



User Guide

System Requirements

Before you access this eLearning course from Ceasefire Learning Center, please make sure your system is appropriately configured for best experience.

Here is the minimum system requirement for accessing the learning environment:

- Minimum 4 GB of RAM, 2 GHz Processor.
- A resolution of 1024x768 or higher is recommended.
- Minimum 128 kbps network speed. 256 kbps or higher is recommended.
- Microsoft Edge for Windows 10 (Microsoft Edge Chromium)
- Latest stable browser version of Apple Safari, Mozilla Firefox, Google Chrome or Microsoft Edge.
- Cookies and JavaScript are required to be enabled.
- Pop-up blocker must be disabled for running the courses smoothly.
- Please make sure you have your multimedia speakers or headphones attached to your system.

Enabling Pop-Ups

- Google Chrome: <https://support.google.com/chrome/answer/95472?hl=en&co=GENIE.Platform%3DDesktop>
- Microsoft Edge: <https://support.microsoft.com/en-us/search?query=allow%20pop%20ups%20in%20edge>
- Mozilla Firefox: <https://support.mozilla.org/en-US/kb/pop-blocker-settings-exceptions-troubleshooting>
- Apple Safari: <https://support.apple.com/en-in/guide/safari/sfri40696/mac>

ACCESSING THE CAFE 2.0

CAFE 2.0 Log-in

Ceasefire L&D team has shared your username and temporary password via the email to your email account. Please use that information to login into the system.

URL: <http://cafe.org.in>



CAFE 2.0 Log-in

1. Click on “Login” option on the top right hand corner. Select “Internal”.
2. Enter the user id and password provided by the Ceasefire L&D Team.
3. Click “Login” to proceed.



CAFE 2.0 Log-in interface showing a video player and a login form.

The video player displays the text: **SEAMLESS NETWORK OF LOGISTICS**

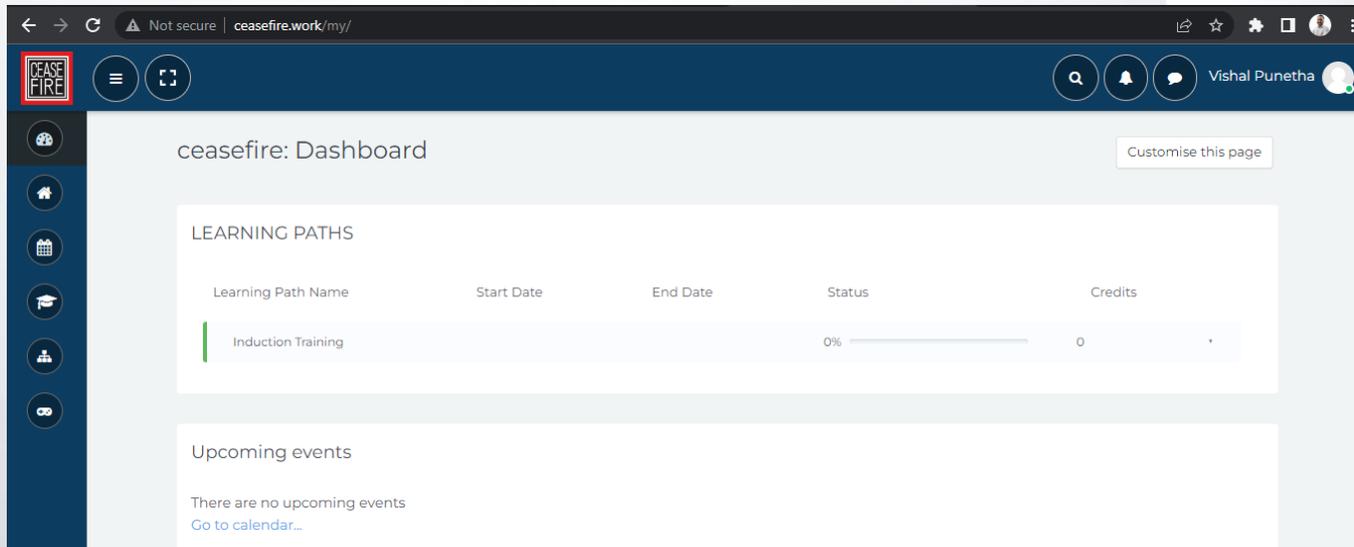
- A robust distribution channel
- Covering the entire length and breadth of the country

The login form includes the following elements:

- Radio buttons: Internal, External
- User ID input field: E00019
- Password input field:
- Checkboxes: Remember username, [Forgot Password?](#)
- Log in button

Launching the Course

- After successful login and changing your password, you will see the homepage of CAFE 2.0.
- This is your learning dashboard where you would see all assigned courses along with their respective status. For now there is only one course in this block.



