

USER GUIDE

E-Learning Course

NOTES[™]



About NimkarTek and NOTES

- NimkarTek is an internationally accredited Service provider offering tailored solutions through **Online Training, Testing and Consultancy Services** for your Sustainability goals.
- NimkarTek's 'NOTES' is a web-based **E-Learning platform** offering accessible, affordable, interactive Online courses for the Textile, Apparel, Footwear and Leather industries.
- NOTES is a **ZDHC Accredited Training Provider (ATP)** and **SAC Approved Higg FEM Trainer Body**.



Higg Facility Environmental Module

ACCREDITED

By Ø ZDHC

Training Provider

The NOTES Advantage

NOTES E-Learning Helps Fast-Track your Sustainability Goals and Skills



Training content developed by Industry Experts with 40+ years of Experience



High Quality Technical Content split into digestible bits



Interactive and engaging training experience



Learn at the time and place of your convenience



Resource Library with ready to use Templates



Helpdesk - Technical and Admin Support

How to access the E-Learning Course on



NOTES WEBLINK

<https://notes.nimkartek.com>

Account Confirmation

Set New Password

Purchase your Course

Access your Course

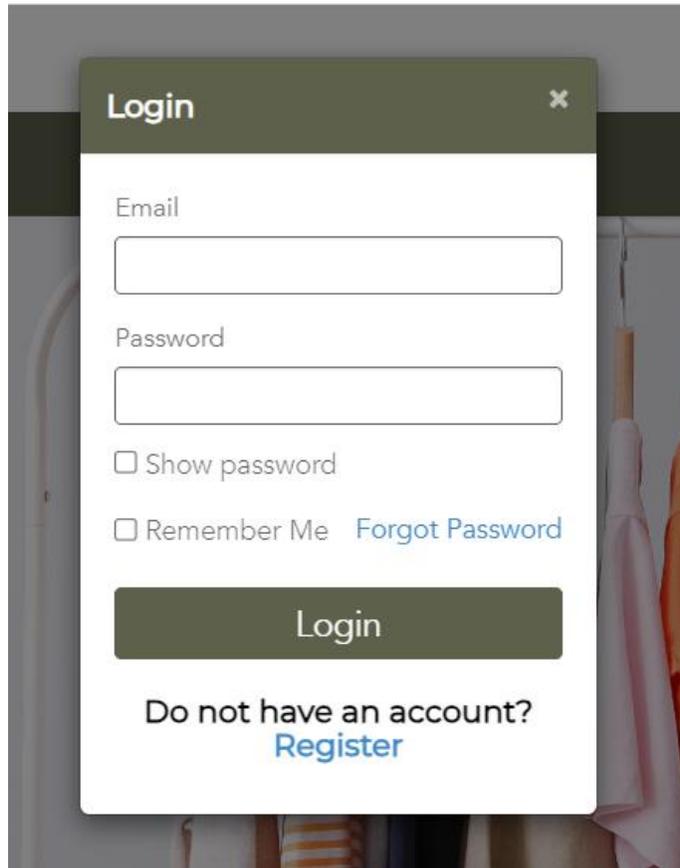
Give Feedback

Setting Up an Account on the NOTES Platform

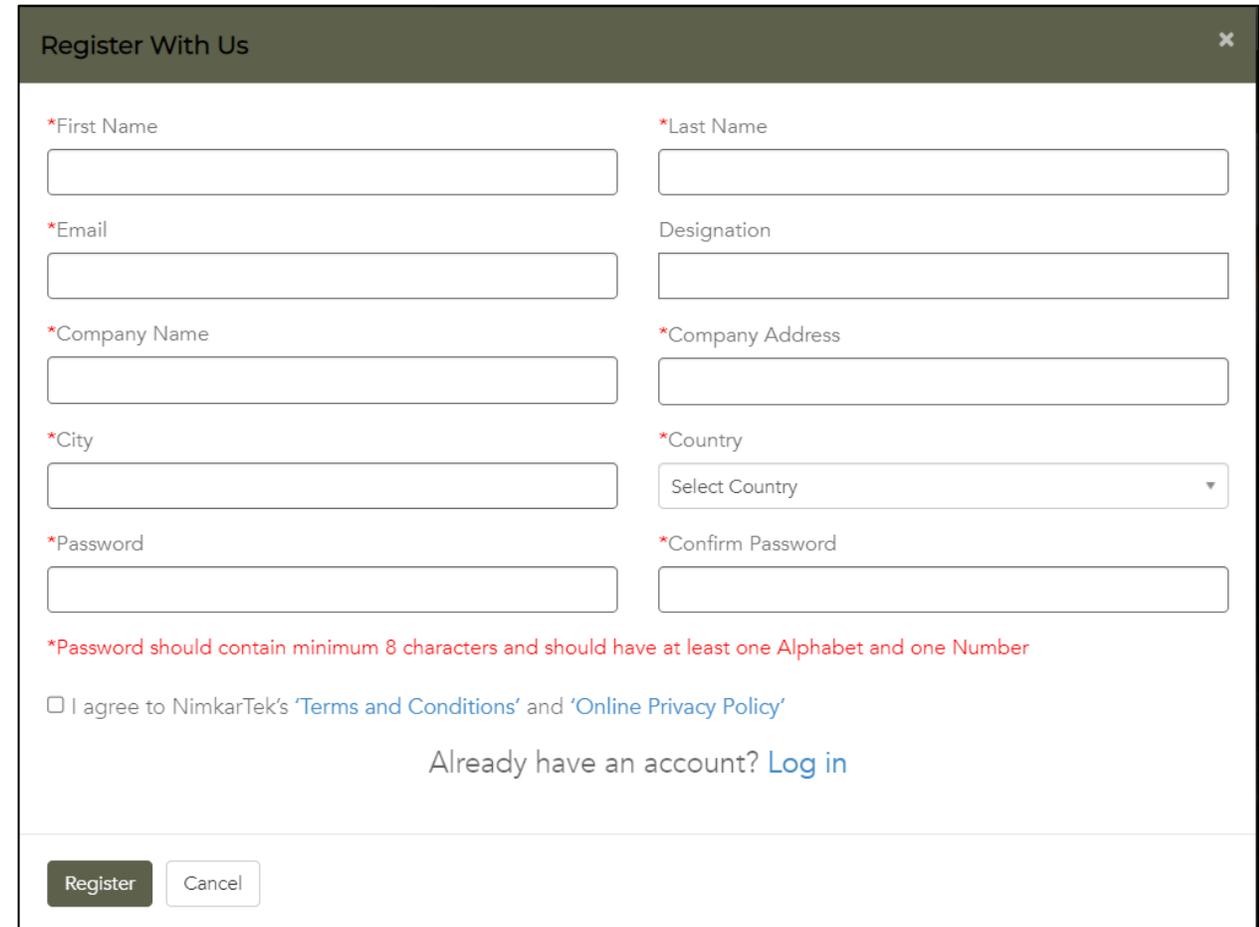


1) Register or Sign In

Current Users can log in to the NOTES Platform using their registered Email ID and Password



