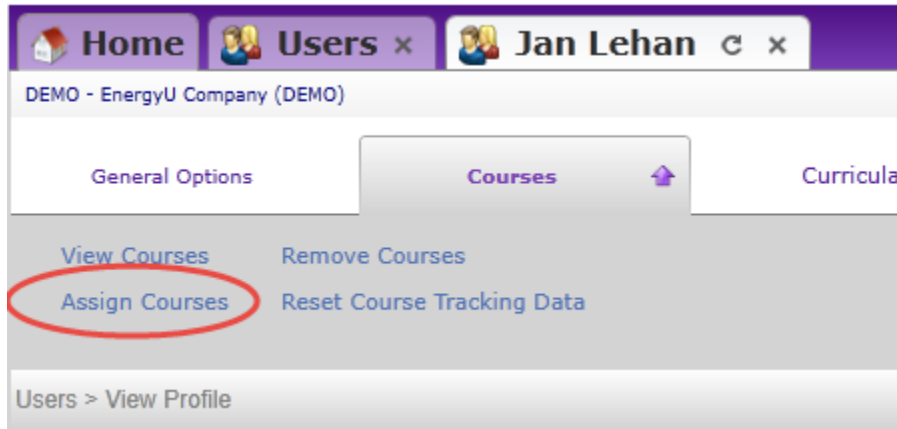


What's New in EnergyU

We appreciate the feedback we receive from our users, and do our best to continually improve the user experience. This document explains a few of the changes we've made for the 2017 New Year that we hope will make navigating EnergyU easier for new administrators.

Change 1:

Old label: Assign Courses



New label: **Assign Courses (w/o cert)**

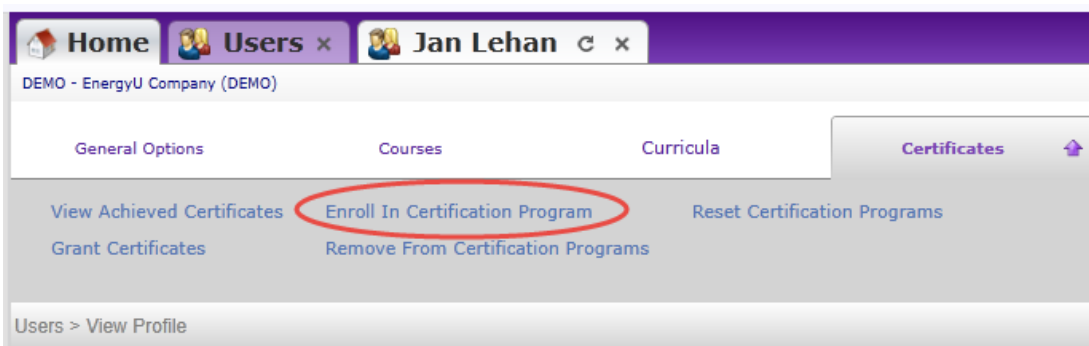


Most companies enroll users in a certificate program, which in turn assigns the user the correct course. The change in labeling helps to remind administrators that assigning the course will not enroll the user in a certificate program.

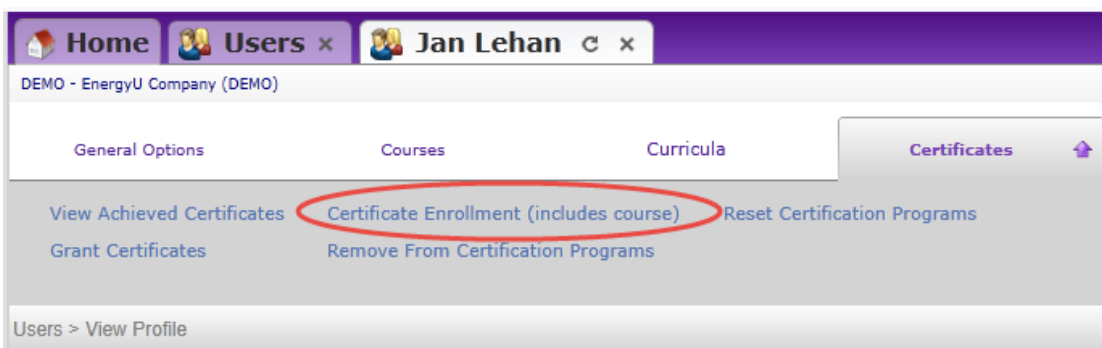
NOTE: Not all administrators have permission to assign courses outside of the certificate program. This feature is useful for company specific courses that are one time only and do not expire or require a reset.