The screenshot shows a web browser window with the URL `ceasefire.work/my/`. The page title is "ceasefire: Dashboard". A navigation sidebar on the left contains icons for Home, Calendar, Courses, Profile, and Settings. The main content area features a "LEARNING PATHS" section with a table of courses. Below this is an "Upcoming events" section which is currently empty.

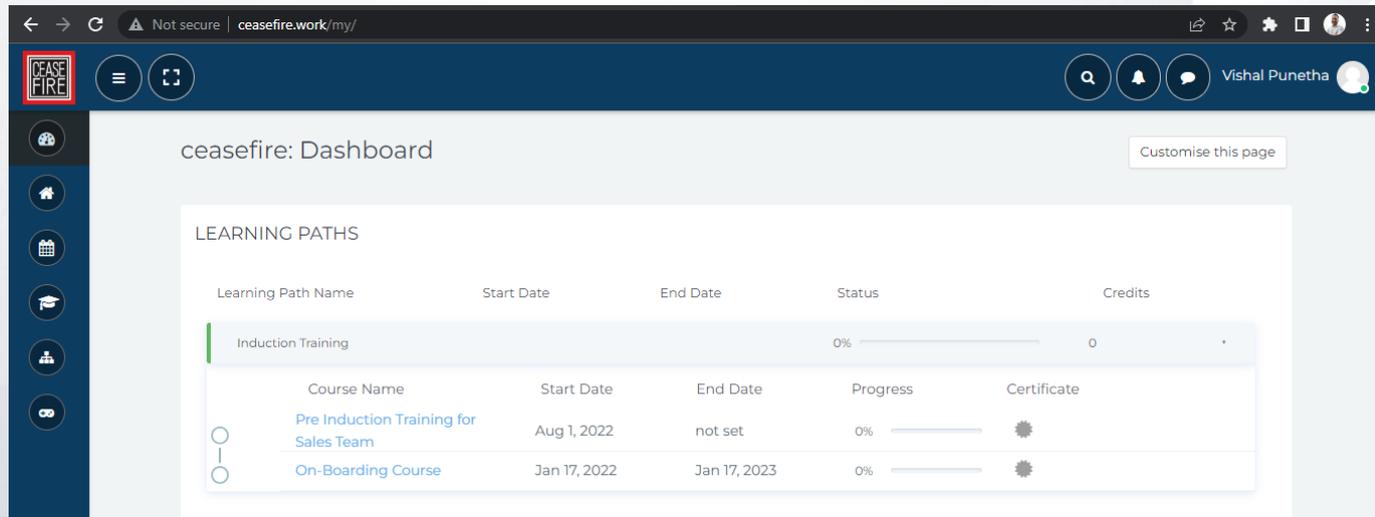
| Learning Path Name | Start Date | End Date | Status | Credits |
|--------------------|------------|----------|--------|---------|
| Induction Training | | | 0% | 0 |

Upcoming events

There are no upcoming events
[Go to calendar...](#)

Launching the Course

- Under “learning path” you will be able to see the courses assigned to you.
- Read the basic information about this course and click on the name of the training. In this case induction training for sales team. You will see the following:

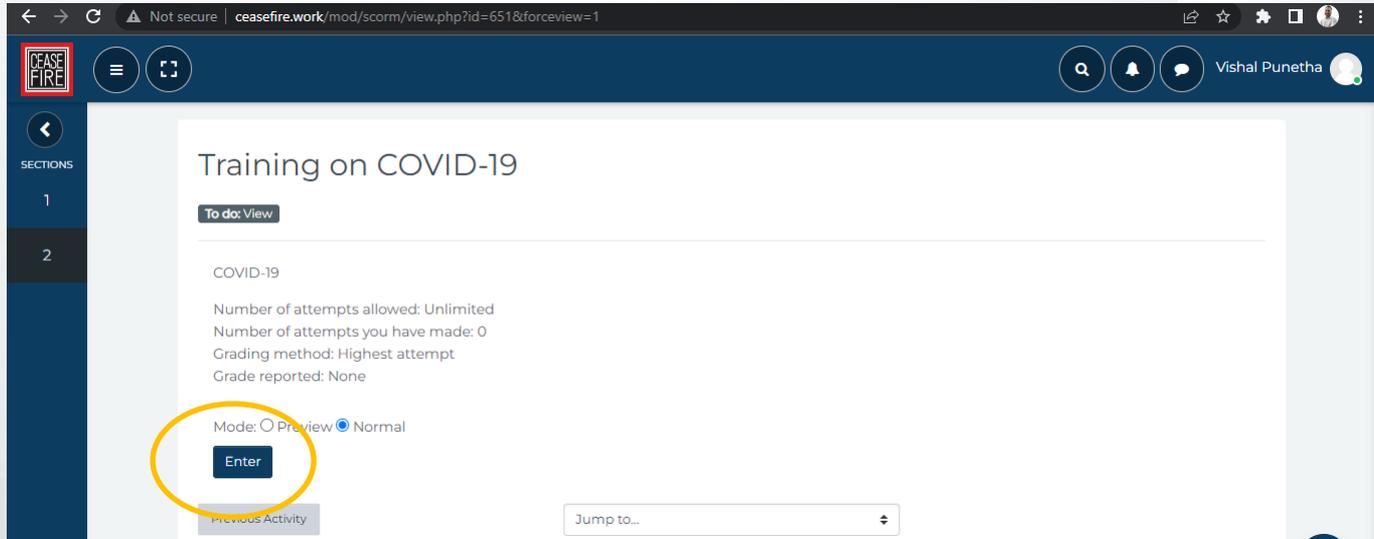


The screenshot shows a web browser window with the URL `ceasefire.work/my/`. The page title is "ceasefire: Dashboard". A sidebar on the left contains navigation icons for Home, Calendar, Courses, Users, and Settings. The main content area displays a "LEARNING PATHS" section with a table of learning paths. One path, "Induction Training", is expanded to show a list of courses. The first course, "Pre Induction Training for Sales Team", is highlighted.

| Learning Path Name | Start Date | End Date | Status | Credits |
|---------------------------------------|-------------------|-----------------|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Induction Training | | | 0%  | 0 |
| Course Name | Start Date | End Date | Progress | Certificate |
| Pre Induction Training for Sales Team | Aug 1, 2022 | not set | 0%  |  |
| On-Boarding Course | Jan 17, 2022 | Jan 17, 2023 | 0%  |  |

Into A Specific Module

- You will see the details in the form of a write up and links within each program. Click on Enter to launch the course.



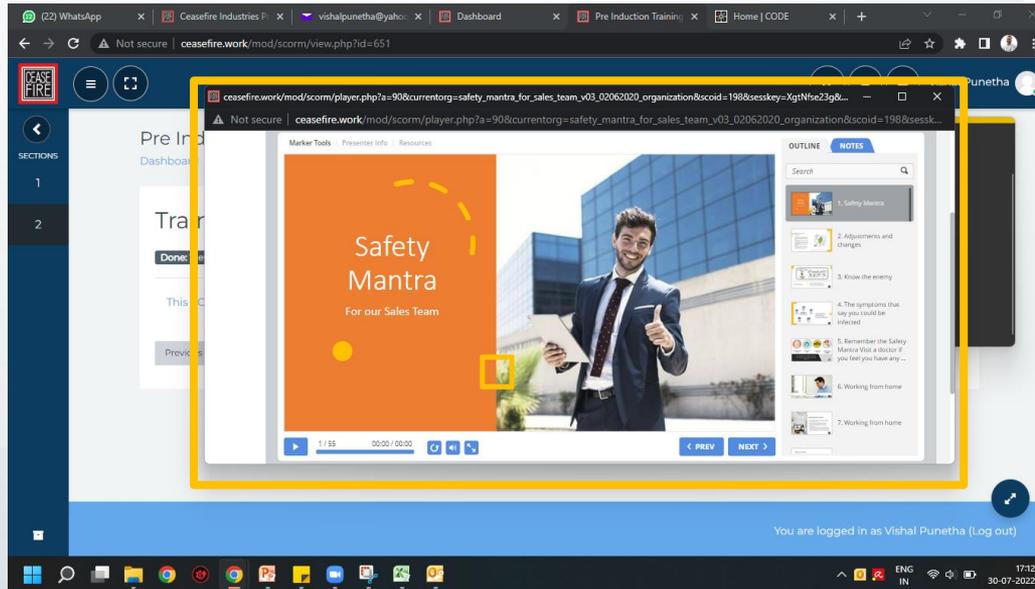
The screenshot shows a web browser window displaying a Moodle course page. The address bar shows the URL: `ceasefire.work/mod/scorm/view.php?id=651&forceview=1`. The page title is "Training on COVID-19". On the left sidebar, under "SECTIONS", section 2 is selected. The main content area displays the following information:

- To do:** View
- COVID-19**
- Number of attempts allowed: Unlimited
- Number of attempts you have made: 0
- Grading method: Highest attempt
- Grade reported: None
- Mode: Preview Normal

A yellow circle highlights the "Enter" button located below the mode selection. At the bottom of the page, there is a "Previous Activity" button and a "Jump to..." dropdown menu.

Module Launch pop-up

- The course will open in a pop-up window. (Read the instructions for disabling pop-up shared previously). If you are on a slow network, please allow some time for the course to load properly with all the required assets.



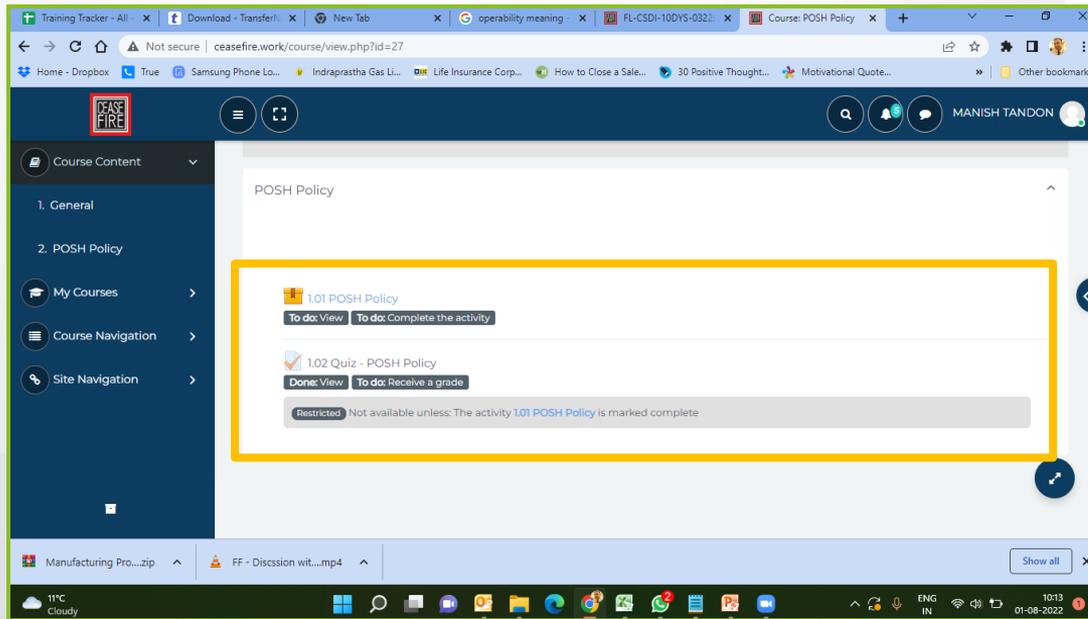
Course Navigation

1. Play/Pause: Use this toggle button to pause or play the frame
2. Progress Bar: This bar will show you your progress through the frame
3. Duration: Displays the total running time of the frame in Minutes: Seconds
4. Replay: Replays the current frame
5. Mute Sound: Use this toggle button to mute or unmute the audio of the course
6. Full Screen: Toggles full screen
7. Previous: Click Previous to navigate back to the frame previous to the current frame
8. Next: Click Next to navigate forward to the frame ahead of the current frame