The image shows a 'Login' modal window with a dark green header and a white body. It contains two input fields for 'Email' and 'Password'. Below the password field is a checkbox for 'Show password' and another for 'Remember Me' with a link for 'Forgot Password'. A dark green 'Login' button is positioned below these options. At the bottom, there is a link for 'Do not have an account? Register'.

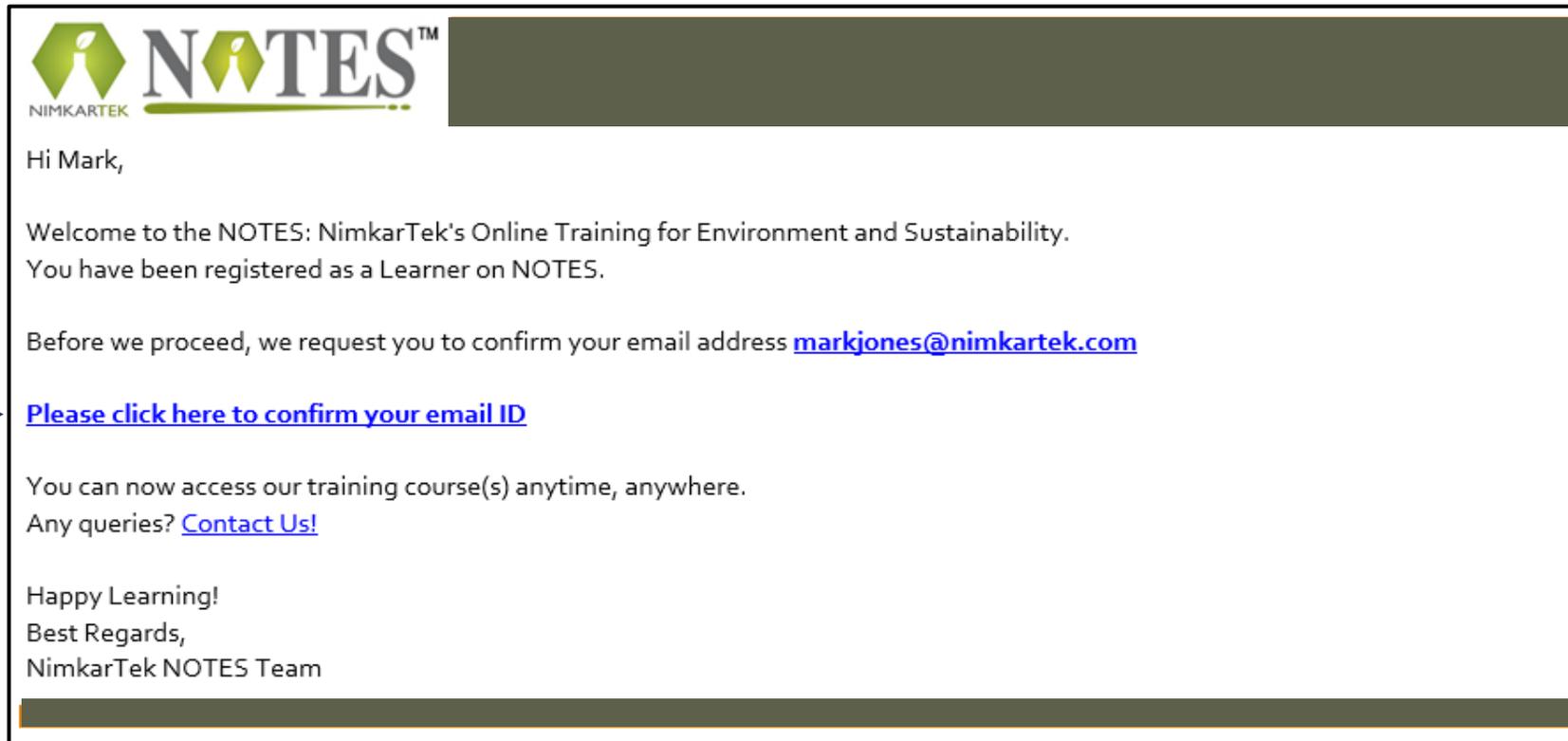


The image shows a 'Register With Us' modal window with a dark green header and a white body. It features several input fields: '*First Name', '*Last Name', '*Email', 'Designation', '*Company Name', '*Company Address', '*City', '*Country' (a dropdown menu with 'Select Country' as the placeholder), '*Password', and '*Confirm Password'. A red error message states: '*Password should contain minimum 8 characters and should have at least one Alphabet and one Number'. Below the fields is a checkbox for 'I agree to NimkarTek's Terms and Conditions and Online Privacy Policy'. At the bottom, there is a link for 'Already have an account? Log in' and two buttons: 'Register' and 'Cancel'.

New Users can click 'Register' and fill in the required details to create their Account on the NOTES Platform

2) Account Confirmation

- You will receive your login credentials through an automated email from adminnotes@nimkartek.com.
- You are required to confirm your Email Address by clicking the link provided here.