Change 2:

Old label: Enroll in Certification Program



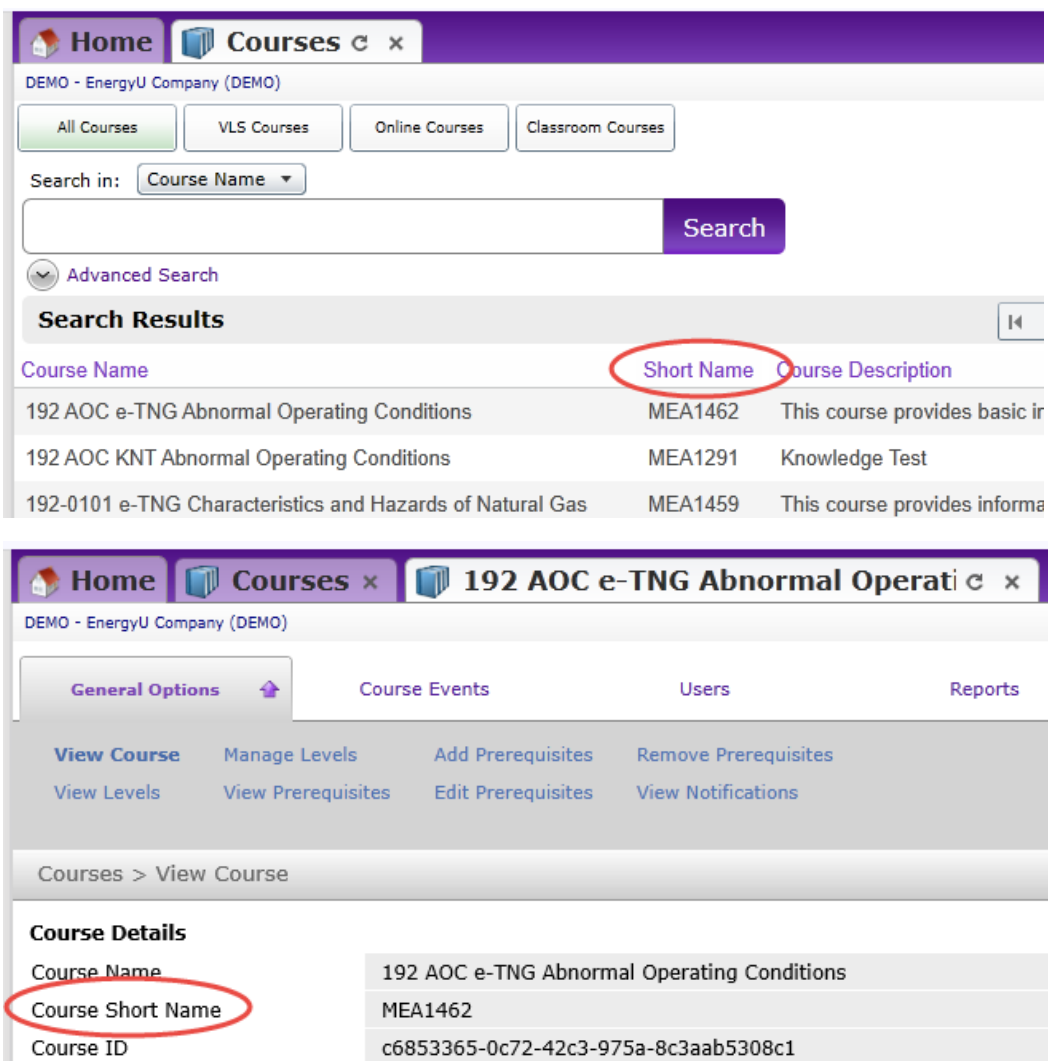
New label: **Certificate Enrollment (includes course)**



When users are enrolled in a certificate program, they are automatically assigned the course associated with that certificate. When the course is passed, the certificate is automatically granted and an expiration date provided; the course will automatically reset 60 days prior to certificate. The change in labeling helps to remind administrators that once enrolled in the certificate program, the user will be assigned the course.

Change 3:

Old label: Short Name



The image shows two screenshots from the EnergyU system. The top screenshot shows a search results page for '192 AOC e-TNG Abnormal Operating Conditions'. The 'Short Name' column header is circled in red. The bottom screenshot shows the 'View Course' page for the same course, where the 'Course Short Name' label is circled in red.

