

Q-MATIC

First Steps - Login and enroll in Courses

You can self-enrol in any course. You only have to do this once for each course. You will need to create a Username for yourself.

Click or type <http://tinyurl.com/6e5cvm>
Then click Create New Account.

The screenshot shows the Q-MATIC login page. On the left, there are fields for 'Username' and 'Password' with a 'Login' button. Below that is a 'Login as a guest' button. On the right, there is a section titled 'Is this your first time here?' with a list of 7 steps for creating a new account. At the bottom of this section, the 'Create new account' button is circled in red.

Fill in all fields to create yourself as a new user. Click on Create My New Account.

The screenshot shows the 'New account' form. It has fields for 'Username*', 'Password*', 'Email address*', 'Email (again)*', 'First name*', 'Surname*', 'City/town*', and 'Country'. The 'Country' dropdown menu is circled in red. At the bottom, there are 'Create my new account' and 'Cancel' buttons, and a note that 'There are required' fields.

An email will be sent to your email address. Look in your inbox

The screenshot shows an email with the subject 'your account' and the name 'blahblah'. The body text says: 'An email should have been sent to your address at ianwrabbitt@gmail.com. It contains easy instructions to complete your registration. If you continue to have difficulty, contact the site administrator.' At the bottom, the 'Continue' button is circled in red.

The email subject line

The screenshot shows an email subject line with two parts: 'Q-MATIC learning' and 'Q-MATIC Online Training: account confirmation'.

Your system may SPAM this email watch out for it!!!

Click on the link in Contents of the email message

The screenshot shows an email message. The text says: 'A new account has been requested at 'Q-MATIC Online Training' using your email address. To confirm your new account, please go to this web address: <http://learnq-matic.co.uk/login/confirm.php?data=9H34mKC4XWwSyV5/junkuser> In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window. If you need help, please contact the site administrator.'

Clicking on the link will take you to this message, Click on the Courses button

The screenshot shows a confirmation message: 'Thanks, Ian Rabbitt' and 'Your registration has been confirmed'. Below this, the 'Courses' button is circled in red.

You will be taken to a page from which you select your courses. Click on the course you need to do

The screenshot shows the 'Course categories' page. It lists several categories: 'Logging in, Navigation and Common Tasks', 'My Role at Reception', 'My Counter or Service Desk Role', 'My Back Office Role', 'My Administrator Role', and 'Miscellaneous'. A red arrow points to the 'Logging in, Navigation and Common Tasks' category.

An Enrolment key will have been provided. Enter the Key and Click Enrol me in this course

The screenshot shows the 'Login to LoginOut' page. It has a section for 'Enrolment key' with a text input field and the 'Enrol me in this course' button circled in red.

You can now login at anytime using your Username and password

Q-MATIC

Quickstart Guide for New Online Participants

Select the Course that you want to take by clicking the course name

Available Courses

Student Induction Course	An introduction to online learning for students. A course to introduce Moodle features and course interaction.
Moodle Features Demo	This course outlines Moodle's features by providing examples of all the main sorts of activities and types of content that Moodle offers in an easy-to-browse form.
My Role at Reception	Course Description Introduction to Q-MATIC Suite gives participants thorough knowledge of the entire set of business processes used by Reception, Service Desks, or Information Counters, and Floorwalkers. Through practice and a thorough review of participant needs you can be confident that front office staff can manage and process customers in the most efficient manner using the Q-MATIC Suite system.

You will be asked to login

You will have been provided a login and password for courses you have access to by Q-MATIC Training

Returning to this web site?

Login here using your username and password (Cookies must be enabled in your browser) ?

Username

Password

Moving around your Courses

Each Course is divided into numbered topics. By far the easiest way to move around is to Scroll down the screen and do each topic or ...

2 You are asked to Login to Q-MATIC. How do you do it?
In this session you will login to the Q-MATIC system and set up your session for the day. You will learn how to tell the system where you are sitting and what you are going to do
[Login and enter your Session Settings](#)

3 How do you move around the screens, what do you have to do?
It's a good idea to know how to move around the screens and understand what each part of the screen does ...
[Navigate the Q-MATIC screens](#)

Choose to display only one topic (this includes the course heading) you can click on the box symbols shown above.

You can now jump to any other section. Click the double box shown below to see all sections again.

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Jump to...
Jump to...
1 - Your role at Reception involves a number of important things...
3 - How do you move around the screens, what do you have to do? ...
4 - Reception Issues a Ticket Customers can take a seat, see th...
5 - What's in a Ticket? Let's look a bit closer at a Ticket

Breadcrumbs are the coloured bar at the top of the screen. Clicking on parts of the "breadcrumb trail" takes you to parts of the course or web-site.

My Role at Reception | Jump to...
Q-MATIC > Reception_101 > Choices > What do you think you will do most often?

Breadcrumb Trail example

To Web-site

To List of same activities

Click here to Course

Previous Activity

Jump to any section

Next Activity