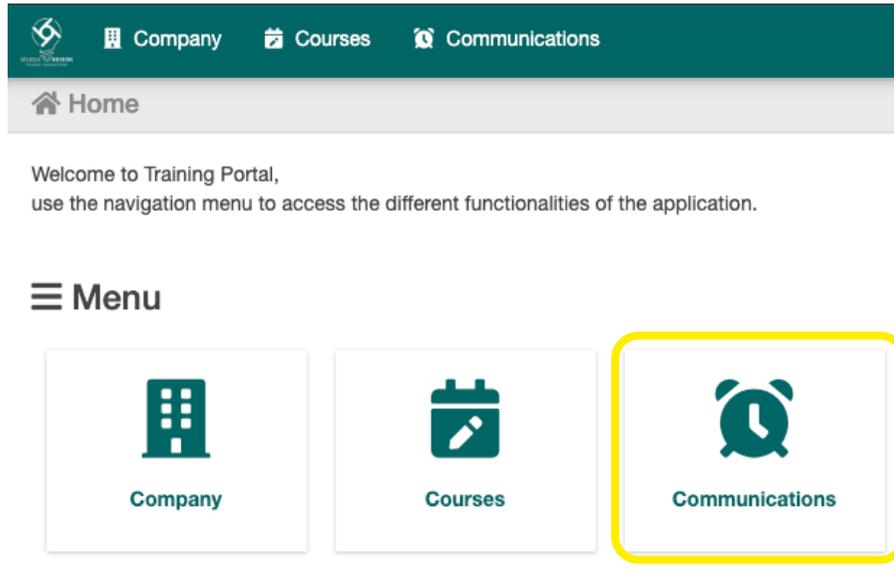
MF - Aula didattica

Viale dell'Industria. 20 - 61037

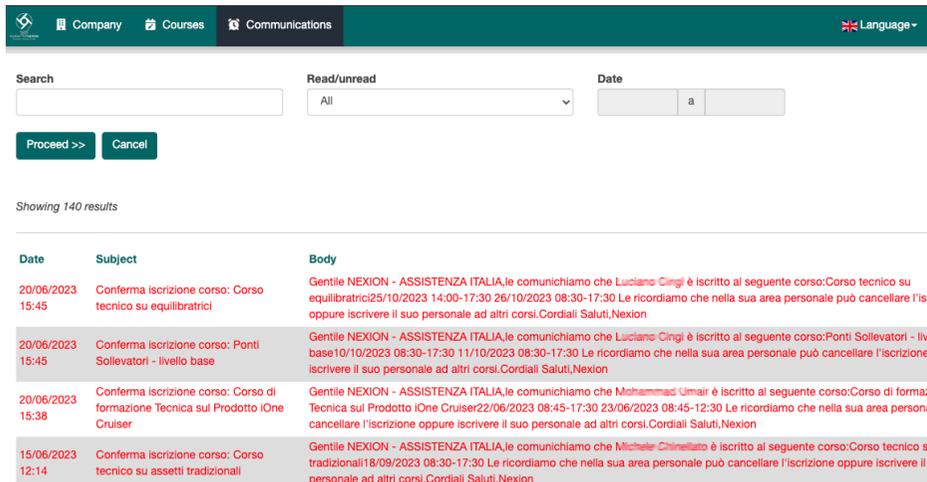
Add Participant



Click on “Communications” menu ...



... you will find a summary of all e-mails you have received from the Training Portal.





Users



Classroom



Satisfaction



Participation evaluation



Document archive



Export

For any questions or information please write to:

[Nexionscuola@nexiongroup.com](mailto:Nexionscuola@nexiongroup.com)



Training modules



Company



Calendar



Teachers



Course



Test

**NEXION**  
AUTOMOTIVE SOLUTIONS

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✉ [Nexionscuola@nexiongroup.com](mailto:Nexionscuola@nexiongroup.com)