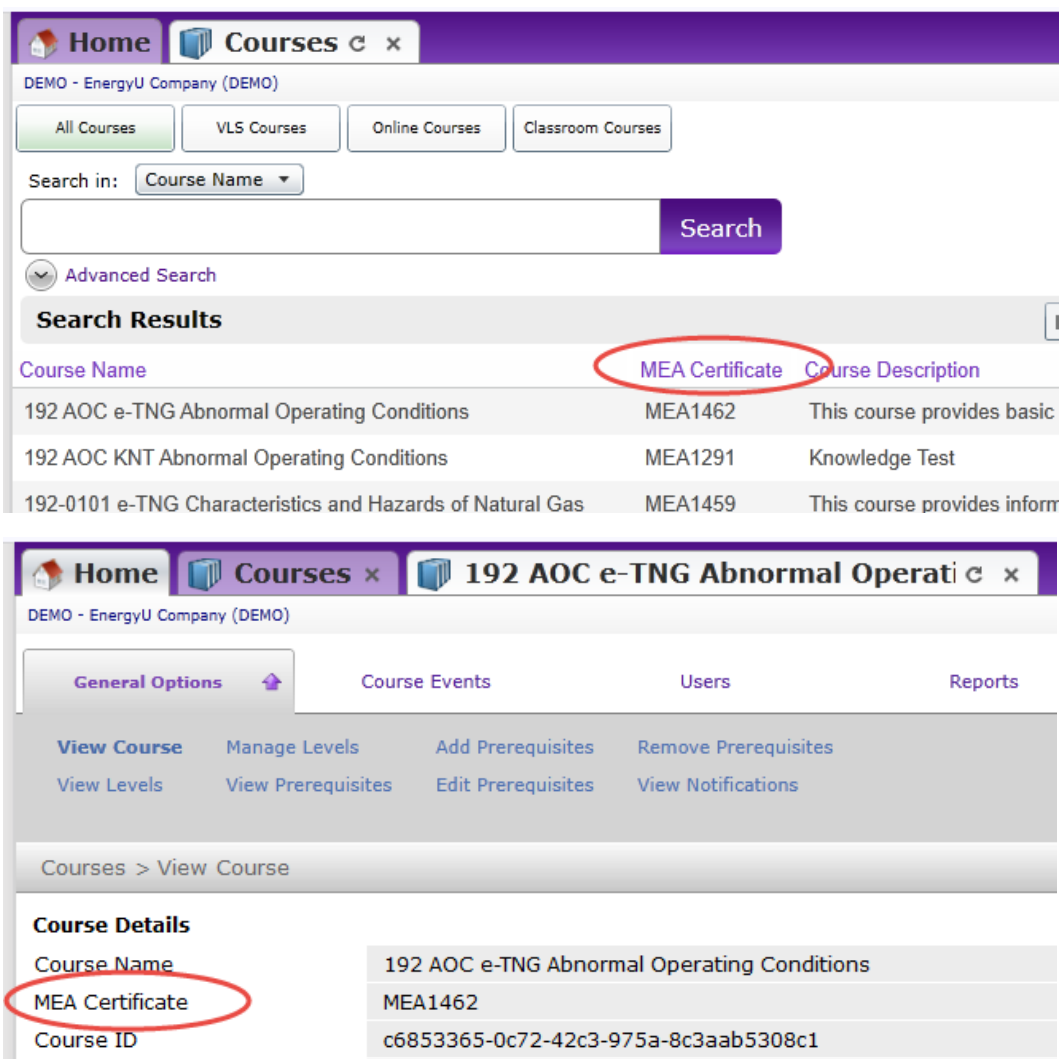
Search Results Table:

Course Name	Short Name	Course Description
192 AOC e-TNG Abnormal Operating Conditions	MEA1462	This course provides basic in
192 AOC KNT Abnormal Operating Conditions	MEA1291	Knowledge Test
192-0101 e-TNG Characteristics and Hazards of Natural Gas	MEA1459	This course provides informa

Course Details Table:

Course Name	192 AOC e-TNG Abnormal Operating Conditions
Course Short Name	MEA1462
Course ID	c6853365-0c72-42c3-975a-8c3aab5308c1

New label: MEA Certificate



DEMO - EnergyU Company (DEMO)

Home Courses x

All Courses VLS Courses Online Courses Classroom Courses

Search in: Course Name

Search

Advanced Search

Search Results

Course Name	MEA Certificate	Course Description
192 AOC e-TNG Abnormal Operating Conditions	MEA1462	This course provides basic
192 AOC KNT Abnormal Operating Conditions	MEA1291	Knowledge Test
192-0101 e-TNG Characteristics and Hazards of Natural Gas	MEA1459	This course provides inform