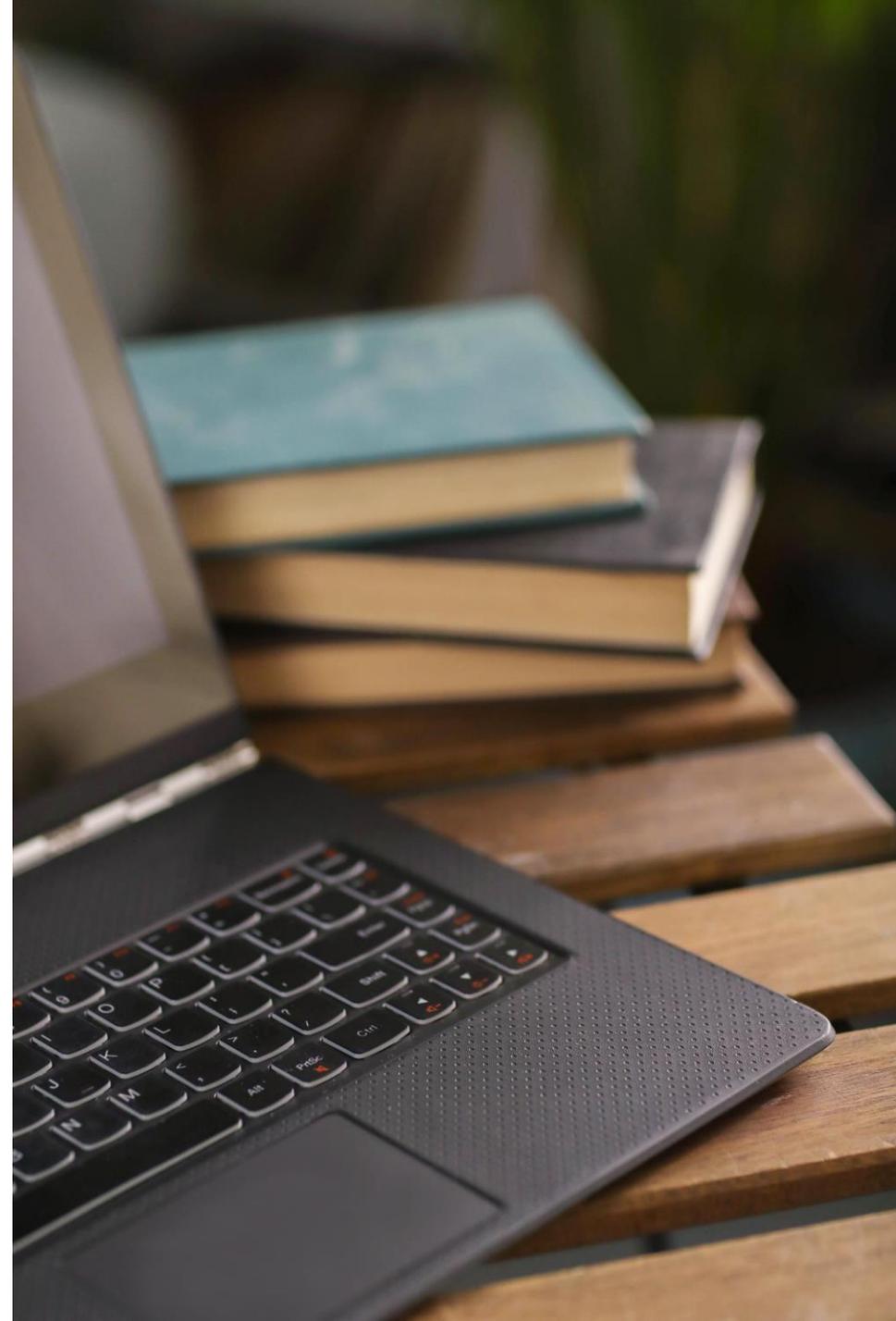
3) Set New Password

- You will have to set a Password on the NOTES Platform. Please enter a Password of your choice.
- Click on 'Confirm Account'.

The screenshot shows a web application interface with a dark green navigation bar at the top. The navigation bar contains links for 'Home', 'About Us', 'Courses', and 'My Courses' on the left, and 'Language', 'Support', and 'Cart' on the right. The main content area is white and features a central form for changing a password. The form is enclosed in a light gray border and contains the following elements:

