



## **CARDINAL\_WBT\_HELP v2.0**

### **Table of Contents**

[Getting Started](#)

[Navigating the WBT](#)

[Accessing Additional Information](#)

[Simulations](#)

[Course Evaluation](#)

[Exiting the Course](#)

[Troubleshooting – Internet “Pop-up Blocker”](#)

[Troubleshooting – Adobe Shockwave Player Settings](#)

## Getting Started

To begin the web-based training course, click on the **Start** button.



*Web Based Training*



Hint: You can press the [F11] key on your keyboard to maximize the course on the screen.

[Return to Table of Contents](#)

## Navigating the WBT

There are several navigation features that you can use while taking the web-based training course. They are:

**Previous Slide** – Click on this button to go back to the previous slide.

**Next Slide** – Click on this button to advance to the next slide in the course.

**Home** – Click on this button to go back to a designated point in the course, either the beginning of the course or the beginning of the current lesson.

**Slide Scroll Bar** – Click on the scroll bar or use the slider to move forward or backwards in the training course. Note: You will not be able to move ahead of the next lesson checkpoint until the questions have been answered.

**Exit** – Click on this button to exit the web-based training course. Do not use the [X] in the upper right hand corner of the screen window to exit. This will close the web browser and may result in your course progress not being saved in the VDOT University Virtual Campus.



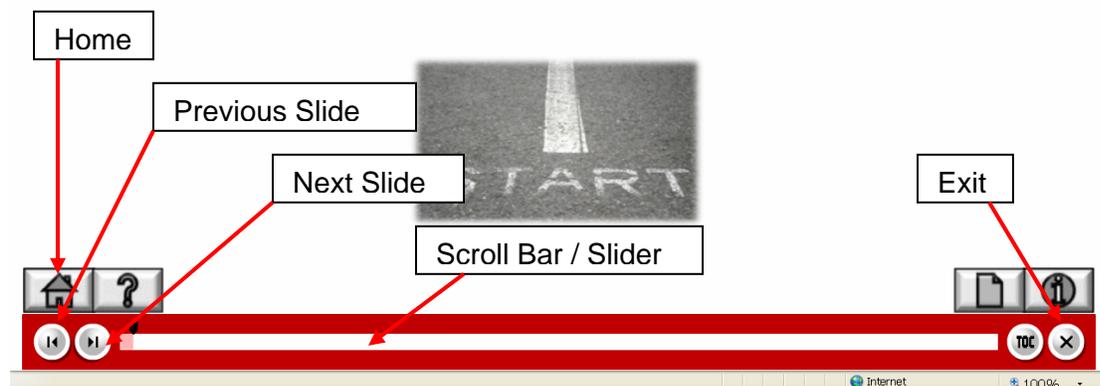
### *Introduction*

#### Welcome

Welcome to Cardinal Training!

This training provides employees with the skills and information necessary to use Cardinal. It is not intended to replace existing Commonwealth and/or agency policies.

By now, you have completed all prerequisite courses for this course and discovered the different functional areas and modules included in Cardinal. In this course, we will walk you through the basic navigational elements of Cardinal.



## Navigating the WBT (con't)

**TOC** – Click on this button to open the Table of Contents for the training course. You can also click on this button to close the Table of Contents.

**[>>]** and **[<<]** – Click on these buttons to open / close the Table of Contents for the training course.

The screenshot displays a software interface for a training course. On the left is a sidebar with a Table of Contents (TOC) list. The main content area shows a slide titled "Cardinal Overview" with text and a "START" image. A red box labeled "TOC" is positioned over the main content. A red arrow points from this box to a "TOC" button in the bottom right corner of the interface. The interface also features navigation buttons (back, forward, home, search) and a search bar.

Slide Title Status

- NAV201: Navigation in Cardinal ✓
- Lesson 1: Cardinal Overview
  - Introduction
    - Welcome
    - Course Objectives
    - Lesson Objectives
    - Lesson Topics
  - Topic 1: Cardinal Overview
    - Cardinal Overview
    - Cardinal Overview (Co...
    - Cardinal Overview (Co...
  - Topic 2: Security
    - Can I share my User ID.
    - Security
    - Security Profile Buildin...
    - Lesson Checkpoint
    - Lesson Summary
  - Lesson 2: Cardinal Home Page
    - Introduction
    - Lesson Objectives
    - Lesson Topics
    - Topic 1: Menu Layout

Cardinal Overview

the skills and information necessary to use Cardinal. It is not intended to replace y policies.

quisite courses for this course and discovered the different functional areas and course, we will walk you through the basic navigational elements of Cardinal.

