

Complete required reading

Antoinette France - 2022-08-02 - Required Reading

How to complete required reading in Holocentric Connect

A user with Administration permissions can set required reading to users. This guide provides guidelines for:

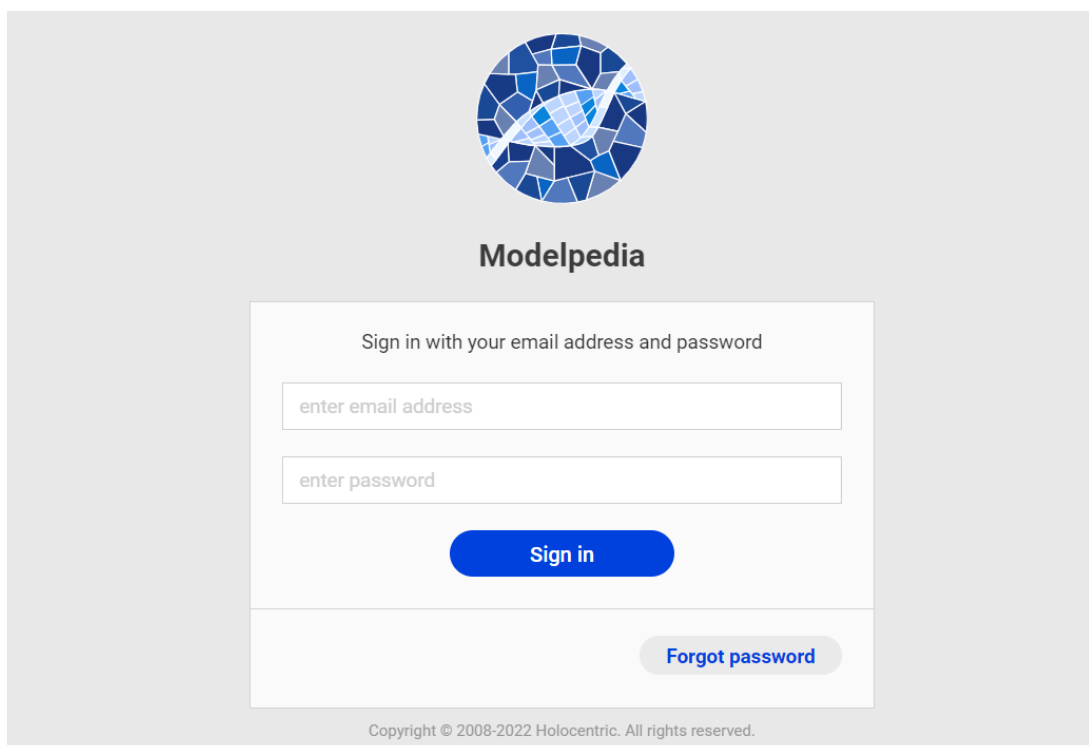
- completing required reading in Holocentric Connect
- confirming that you have read and understood your assigned reading.

This article includes the following topics:

1. Complete required reading

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1.1 Login to your Holocentric Connect web app.



The screenshot shows the login interface for Modelpedia. At the top center is a circular logo composed of blue mosaic tiles with a white DNA double helix structure. Below the logo is the text "Modelpedia". Underneath is a white login box with the instruction "Sign in with your email address and password". It contains two input fields: "enter email address" and "enter password". A blue "Sign in" button is positioned below the password field. At the bottom right of the login box is a "Forgot password" link. At the very bottom of the page, there is a small copyright notice: "Copyright © 2008-2022 Holocentric. All rights reserved."

1.2 Access **Home>My Knowledge** and click **View List** next to Required Reading.

Holocentric **Home** Operations Governance Documents People Admin Brandon Stark

Home Search

Welcome Report & Improve **My Knowledge** Glossary

Required Reading [View List](#)

As a requirement to the roles performed in your job, all relevant processes, documentation and policies must be read and understood. Listed here are the items that are specifically relevant to you that this organisation requires you to be knowledgeable about.

1.3 Click once on the item and click **Open**.

Home > My Knowledge Search

Required Reading

List of all material that you need to read and understand, for the roles you perform in your job [View Change Details](#) [Open](#)

Item name	Item type	Change summary	Reading Status
Add new customer to CRM	Process		Required Reading
Code of conduct	Policy	Assign required reading	Required Reading
Complete procurement	Work Instruction	New Work Instruction	Required Reading

1.4 A prompt will appear. Click **OK**.

Governance > Policies Search

Code of conduct

Overview Policy Related Items Version

One of your work roles requires you to read and understand this Policy. No version of this item has been confirmed as read and understood.

After you have read it, confirm this using the button to the top-right.

[OK](#)

1.5 After you have read the item, click the glasses icon.

Governance > Policies Search

Code of conduct

Overview **Policy** Related Items Version

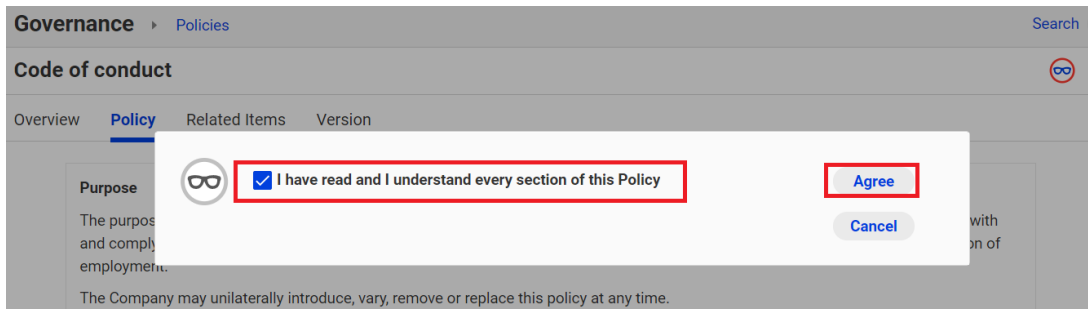
Purpose

The purpose of this policy is to make it clear what the company expects from employees, and employees are required to be familiar with and comply with the terms of this policy at all times. Failure to do so may result in disciplinary action, including potentially termination of employment.

The Company may unilaterally introduce, vary, remove or replace this policy at any time.

Bans on illegal activity

1.6 Click the box to confirm you have read and understood the item, then click **Agree**.



Be sure to check back frequently to ensure you do not have any outstanding required reading items.

END