Home Courses x 192 AOC e-TNG Abnormal Operati x

DEMO - EnergyU Company (DEMO)

General Options Course Events Users Reports

View Course Manage Levels Add Prerequisites Remove Prerequisites

View Levels View Prerequisites Edit Prerequisites View Notifications

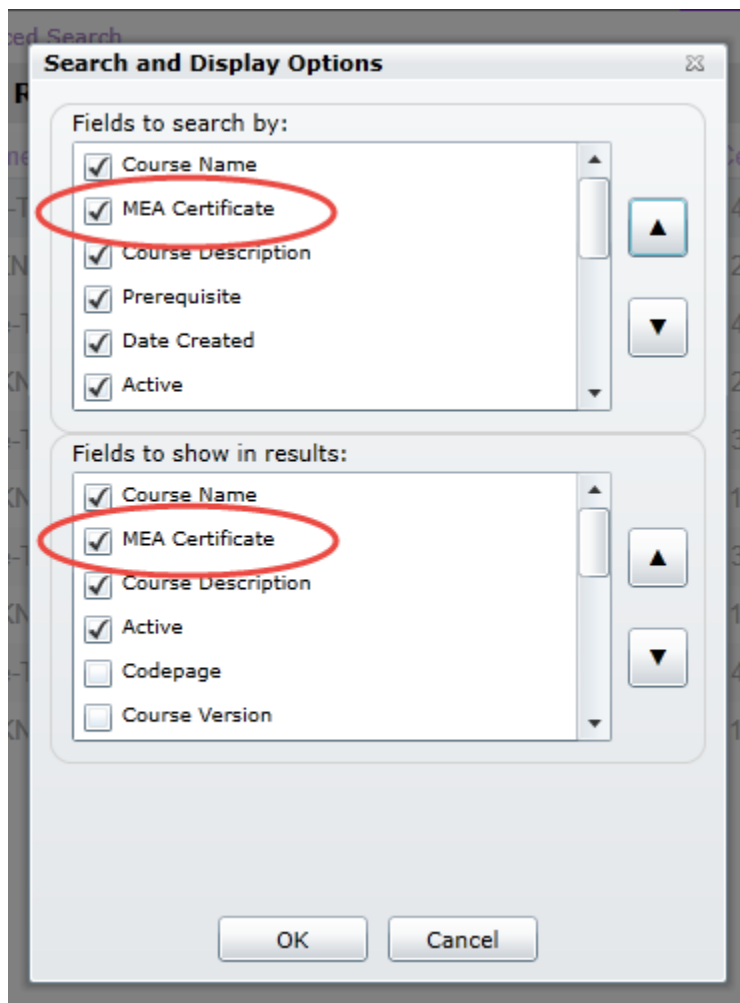
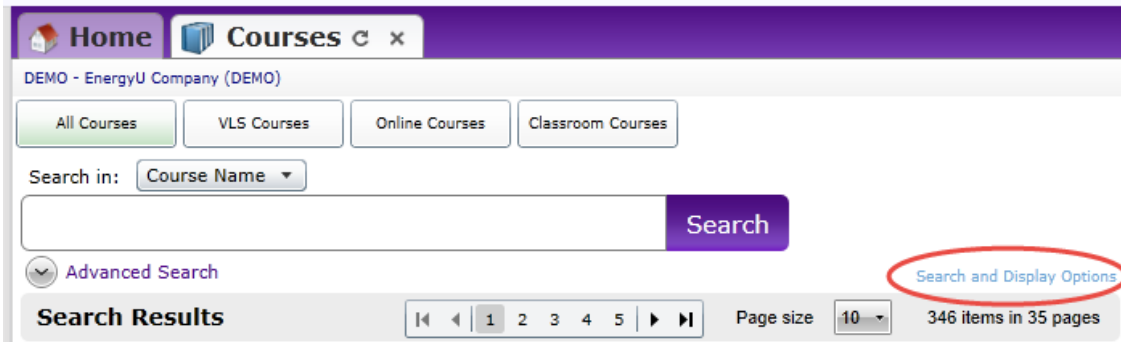
Courses > View Course

Course Details

Course Name	192 AOC e-TNG Abnormal Operating Conditions
MEA Certificate	MEA1462
Course ID	c6853365-0c72-42c3-975a-8c3aab5308c1