TOC

Internet 100%

[Return to Table of Contents](#)

## Accessing Additional Information

Links have been added to the web-based training to allow you to access additional information and reference materials. These links are:

**Job Aids** – Click on this button to take you to the Job Aids web page located on the Cardinal website.

**Help** – Click on this button to open Cardinal\_WBT\_Help (this document).

**Glossary of Terms** – Click on this button to open a glossary of terms used in Cardinal.



## Lesson 1: Cardinal Overview

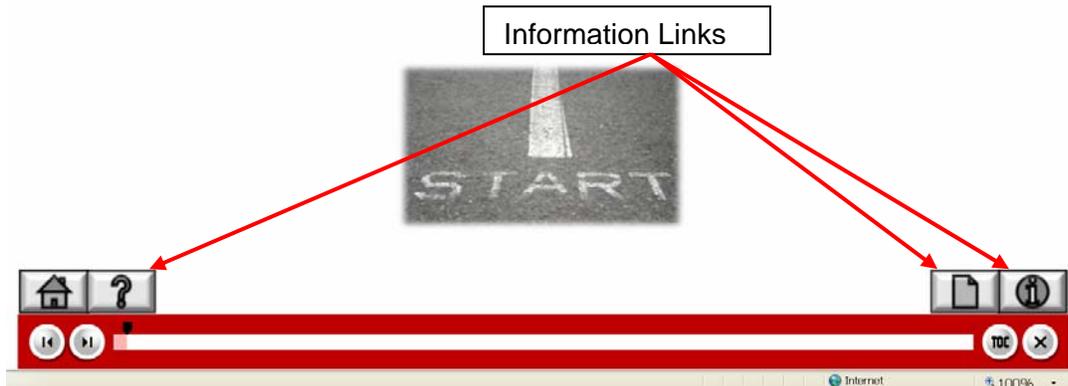
### *Introduction*

#### Welcome

Welcome to Cardinal Training!

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By now, you have completed all prerequisite courses for this course and discovered the different functional areas and modules included in Cardinal. In this course, we will walk you through the basic navigational elements of Cardinal.