Post Assessments

- At the end of the course, there will a final assesment or a quiz which is called Post Assessment.
- Click on the quiz to start



The screenshot displays a web browser window with the URL `ceasefire.work/course/view.php?id=27`. The page title is "POSH Policy". On the left, a navigation menu is visible with the following items:

- Course Content
 - 1. General
 - 2. POSH Policy
- My Courses
- Course Navigation
- Site Navigation

The main content area shows two activities:

- 1.01 POSH Policy**: Status: **To do: View** | **To do: Complete the activity**
- 1.02 Quiz - POSH Policy**: Status: **Done: View** | **To do: Receive a grade**

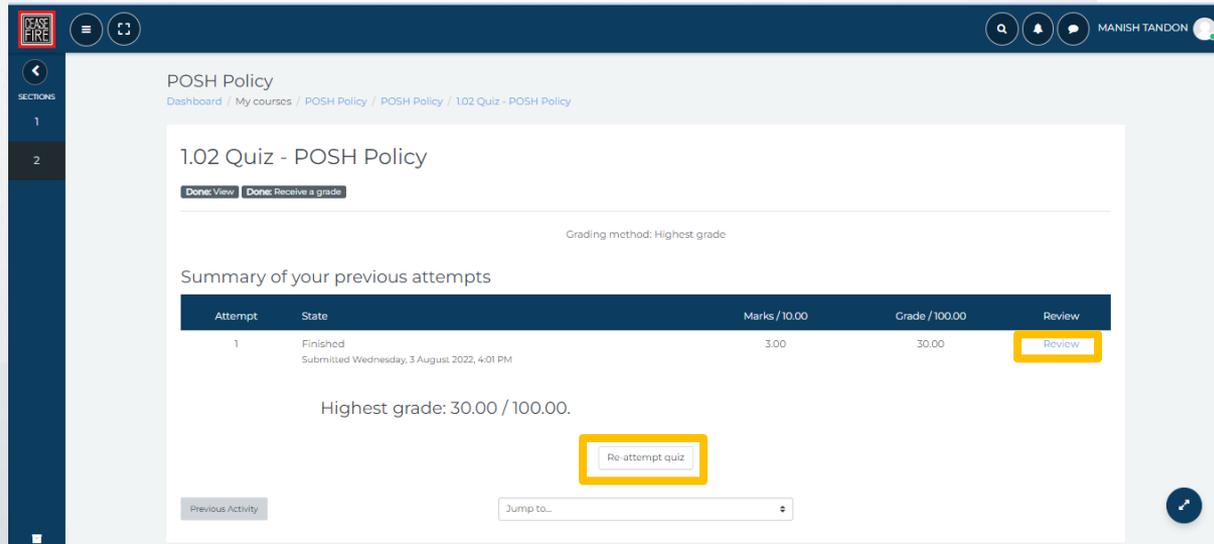
A yellow box highlights the quiz activity. Below it, a grey message box states: **Restricted** Not available unless: The activity 1.01 POSH Policy is marked complete.

Attempting Quiz

- You can start the quiz by clicking on the “Attempt quiz now” button
- Once you have completed all the questions (attempted question numbers will turn blue), Click “Finish Attempt”

Quiz Scoring

- In order to pass this quiz, you must score at least 70% score. If you do not get 70% score in the assessment, you can either reattempt the assessment or retake the course to learn the concepts again.
- After completing the Post Assessment, you can review your answers from the review screen. You will also be presented with the feedback as to why your answer(s) is/were not correct.



The screenshot displays the user interface for a quiz titled "1.02 Quiz - POSH Policy". The user's name, "MANISH TANDON", is visible in the top right corner. The interface shows the quiz title and a breadcrumb trail: "Dashboard / My courses / POSH Policy / POSH Policy / 1.02 Quiz - POSH Policy". Below the title, there are two buttons: "Done: View" and "Done: Receive a grade". The grading method is set to "Highest grade".