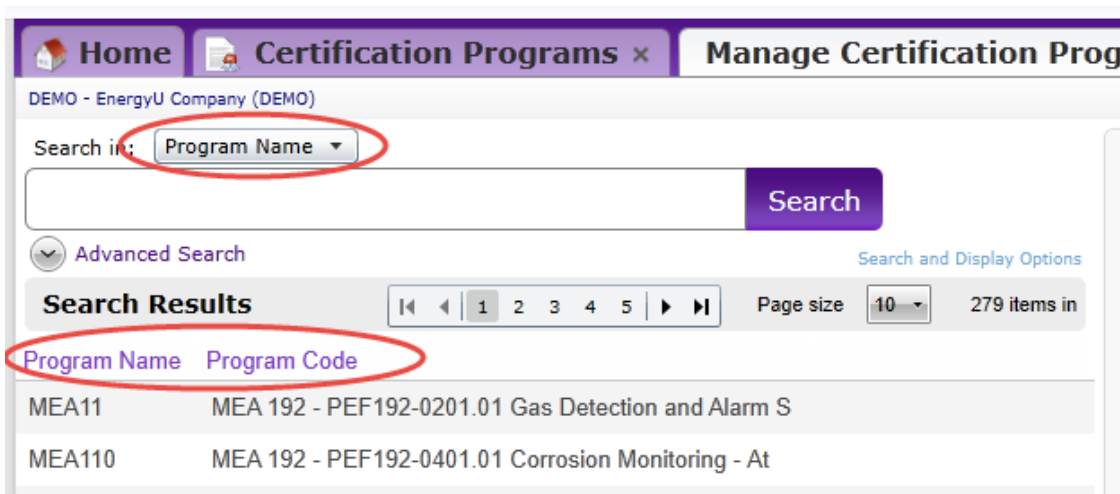
Without training, the contents of the Short Name field was not understood to be the certificate number for the course. The change in labeling will help new administrators identify the certificate number for a course.

NOTE: If you do not see this column when on the Courses tab, you can add this column via your display settings.



Change 4:

Old labels: Program Name and Program Code



DEMO - EnergyU Company (DEMO)

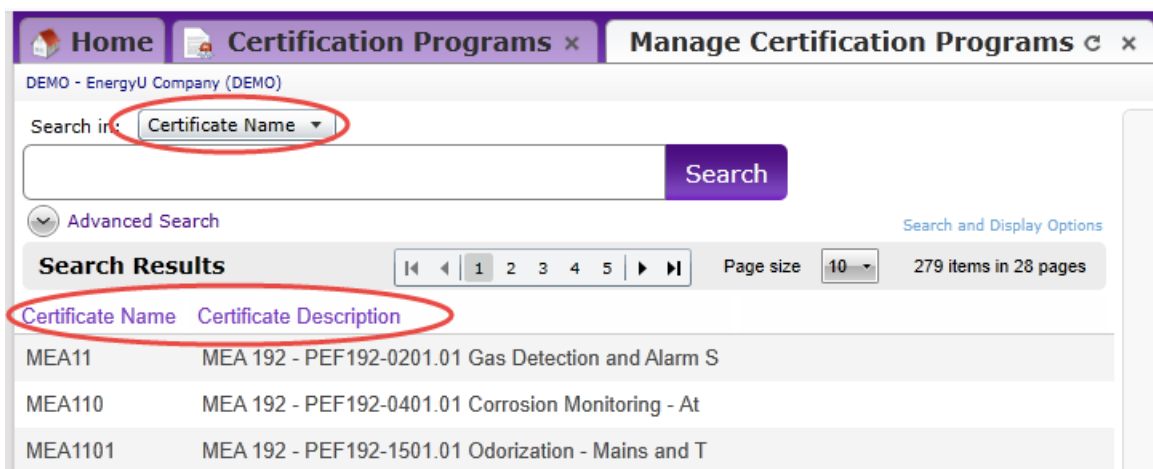
Search in: **Program Name** Search

Advanced Search Search and Display Options

Search Results Page size 10 279 items in

Program Name	Program Code
MEA11	MEA 192 - PEF192-0201.01 Gas Detection and Alarm S
MEA110	MEA 192 - PEF192-0401.01 Corrosion Monitoring - At

New labels: Certificate Name and Certificate Description



DEMO - EnergyU Company (DEMO)

Search in: **Certificate Name** Search

Advanced Search Search and Display Options

Search Results Page size 10 279 items in 28 pages

Certificate Name	Certificate Description
MEA11	MEA 192 - PEF192-0201.01 Gas Detection and Alarm S
MEA110	MEA 192 - PEF192-0401.01 Corrosion Monitoring - At
MEA1101	MEA 192 - PEF192-1501.01 Odorization - Mains and T

Administrators enroll users in certificate programs, and this change in labeling will help new administrators better identify certificates.