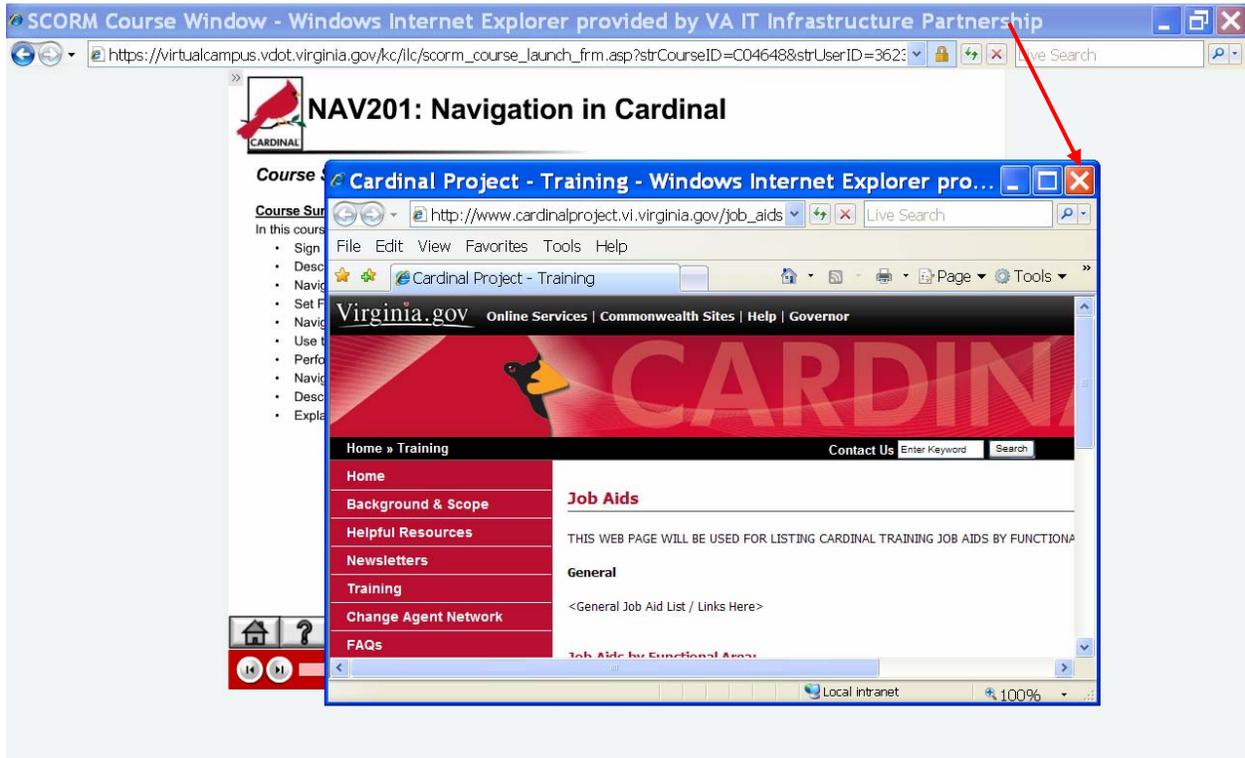


You will receive a security alert when you click on the links for additional information. Click **[Yes]**.



The additional information was designed to open in a separate web browser window (as shown below). To close this window, click on the **[X]** in the upper right corner of **this window**.

Caution: Be careful not to click on the **[X]** in the course web browser window. This will close the training course.



[Return to Table of Contents](#)

## Simulations

Many of the Cardinal web-based training courses have UPK (User Productivity Kit) simulations for you to view as part of the training. Links to the simulations will be identified in the course (as shown below). To launch the simulation, click anywhere on the large Cardinal logo.

### >> **Lesson 2: Cardinal Home Page**

#### *Lesson Simulation*

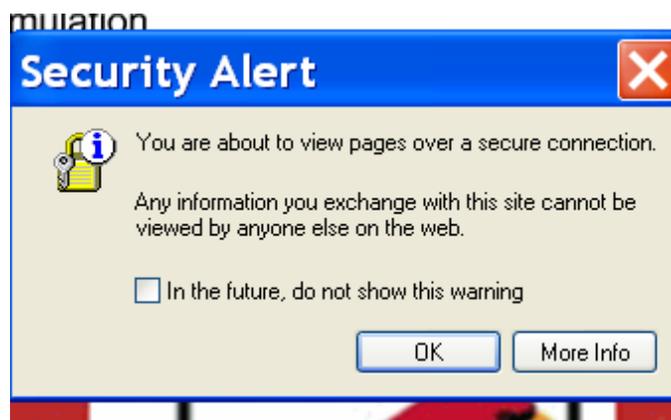
##### Simulation

You are now about to view a simulation which will show the basic steps involved in navigating Cardinal.

Click the Cardinal logo below to start the simulation.



You may receive a security alert similar to the one below when launching a simulation. If you do, click **[OK]**.