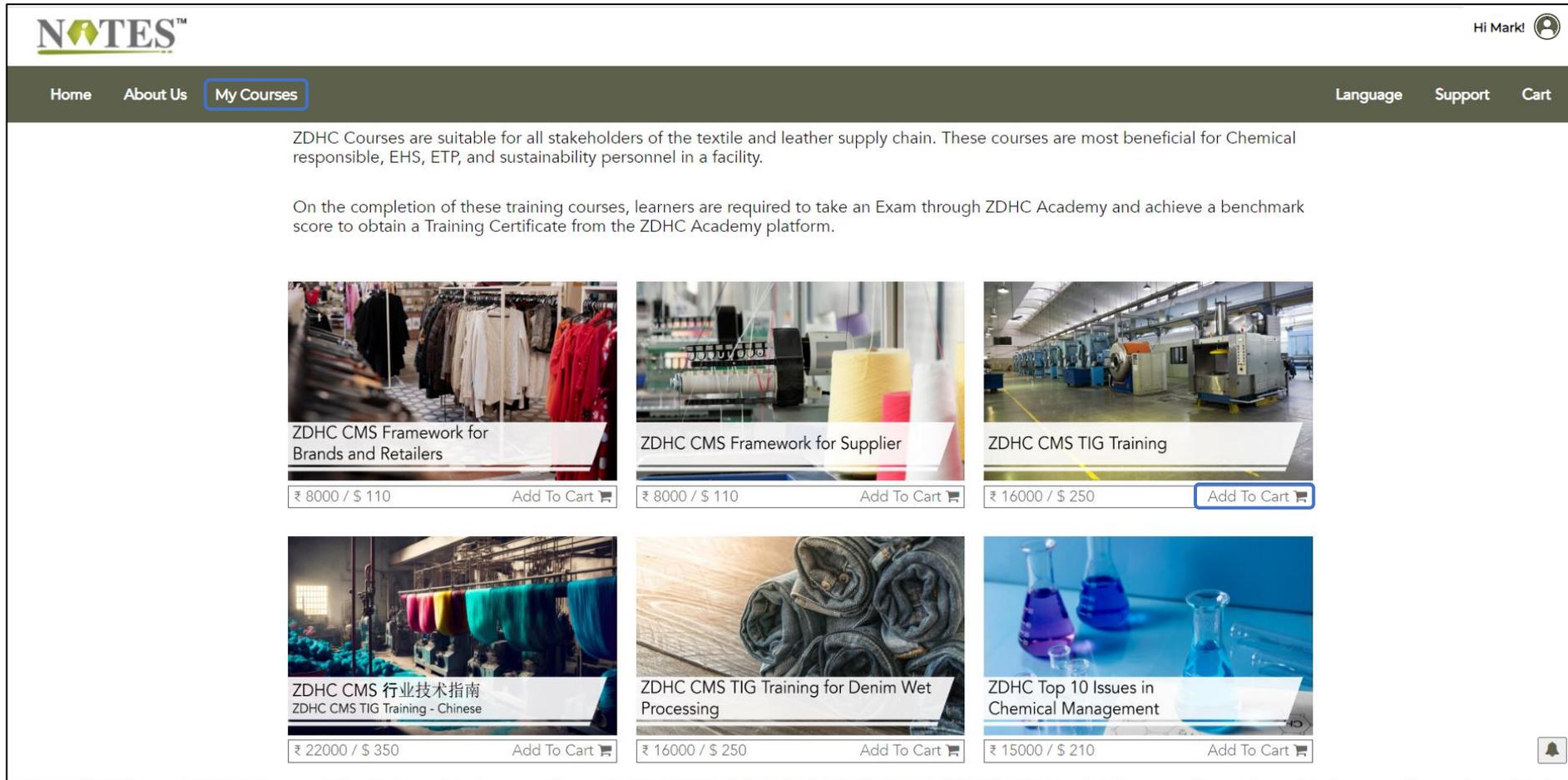
- Old Password:** A text input field containing the email address 'markjones@nimkartek.com'.
- New Password:** A text input field with a help icon (ⓘ) to its left, currently filled with six black dots.
- Confirm New Password:** A text input field also filled with six black dots.
- Buttons:** At the bottom of the form, there are two buttons: a dark green 'Change Password' button and a white 'Cancel' button with a gray border.

Purchasing a Course on the NOTES Platform



4) Purchasing the course

- Click the 'Courses' Tab on the NOTES Platform.
- Select the course of your choice and 'Add to Cart'.



The screenshot displays the NOTES platform interface. At the top left is the NOTES logo. The navigation bar includes 'Home', 'About Us', and 'My Courses' (which is highlighted). On the right side of the navigation bar are links for 'Language', 'Support', and 'Cart'. A user profile icon with the text 'Hi Mark!' is also visible.

Below the navigation bar, there is a descriptive paragraph: "ZDHC Courses are suitable for all stakeholders of the textile and leather supply chain. These courses are most beneficial for Chemical responsible, EHS, ETP, and sustainability personnel in a facility." This is followed by another paragraph: "On the completion of these training courses, learners are required to take an Exam through ZDHC Academy and achieve a benchmark score to obtain a Training Certificate from the ZDHC Academy platform."

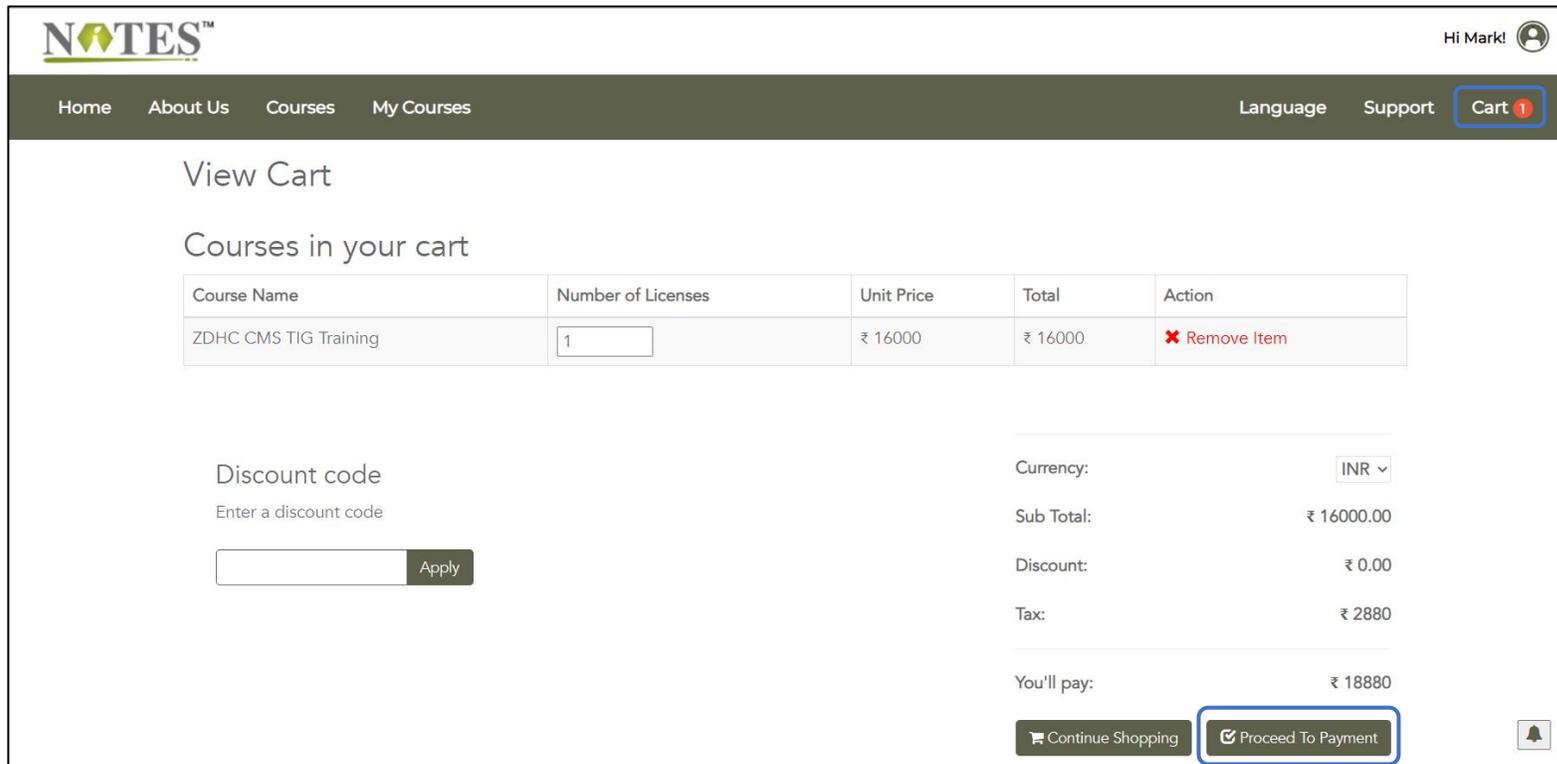
The main content area features six course cards arranged in a 2x3 grid. Each card includes a representative image, the course title, and pricing information in both Indian Rupees (₹) and US Dollars (\$). An 'Add To Cart' button with a shopping cart icon is located at the bottom right of each card.

