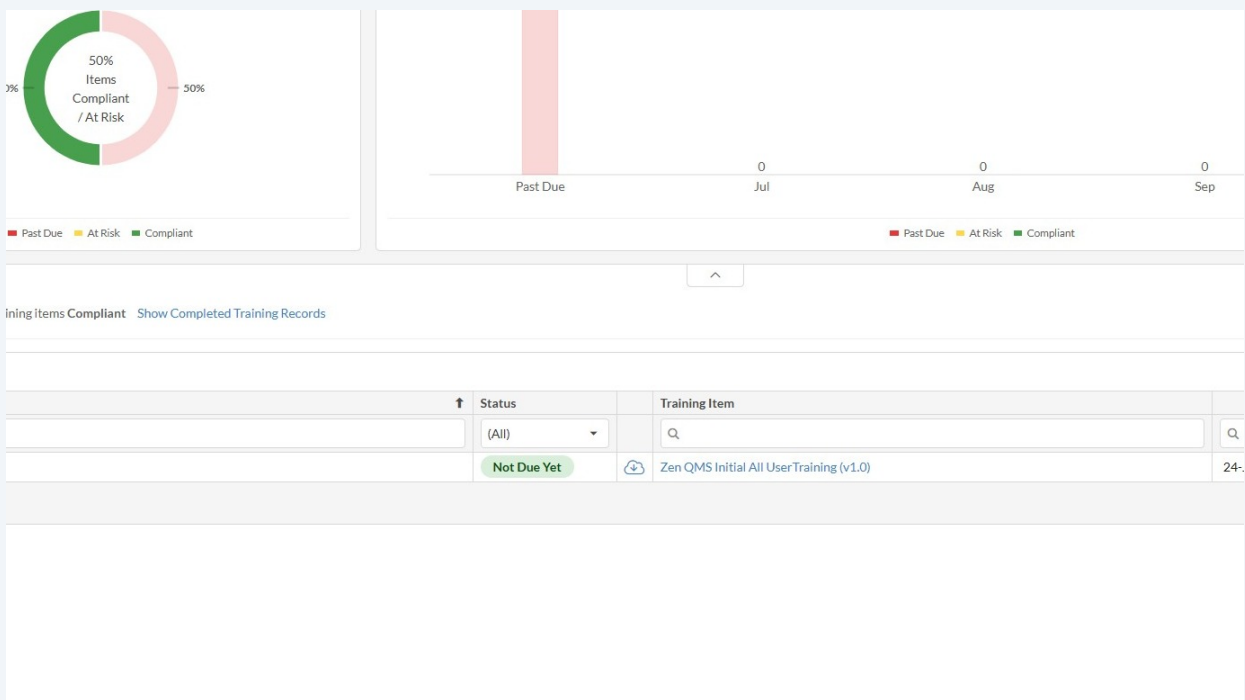


How To Complete Training In ZenQMS

Learn the necessary steps to finalize your training modules within the ZenQMS platform. This guide explains how to navigate the training dashboard and correctly apply your electronic signature to complete the process.

1 Navigate to [yourdashboard.](#)



2 Click "Train Now"

The screenshot shows a training dashboard. At the top, there are two charts: a donut chart on the left and a bar chart on the right. The donut chart has a legend with 'Past Due' (red), 'At Risk' (yellow), and 'Compliant' (green). The bar chart shows a single red bar labeled 'Past Due' with the value '0' and the date 'Jul'. Below these charts, there is a section titled 'Training Items - 1 Selected training items Compliant' with a link 'Show Completed Training Records'. A table below this section lists training items. The first row is for 'Sara Kerr' with a status of 'Not Due Yet' and a training item 'Zen QMS Initial All UserTraining (v1.0)'. The 'Train Now' button in the first column of this row is circled in orange. The table has columns for 'Execute', 'User Name', 'Status', and 'Training Item'. The 'Execute' column contains a 'Train Now' button and a progress bar showing 10% completion. The 'User Name' column contains 'Sara Kerr'. The 'Status' column contains 'Not Due Yet'. The 'Training Item' column contains 'Zen QMS Initial All UserTraining (v1.0)'. On the left sidebar, there are links for 'Insights', 'Integrations', 'Settings', and 'Help'.

Execute	User Name	Status	Training Item
Train Now	Sara Kerr	Not Due Yet	Zen QMS Initial All UserTraining (v1.0)

3 Select "True" for the training challenge question.

The screenshot shows a training challenge questions interface. On the left, there is a large dark grey area with the text 'Microsoft Teams' and 'Training'. On the right, there is a section titled 'Training Challenge Questions' with a dropdown arrow. Below this section, there is a question: 'I have viewed this recording or I was a participant in the live session.' The question has two radio button options: 'True' and 'False'. The 'True' radio button is circled in orange. Below the question, there is a section titled 'Training Item Details' with a dropdown arrow. This section contains a table with the following information:

Category	Work Aides and Best Practices
Effective Date	24-JUN-2026
Description	Zen QMS Initial All UserTraining
Version Comments	Original

4 Click "Complete Training"

The screenshot shows a web application interface for training. On the left, a large dark rectangle contains the word "Training" in white. Above it, the text "Microsoft Teams" is visible. The top navigation bar includes a "Documents" tab with "Zen QMS Initial All ..." and a "Sandbox" button. A "Precision Ocular Network" logo is in the top right. A "v1.0: EFFECTIVE" status is shown. A "Hide" button is next to a gear icon. The "Complete Training" button is circled in orange. Below the main content area, there are two sections: "Training Challenge Questions" and "Training Item Details".

Training Challenge Questions

You must answer at least 100% of these questions correctly

Question	Answer
I have viewed this recording or I was a participant in the live session.	☒ True ☐ False

Training Item Details

Category	Work Aides and Best Practices
Effective Date	24-JUN-2026
Description	Zen QMS Initial All User Training
Version Comments	Original

5 Enter your password in the Password field.

The screenshot shows a dialog box titled "Execute Document Training Signature". It contains a "Signature Reason*" field with a text area containing the text: "I certify that I understand the document/training referenced above, how it relates to other referenced SOPs/documents as applicable and how it affects my job functions and responsibilities." Below this are fields for "User ID*" (containing "skerr@miraclesinsight.org") and "Password*" (containing masked characters). The "Password*" field is circled in orange. A "Submit Electronic Signature" button is at the bottom.

Execute Document Training Signature

Signature Reason*

User ID*

Password*

Submit Electronic Signature

Documents
Zen QMS Initial All ...

Execute Document Training Signature

Signature Reason*

I certify that I understand the document/training referenced above, how it relates to other referenced SOPs/documents as applicable and how it affects my job functions and responsibilities.

User ID*

skerr@miraclesinsight.org

Password*

.....

Submit Electronic Signature

Training

6 Click "Submit Electronic Signature"

Documents
Zen QMS Initial All ...

Execute Document Training Signature

Signature Reason*

I certify that I understand the document/training referenced above, how it relates to other referenced SOPs/documents as applicable and how it affects my job functions and responsibilities.

User ID*

skerr@miraclesinsight.org

Password*

.....

Submit Electronic Signature

Training