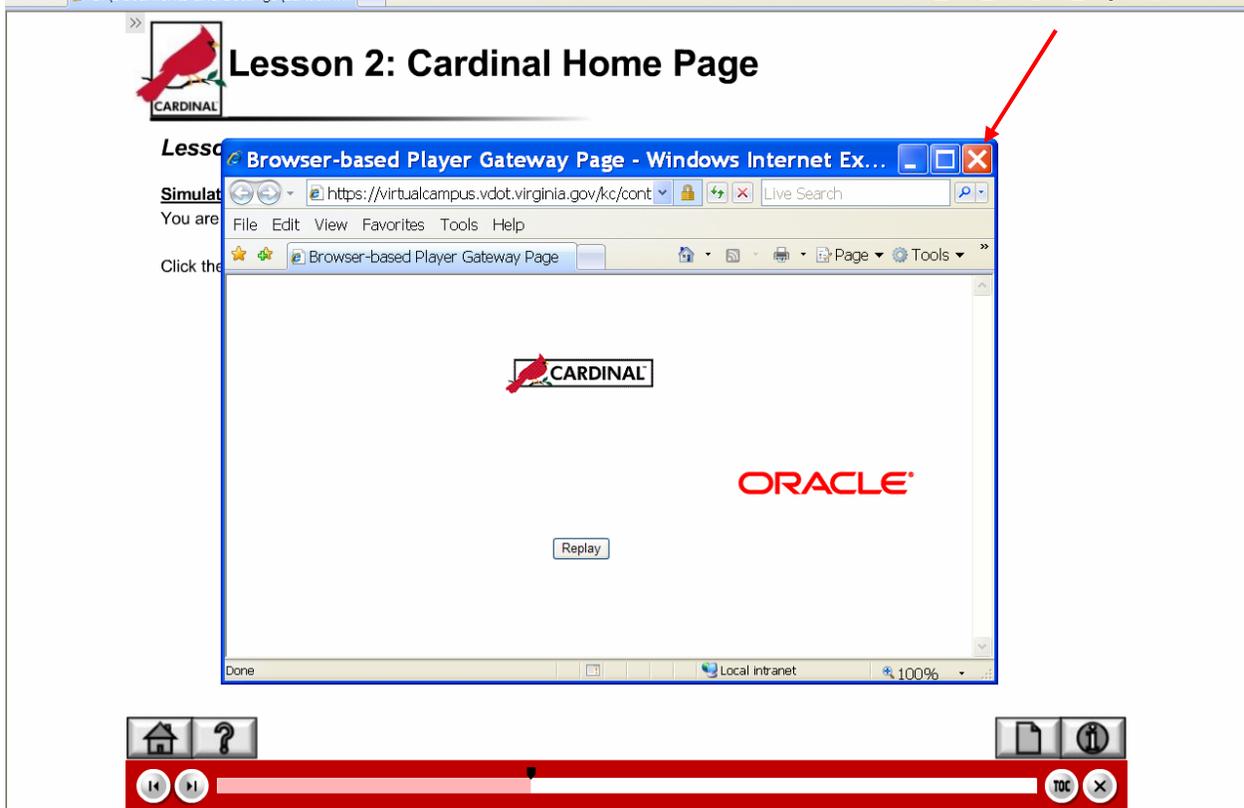


A simulation window will appear (see below). Follow the instructions that are provided to view the simulation. Click on the **Actions** link for navigation options such as going to a previous page. Use the **[X]** button found on the text boxes or the **[Esc]** key on your keyboard to exit the simulation and return to the course.

The screenshot displays the CARDINAL web application interface. At the top left is the CARDINAL logo. The top right corner contains links for Home, Worklist, and Sign out. Below the logo are links for Favorites and Main Menu. A navigation bar includes Personalize, Content, and Layout, with a Help icon on the right. A sidebar on the left is titled 'Top Menu Features Description' and contains sections for 'Our menu has changed!', 'Highlights', 'Recently Used', 'Breadcrumbs', and 'Menu Search'. A central 'Try it!' simulation window titled 'Navigating Cardinal' is overlaid on the page. This window has a blue header with 'Try it!' and a close button. The main content of the window explains three methods for accessing pages and functionality: Pagelet, drop-down menu, and navigation pages. It notes that the Pagelet menu is also available from the Home Page. The simulation context is described as accessing a customer's record. At the bottom of the window, it instructs the user to 'Press [Enter] to start'. A red rectangular box highlights the 'Actions' link and the close button in the top right corner of the simulation window.

When you exit a simulation and return to the course the following web browser window will be present on your screen. To close this window, click on the **[X]** in the upper right corner of **this window**.

Caution: Be careful not to click on the **[X]** in the course web browser window. This will close the training course.



[Return to Table of Contents](#)

## **Course Evaluation**

When you reach the end of the course, click on the survey link to provide your feedback.



## **NAV201: Navigation in Cardinal**

### ***Course Evaluation***

#### **Course Completion**

Congratulations! You successfully completed the NAV201: Navigation in Cardinal course. Please use the evaluation link to assess the course.