Course Title	Price (₹ / \$)
ZDHC CMS Framework for Brands and Retailers	₹ 8000 / \$ 110
ZDHC CMS Framework for Supplier	₹ 8000 / \$ 110
ZDHC CMS TIG Training	₹ 16000 / \$ 250
ZDHC CMS 行业技术指南 ZDHC CMS TIG Training - Chinese	₹ 22000 / \$ 350
ZDHC CMS TIG Training for Denim Wet Processing	₹ 16000 / \$ 250
ZDHC Top 10 Issues in Chemical Management	₹ 15000 / \$ 210

A notification bell icon is located in the bottom right corner of the page.

4) Purchasing the course (Cont...)

- After adding your required courses to your Cart, click the 'Cart' tab on the top right to purchase the training.
- Select your currency type and click the 'Proceed to Payment' button.



NOTES™ Hi Mark!

Home About Us Courses My Courses Language Support **Cart 1**

View Cart

Courses in your cart

Course Name	Number of Licenses	Unit Price	Total	Action
ZDHC CMS TIG Training	<input type="text" value="1"/>	₹ 16000	₹ 16000	✖ Remove Item

Discount code
Enter a discount code

Currency:

Sub Total: ₹ 16000.00

Discount: ₹ 0.00

Tax: ₹ 2880

You'll pay: ₹ 18880

4) Purchasing the course (Cont...)

- Confirm your Order by Clicking the 'Place Order and Pay' Button
- This will redirect you to the payment gateway.

The screenshot displays the checkout process on the NOTES website. The header includes the logo, navigation links (Home, About Us, Courses, My Courses), and user information (Hi Mark!). The main content area is titled 'Order' and shows a table of courses in the order. Below the table is a discount code field. To the right, an 'Order Details' summary shows the sub-total, discount, tax, and total amount. The 'Place Order & Pay' button is highlighted with a blue border.

NOTES™ Hi Mark!

Home About Us Courses My Courses Language Support Cart 1

Order

Home > Order

COURSES IN YOUR ORDER

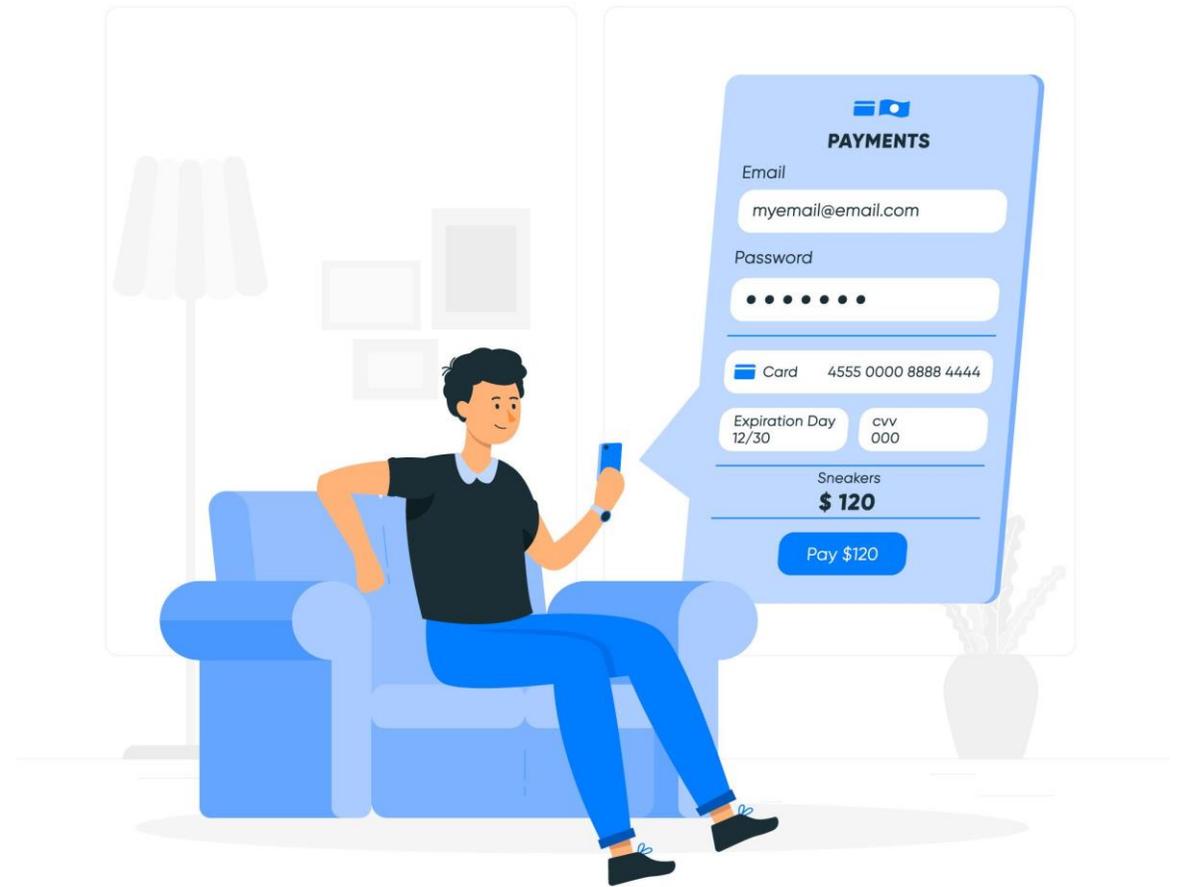
Course Name	Number of Licenses	Unit Price	Total
ZDHC CMS TIG Training	1	250	250