A section titled "Summary of your previous attempts" contains a table with the following data:

| Attempt | State | Marks / 10.00 | Grade / 100.00 | Review |
|---------|---------------------------------------------------------|---------------|----------------|------------------------|
| 1 | Finished Submitted Wednesday, 3 August 2022, 4:01 PM | 3.00 | 30.00 | Review |

Below the table, it states "Highest grade: 30.00 / 100.00." and provides a "Re-attempt quiz" button. At the bottom, there is a "Previous Activity" button and a "Jump to..." dropdown menu.

Rewards for you

CAFE 2.0 has a point-based reward system to reward you for your efforts towards learning. You can earn points for completing tasks and meeting learning objectives.

How can you earn points?

- Daily Spin Wheel
- Daily Quiz
- Daily Login Bonus
- Course Completion
- Evaluation or Assessment performance
- Surprise Scratch Cards

These points can be converted in CF Cash which can be used to buy a range of gifts available in rewards portal.

Reward portal can be accessed here: <http://rewardme.com>

Point Matrix

1. You will be rewarded 500 points as welcome bonus.
2. Points can be accrued through various activities as mentioned in the previous slide.
3. You will start as Team Ceasefire Cadet and as and when you achieve the points and average course score for the next rank, you will be leveled up.
4. Point multiplier (based on the rank) increases your points value in CF Cash.
5. Minimum redemption value is 1000 points.

| Rank | Points | Average Course Score | Multiplier |
|-----------------------------|--------------------|----------------------|------------|
| Team Ceasefire Chief | 20000 | 97% | 3.00 |
| Team Ceasefire General | 16000 | 95% | 2.00 |
| Team Ceasefire Brigadier | 12000 | 93% | 1.00 |
| Team Ceasefire Colonel | 10000 | 89% | 0.65 |
| Team Ceasefire Major | 8000 | 87% | 0.55 |
| Team Ceasefire Captain | 6000 | 85% | 0.45 |
| Team Ceasefire Lieutenant | 4000 | 83% | 0.35 |
| Team Ceasefire Officer | 2000 | 81% | 0.25 |
| Team Ceasefire Fire-fighter | 1000 | 79% | 0.15 |
| Team Ceasefire Cadet | 500 Welcome points | - | - |

Point Matrix- Example

Example-

- 10000 Points and 79% Average Score
 $10000(\text{Points}) * 0.15(\text{Applicable multiplier basis rank}) = 1500 \text{ CF Cash}$
- 10000 Points and 89% Average Score
 $10000(\text{Points}) * 0.65(\text{Applicable multiplier basis rank}) = 6500 \text{ CF Cash}$

Value of the points will increase in proportion to the score achieved in assessments.

| Rank | Points | Average Course Score | Multiplier |
|-----------------------------|--------------------|----------------------|------------|
| Team Ceasefire Chief | 20000 | 97% | 3.00 |
| Team Ceasefire General | 16000 | 95% | 2.00 |
| Team Ceasefire Brigadier | 12000 | 93% | 1.00 |
| Team Ceasefire Colonel | 10000 | 89% | 0.65 |
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| Team Ceasefire Lieutenant | 4000 | 83% | 0.35 |
| Team Ceasefire Officer | 2000 | 81% | 0.25 |
| Team Ceasefire Fire-fighter | 1000 | 79% | 0.15 |
| Team Ceasefire Cadet | 500 Welcome points | - | - |

Common Troubleshooting

In case you need help with system login, launching the course, submitting the course feedback or viewing your certificate, you can call **LMS Team @ +91 7042497106**. You can also email your queries or issues to cafe@ceasefire.com

Login Issues

- Make sure you enter the correct username and password, please do not type the user name or password manually, copy paste from the email you must have received from Ceasefire Learning and Development Team.
- Please note that your password is case sensitive
- Use Forget Password if you need to reset your password

Course Launch Issues

- Able to login to the Learning Center but course link is not visible
 - This means that you have not been enrolled to take this course. Contact café@ceasefire.in, we will quickly verify your enrollment and take appropriate actions.
- Not able to view the course
 - Please check if pop-ups blocker is enabled or not. Follow the instructions in this manual to disable them for this site.
- Pop-up is opening but can't see any content in it
 - Make sure you have the latest browser version
- Not able to view my certificate
 - Make sure you have a PDF viewer installed on your computer. If you would like to install then click [here](#).