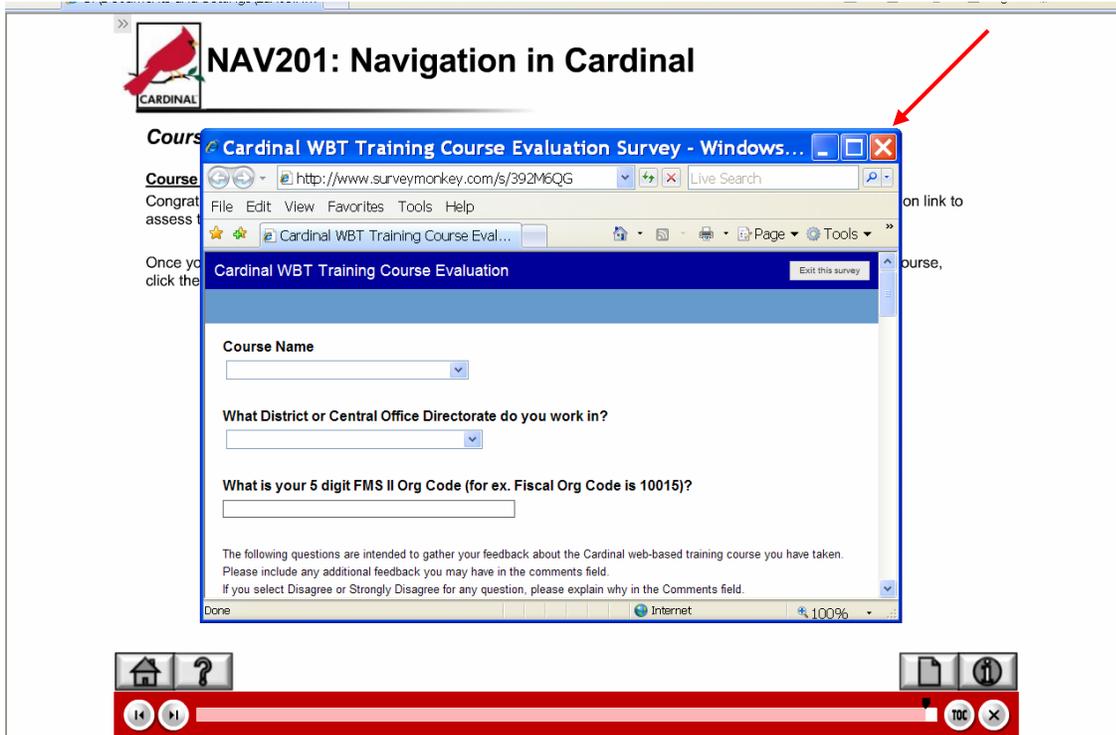
Once you have completed and submitted the survey, close the survey window. To close the web based training course, click the exit button located in the bottom right hand corner.

<http://www.surveymonkey.com/s/392M6QG>



When you have completed and submitted the survey, close the survey window by clicking on the **[X]** in the upper right corner of **this window**.

Caution: Be careful not to click on the **[X]** in the course web browser window. This will close the training course.



[Return to Table of Contents](#)

## Exiting the Course

You have successfully completed the course. Click on the **Exit** button. Your completion status will then be logged by VDOT University Virtual Campus.

Do not use the **[X]** in the upper right hand corner to exit. This will close the web browser and may not result in your course progress being saved / recorded in the VDOT University Virtual Campus.

SCORM Course Window - Windows Internet Explorer provided by VA IT Infrastructure Partnership

https://virtualcampus.vdot.virginia.gov/kc/llc/scorm\_course\_launch\_frm.asp?strCourseID=C04648&strUserID=362

**NAV201: Navigation in Cardinal**

**Course Evaluation**

**Course Completion**  
Congratulations! You successfully completed the NAV201: Navigation in Cardinal course. Please use the evaluation link to assess the course.

Once you have completed and submitted the survey, close the survey window. To close the web based training course, click the exit button located in the bottom right hand corner.