Discount code

Enter a discount code if you have one

Bank Transfer Purchase

In case you wish to make the payment via Bank Transfer, kindly write to us on adminnotes@nimkartek.com



Minimum Requirements for Accessing the Training Course

- The NOTES Platform is easily accessible through a web browser. It works well on Google Chrome, Firefox, and Safari. It is important to note that the pop-up blocker of your web browser should be disabled in order to access the training courses.
- INTERNET CONNECTIVITY – You must have a good Internet connection with a minimum speed of 256kbps for easy streaming.
- SPEAKERS & MICROPHONE – Good Quality Headphones are recommended to be used for the course audio.
- POP-UP BLOCKER – The course opens in another tab on the web browser. Please note – the Pop-up blocker on your browser must be disabled.

5) Accessing the Training Course

Once you have purchased the training course, click the 'My Courses' Tab to 'Launch' the Training.

The screenshot shows the NOTES website interface. The navigation bar includes 'Home', 'About Us', 'Courses', and 'My Courses' (which is highlighted with a blue box). The user is logged in as 'Hi Mark!'. The main content area displays the 'ZDHC CMS TIG Training' course. Below the course title, there is a table with the following data:

Title	Downloads	Access Duration	Status	Action
Introduction to Chemical Management	<ul style="list-style-type: none">BREF LeatherBREF TextileCMS TIG Training WorkbookEnvironmental Standards in Textile and Shoe Sector - UBANimkarTek CMS TIG Training MapZDHC MRSL Conformance Guidance V2.0ZDHC Performance InCheck GuidelinesZDHC Wastewater and Sludge Laboratory Sampling and Analysis Plan V2.0ZDHC Wastewater Guidelines V2.1ZDHC Wastewater Treatment Technologies	30 Days From Launch	Course Assign Date 04-Jun-22 03:51 PM Not Attempted From 29-Jun-23 12:33 PM To 29-Jul-23 12:33 PM	Launch

A callout bubble with the text 'Click 'Launch' to start your Training.' points to the 'Launch' button in the table.

(Please allow pop-ups for notes.nimkartek.com, as the course opens in a new tab of your internet browser)

Start the Training

- The E-Learning course will open in a new tab.
- You will need to click the Play button to start the Course.



Training Course Features

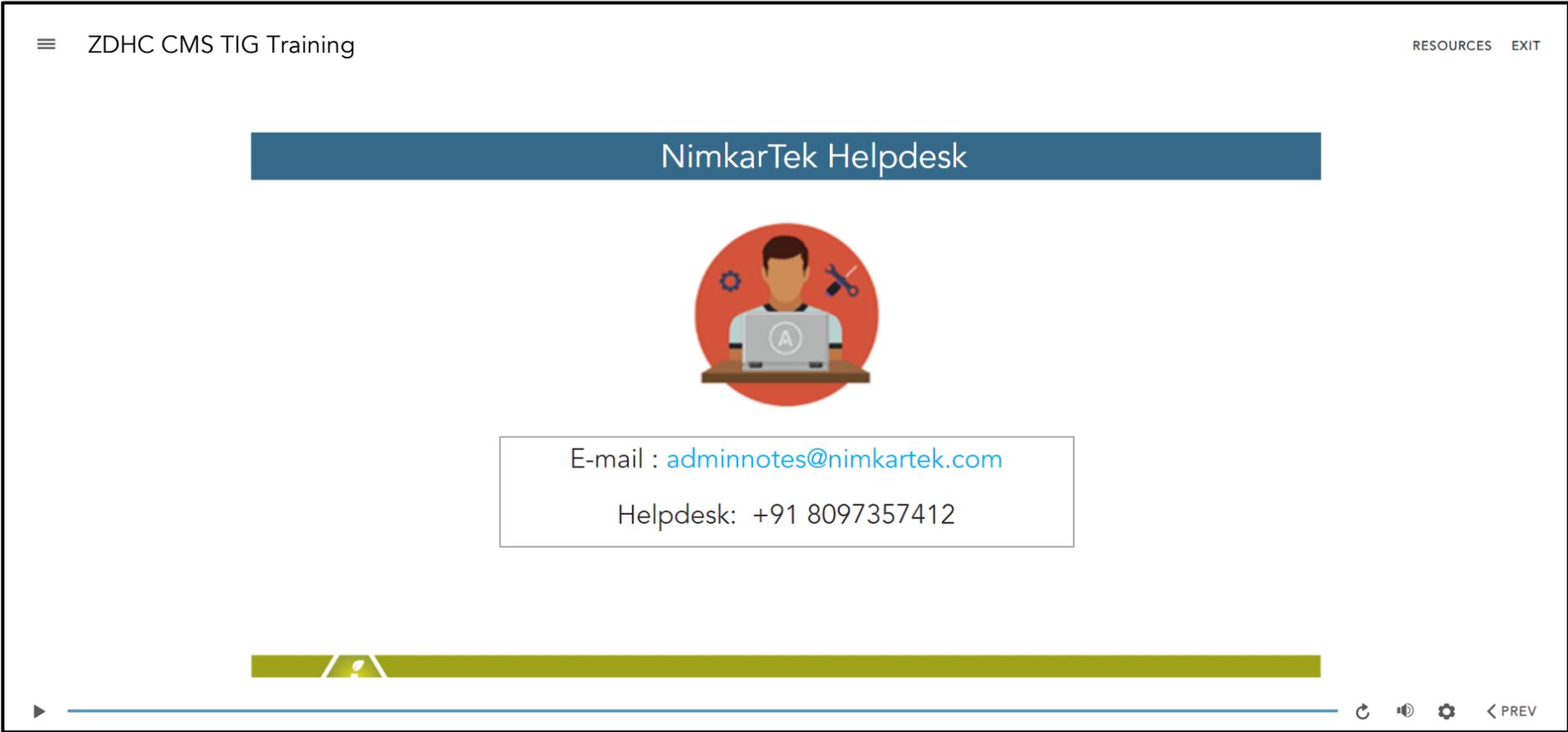
- For interactive slides in the Training Course, you will be asked to click on certain tabs or images on the screen.
- Please note that you will have to complete all the interactivities given on the necessary slides to activate the 'NEXT' Button. Refer to the example below.

