QUICK GUIDE

How to Become a uQualio® User

First step: Create 'My Profile'
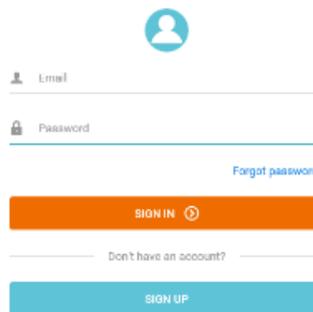
To get started you must create your 'User' on: app.uqualio.com/

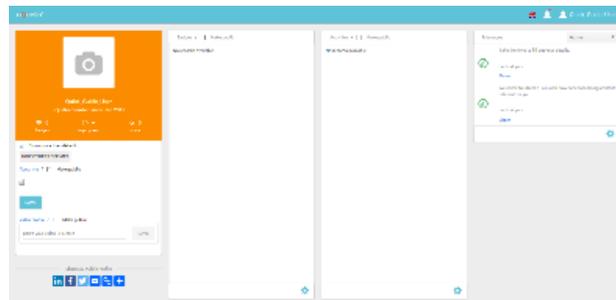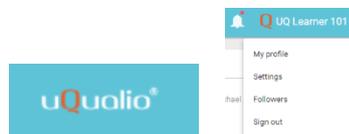|	
In the top right corner choose your language preference and press the button Sign.	
A Pop-up appears. Press the turquoise button 'Sign Up' if you do not have a profile already. If you already have a user profile you just press 'Sign In'. If you have forgotten your password, press the blue text. Follow the instructions to activate your user (add your email, make a password, accept terms and activate link)	
Now you have made your uQualio® user. Here is what 'My Profile' page looks like. It is a page with all your user information, the badges that you've obtained, your activities on different courses, and your received messages.	
You can always find 'My Profile' by clicking on the uQualio® logo in the top left corner or the user name or picture in the top right corner.	

Step 2: Fill out 'My Profile' and/or Change Settings

Add your picture by pressing the camera icon (the picture must be 200 x 200 pixels).

A username is automatically given by using your email address. If you want to change your username, then press the name and your 'Profile settings' appears.

Your 'Settings' can also be found by clicking the user icon in the top right corner and.

Under the tabs in the 'User settings' you can change the following:

- General: You can specify/change you name, your username, your country of origin (=your language preference), your email address and your phone number.
- Privacy: You can view the terms that you have accepted.
- Notifications: You decide how often you want to be notified.
- Change Password: Allows you to change passwords
- Permissions: Shows which companies/organizations you have trained with and given permission to see the training data.
- Delete my Profile: you can delete your profile.

You return to 'My Profile' by clicking '<-User home' at the top left.

Under 'About me' and 'Video Profile' you can write a description and add a link to a personal video about yourself. You can only add one video.
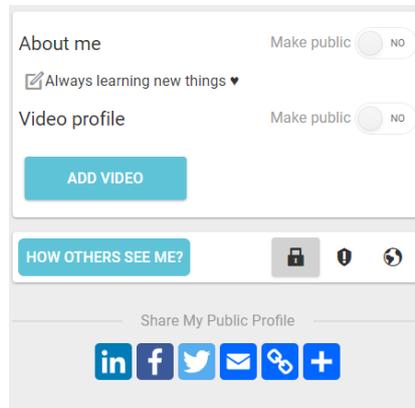
Step 3: Private, Protected or Public profile?

As a uQualio® user you can decide to make your profile (or parts of it) public. You choose you settings on the 3 icons:
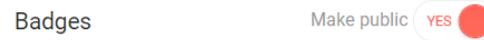
- Lock = private
- Exclamation = protected, only uQualio users can see it
- Earth = public to everyone.

By pressing the button 'How others see me?' you see your profile as other will see it.

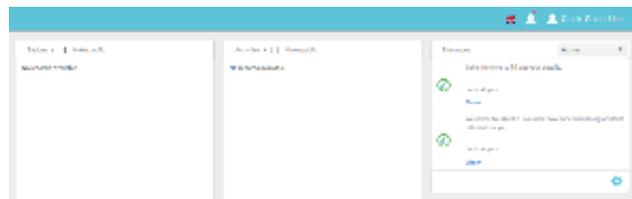If your profile is public, you can share it by clicking the icons below.

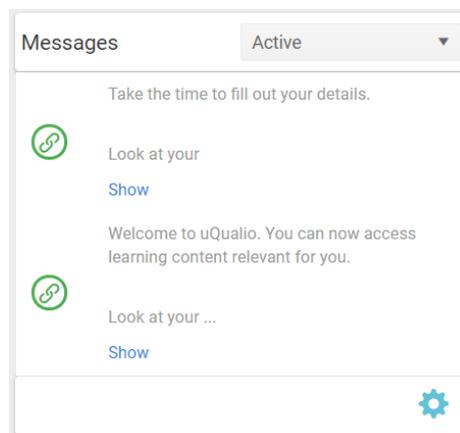You can control which sections should be shown public by ticking the boxes at the top

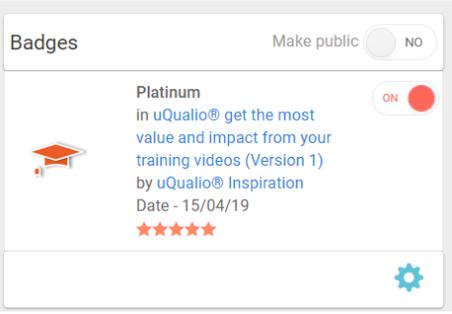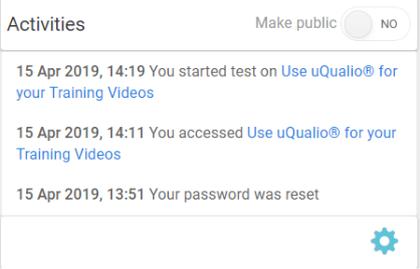## Step 4: Use your profile page

The next sections on your profile page shows:

- Badges
- Activities
- Messages

In the 'Messages' Section to the left you find your messages, and invitations.

Once you finish a course and earn a badge you can find the badge on your wall. You can now always find the course again. You can decide if the badge is public or not on the 'On' slider. On the icon 'wheel' at the end you adjust your settings for badges.	Badges — Make public NO Platinum — ON in uQualio® get the most value and impact from your training videos (Version 1) by uQualio® Inspiration Date - 15/04/19 ★★★★★
In the 'Activities' section you can see your activities. On the icon 'wheel' at the end you adjust your settings for activities.	Activities — Make public NO 15 Apr 2019, 14:19 You started test on Use uQualio® for your Training Videos 15 Apr 2019, 14:11 You accessed Use uQualio® for your Training Videos 15 Apr 2019, 13:51 Your password was reset

Now you are ready to share learn, compete with colleagues & friends and share badges.

Support

You can find answers to Frequently Asked Questions on: https://www.uqualio.com/faq.html

You can chat with our support using the blue chat button

Sales Contact

If you want to use it for your company's videos, contact sales on mail: Sales@uQualio.com

uQualio® Website

Web: www.uQualio.com