<http://www.surveymonkey.com/s/392M6QG>

FINISH

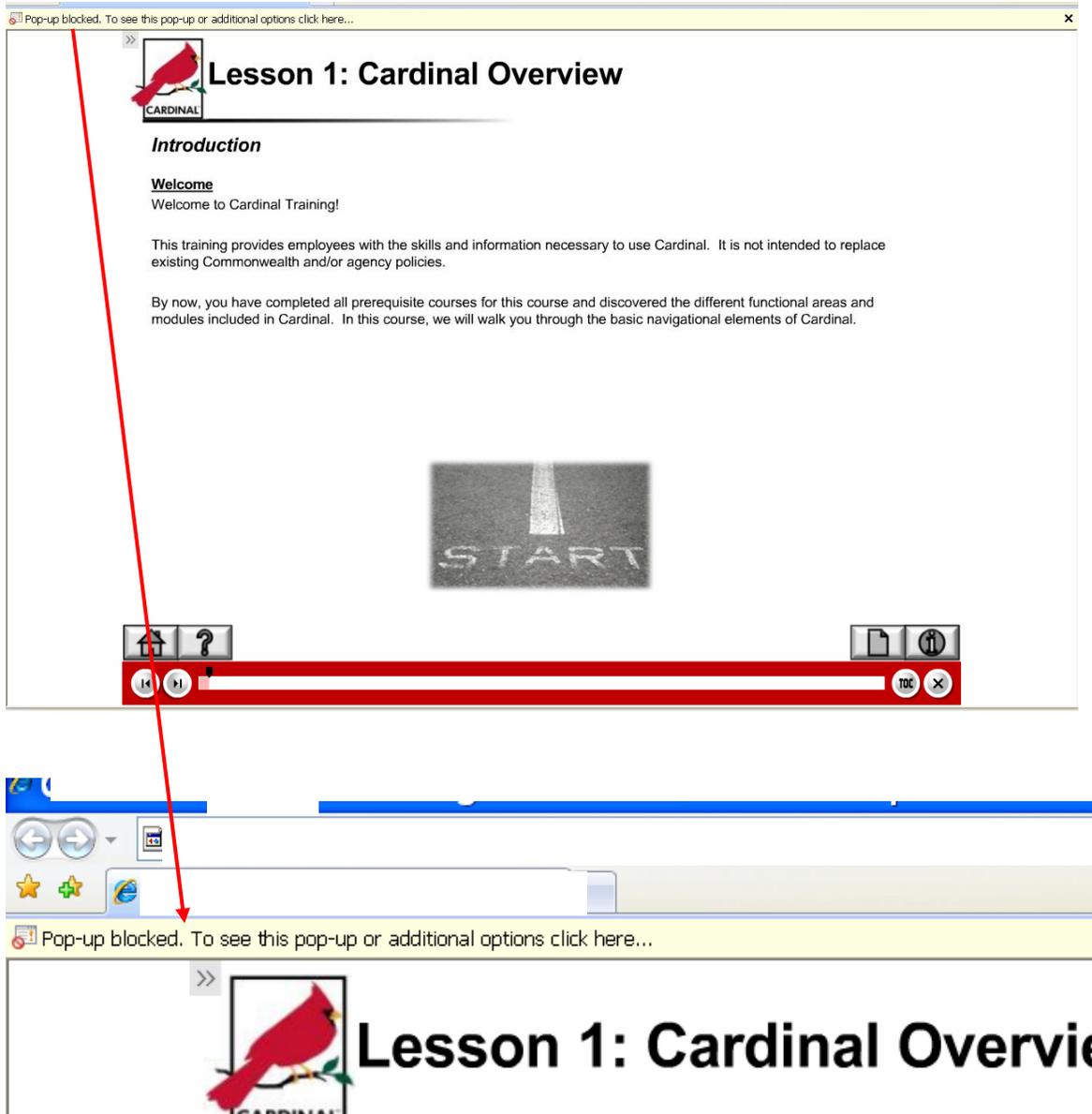
Exit

[Return to Table of Contents](#)

## Troubleshooting – Internet “Pop-up Blocker”

You computer should already have the necessary software installed to be able to take Cardinal web-based training courses through the VDOT University Virtual Campus and you should not experience any technical problems.

However, if you encounter any difficulties with the information links and/or simulations being blocked by Internet Explorer (due to the pop-up blocker) you will likely receive the following message.