The screenshot shows a training course interface. On the left is a navigation menu with sections 1.1 through 1.12. Section 1.5, 'Impact of Chemicals on Human Health', is selected. The main content area is titled 'Impact of Chemicals on Human Health' and features a large yellow circular graphic. Below the graphic, the text reads 'CMR (Carcinogenic, Mutagenic and Reprotoxic)'. A list of definitions follows: 'Carcinogenic: Chemicals that cause cancer', 'Mutagenic: Chemicals that affect genes in a cell', and 'Reprotoxic: Chemicals that impact the reproductive system in the body'. To the right, there are three image tabs: 'Carcinogenic' (with a red cell image), 'Mutagenic' (with a DNA helix image), and 'Reprotoxic' (with a fetus image). A text box above the 'Carcinogenic' tab lists examples: 'Banned Amines, Formaldehyde, Organic Solvents, SCCPs'. At the bottom of the slide, a blue box contains the instruction 'Click each image to know more'. The interface also includes a top navigation bar with 'ZDHC CMS TIG - Course 1 - Introduction to Chemicals Management', 'RESOURCES', and 'EXIT'. A bottom navigation bar contains a progress bar, a 'PREV' button, and a 'NEXT' button.

For Example:
Participants
must Click this
tab to see the
text appearing

6) Exiting the Course

- Once you reach the end of the training, please click the 'EXIT' button on top right corner of the screen to exit the course.
- To take the exam go back to 'My Courses' tab on the Platform.



The screenshot shows a training slide with the following elements:

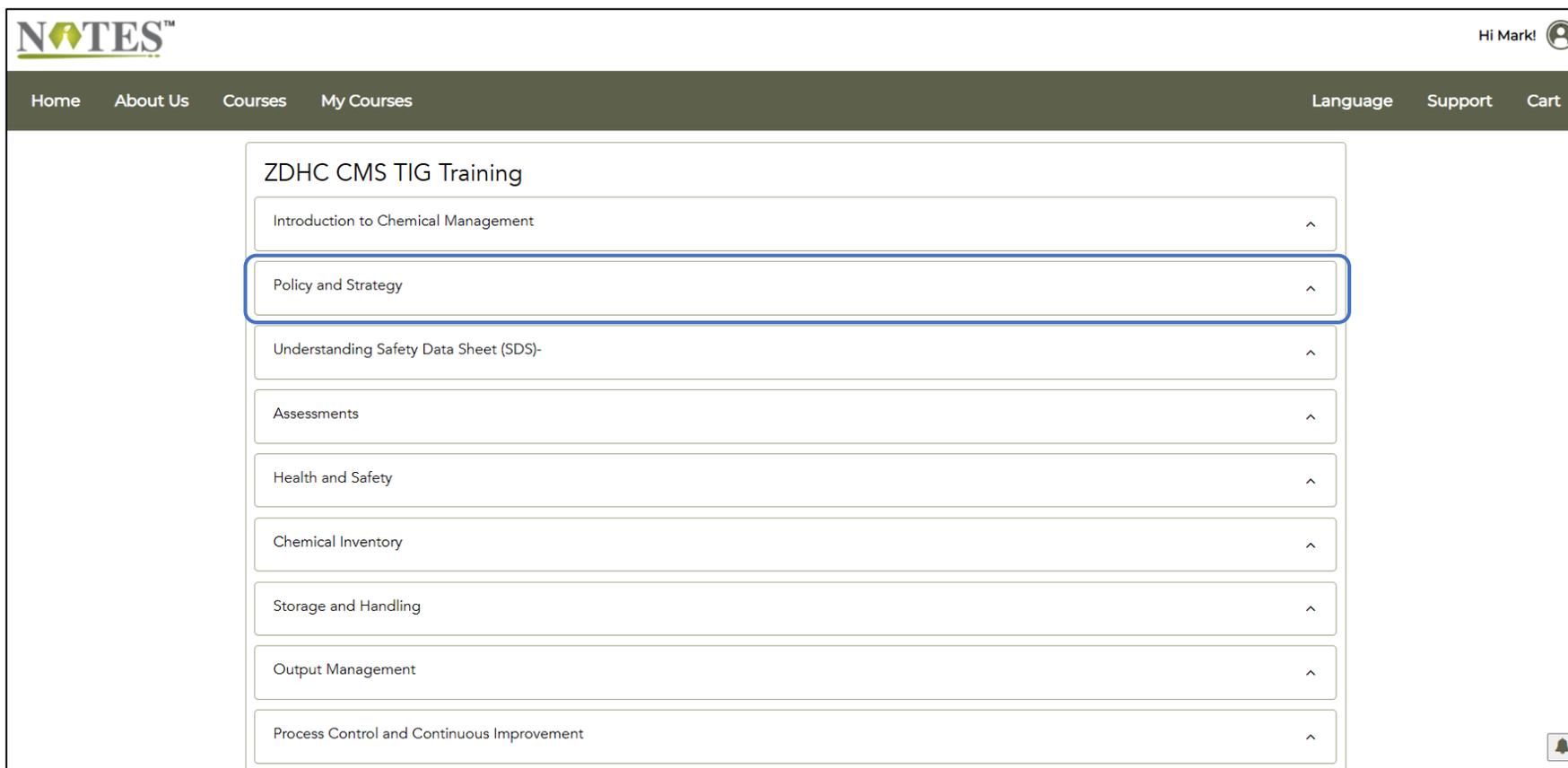
- Top left: A hamburger menu icon followed by the text "ZDHC CMS TIG Training".
- Top right: The text "RESOURCES EXIT". A yellow arrow with radiating lines points to the "EXIT" button.
- Center: A dark blue horizontal bar containing the text "NimkarTek Helpdesk".
- Below the bar: An illustration of a person with a laptop, a gear, and a wrench, all within a red circular background.
- Below the illustration: A white box containing the text "E-mail : adminnotes@nimkartek.com" and "Helpdesk: +91 8097357412".
- Bottom: A green progress bar with a white question mark icon, and a navigation bar with a play button, a refresh icon, a speaker icon, a gear icon, and a "PREV" button.