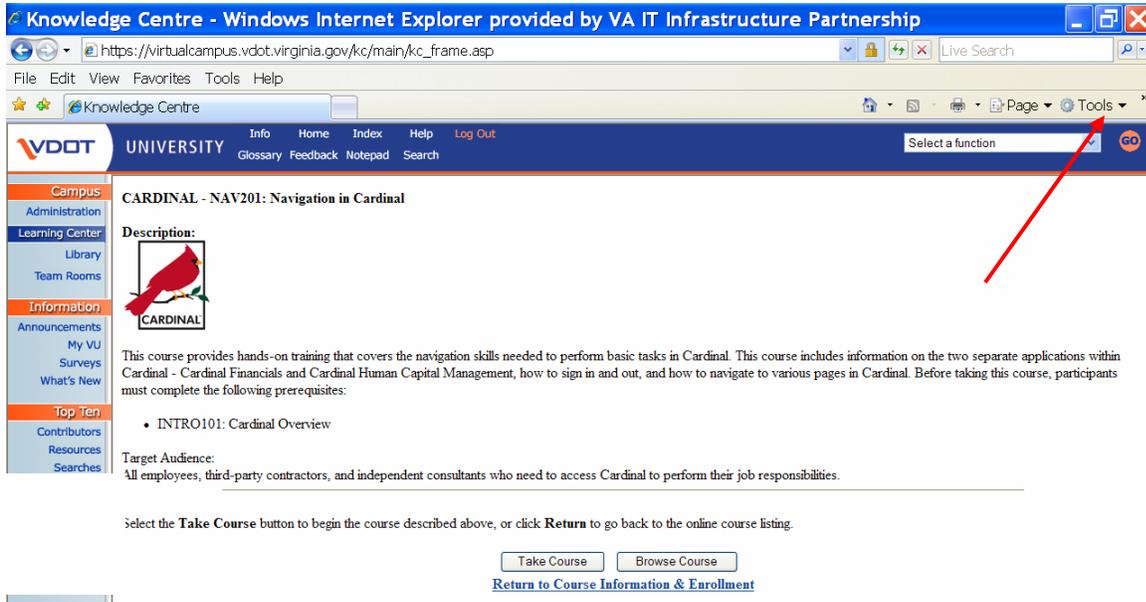


In this situation, you will need to turn off the pop-up blocker in Internet Explorer by taking the following steps:

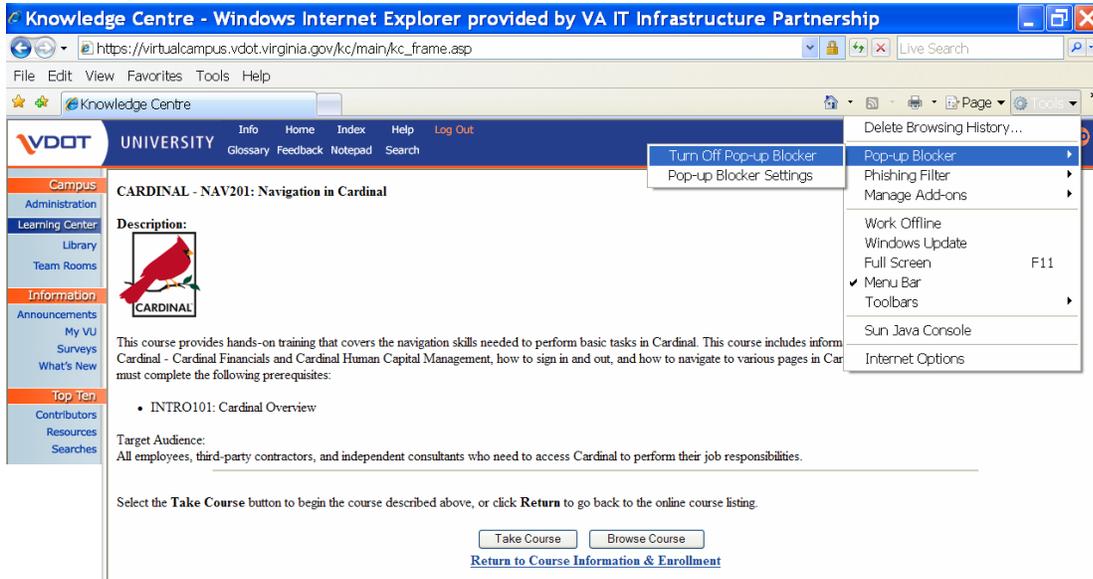
**Step 1:** Find and click on the “Knowledge Center” tab on the desktop toolbar at the bottom of your Windows desktop.



**Step 2:** This will keep your course open but will open the VDOT University Virtual Campus course window (as shown below). Next, find and click on “Tools” in the upper right hand corner of the window.



**Step 3:** Use the dropdown list to find and click on “Turn Off Pop-up Blocker.”



**Step 4:** Return to the course by finding and clicking on the “SCORM Course....” tab on the desktop toolbar at the bottom of your Windows desktop.



[Return to Table of Contents](#)

## **Troubleshooting - Adobe Shockwave Player Settings**

If the information links and/or simulations still do not work then take the following steps to review and change your settings for Adobe Shockwave Player (the software that is used to run the web-based courses).