Completing a Certificate Course

Please note:

For Trainings that have multiple courses (e.g. ZDHC CMS TIG), you need to complete ALL the courses in a sequential manner before attempting the Exam.

Learners have to complete all Courses within the allowed access duration.



The screenshot displays the NOTES™ website interface. The top navigation bar includes the logo, a user profile with the name 'Hi Mark!', and links for 'Home', 'About Us', 'Courses', and 'My Courses'. On the right side of the navigation bar, there are links for 'Language', 'Support', and 'Cart'. The main content area shows a list of courses under the heading 'ZDHC CMS TIG Training'. The courses are listed in a vertical stack, each with a title and a small upward-pointing arrow icon on the right. The 'Policy and Strategy' course is highlighted with a blue border. The courses listed are: Introduction to Chemical Management, Policy and Strategy, Understanding Safety Data Sheet (SDS)-, Assessments, Health and Safety, Chemical Inventory, Storage and Handling, Output Management, and Process Control and Continuous Improvement. A notification bell icon is visible in the bottom right corner of the page.

ZDHC CMS TIG Training	
Introduction to Chemical Management	^
Policy and Strategy	^
Understanding Safety Data Sheet (SDS)-	^
Assessments	^
Health and Safety	^
Chemical Inventory	^
Storage and Handling	^
Output Management	^
Process Control and Continuous Improvement	^

Accessing the Exam after Completing the Training Course



7) Exam

- Once you have completed the Training, please click 'Take Exam'.
(Please note 'Take Exam' Button will appear only after you have completed the Course)

The screenshot shows the NOTES™ website interface. The user is logged in as 'Hi Mark!'. The navigation menu includes Home, About Us, Courses, My Courses (highlighted), Language, Support, and Cart. The main content area displays a course titled 'Chemical Safety at the Workplace'. Below the title is a table with columns: Title, Downloads, Access Duration, Status, and Action.

Title	Downloads	Access Duration	Status	Action
Chemical Safety at the Workplace	<ul style="list-style-type: none">Chemical Compatibility CheckChemical Inventory List TemplateChemical Storage GuidelinesChemical Store - OSHAFire ExtinguisherGlossary of Hazards in GHS	5 Days from Launch	Course Assign Date 15-Jun-23 12:33 PM Completed	Launch
Exam for Chemical Safety at the Workplace	No Downloads available	5 Days from Launch	From 27-Jun-23 01:23 PM To 02-Jul-23 01:23 PM Not Attempted	Take Exam (3 Attempts)

Below the table are buttons for 'Give Feedback', 'Write Review', and 'Send Message'. A callout box on the right states: 'Please note the following: Exam Attempts allowed – 3, Benchmark Score – 70%'. The 'Take Exam' button is highlighted with a blue box and an arrow pointing to the callout.

Reports / Certificate

Once you have successfully completed the Exam, you can download your Reports and Certificate from NOTES Platform Dashboard

The screenshot displays the NOTES Platform Dashboard. At the top left is the NOTES logo. The navigation menu includes Home, About Us, Courses, and My Courses. A user profile section in the top right shows 'Hi Mark!' with a user icon and a dropdown menu containing: My Dashboard, My Profile, My Orders, Reports (highlighted with a blue border), Message Centre, Change Password, and Logout. The main content area is titled 'My Reports' and includes the instruction 'Please download training status report.' Below this are three buttons: 'Course Status Report', 'Exam Report', and 'Certificate Report'. The footer contains contact information, a 'Stay in touch with us' section with an email subscription form (including a reCAPTCHA widget and a 'Subscribe' button), and a list of links: About Us, Privacy Policy, Terms And Conditions, Online Payment Policy, and Disclaimer.

Feedback and Support

The screenshot shows the NOTES website interface. At the top left is the NOTES logo. At the top right, it says "Hi Mark!" with a user profile icon. Below the logo is a navigation bar with links: Home, About Us, Courses, My Courses, Language, Support, and Cart. The main content area displays a course titled "Chemical Safety at the Workplace". Below the title is a table with columns: Title, Downloads, Access Duration, Status, and Action.

Title	Downloads	Access Duration	Status	Action
Chemical Safety at the Workplace	<ul style="list-style-type: none">Chemical Compatibility CheckChemical Inventory List TemplateChemical Storage GuidelinesChemical Store - OSHAFire ExtinguisherGlossary of Hazards in GHS	5 Days from Launch	Course Assign Date 15-Jun-23 12:33 PM Completed	Launch
Exam for Chemical Safety at the Workplace	No Downloads available	5 Days from Launch	From 27-Jun-23 01:23 PM To 02-Jul-23 01:23 PM Not Attempted	(3 Attempts)

Below the table are three buttons: "Give Feedback", "Write Review", and "Send Message". Three callout boxes are present: "Send us your comments on your Training experience" with an arrow pointing to "Give Feedback"; "Email us if you have any Technical / Admin related query" with an arrow pointing to "Send Message"; and "Write a Review for this Training!" with an arrow pointing to "Write Review".

Training Tech Support



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