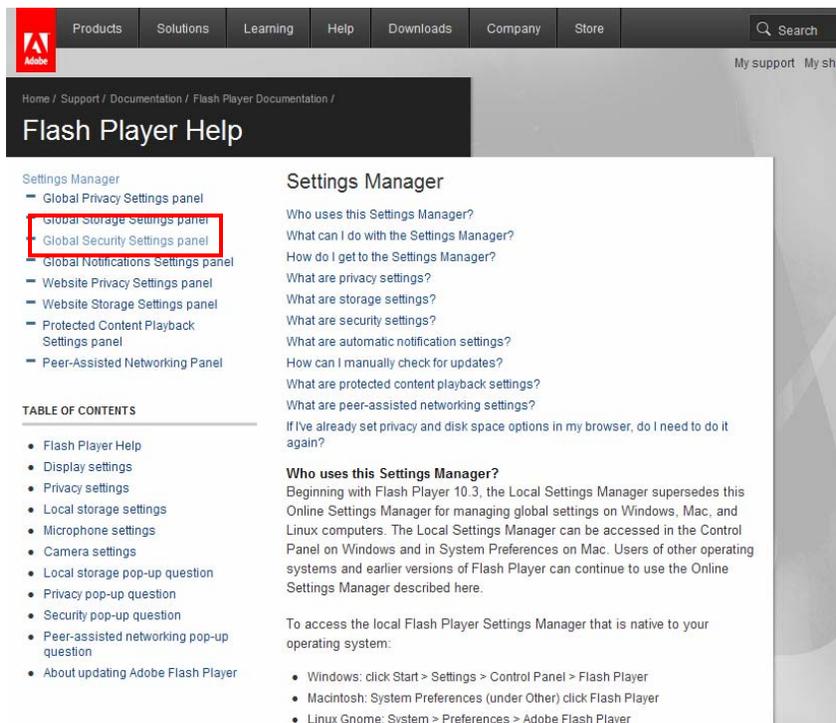
**Step 1:** Right click in the web-based course and select “Global Settings.”



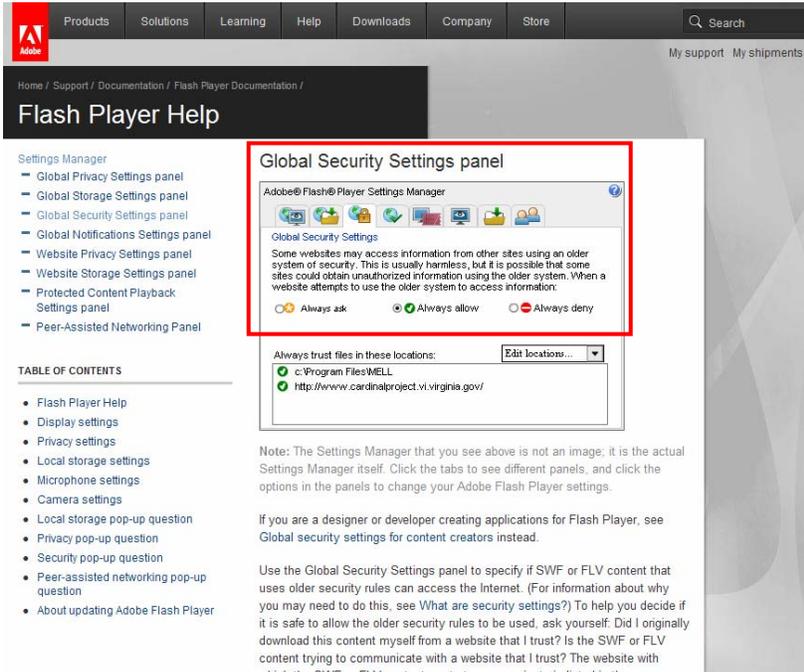
**Step 2:** The following security warning will appear. Click **[Yes]**.



**Step 3:** The Flash Player Help website will open in a new browser window. Select “Global Security Settings panel” under “Settings Manager” on the left side of the page.



**Step 4:** Select the 3<sup>rd</sup> tab on the Global Security Settings panel - Global Security Settings – and then select “Always Allow” (as shown below)



**Step 5:** Click on the [X] in the upper right corner of the Flash Player Help window to close the window and return to the course.

**Caution:** Be careful not to click on the [X] in the course web browser window. This will close the training course.

[Return to Table of Contents](#)