

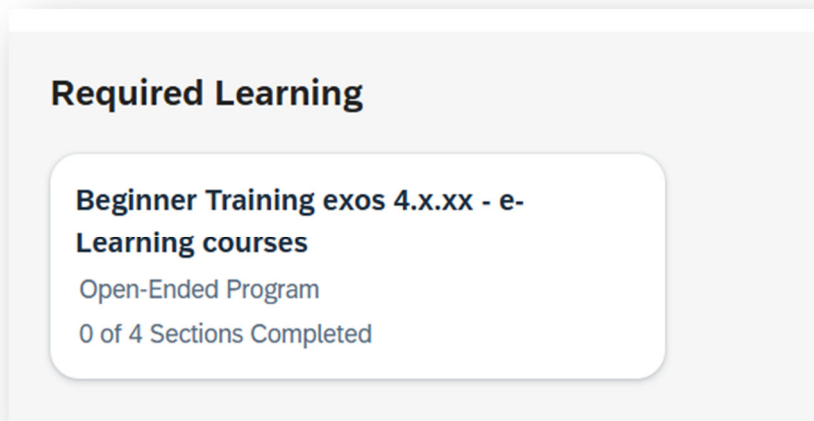
Learning Homepage

User Guide: dormakaba Learning Portal

On your Learning Homepage you will find personalized learning content, which is divided into different categories:

1) Required Learning

The Required Learning section shows trainings assigned by the learning team on behalf of dormakaba or managers. These assignments are mandatory to complete. On the card, you will find the deadline to complete the course, the mode of instruction and the duration.



2) Important Learning

Important Learnings are assigned learnings by the learning team on behalf of dormakaba or managers. These are chosen based on your function and are highly recommended, but voluntary to complete.

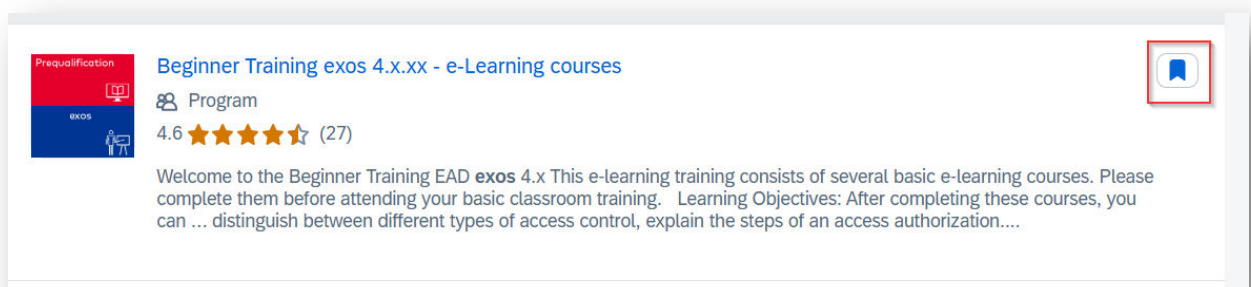
3) Invest in Myself

The invest in Myself section shows previously self-assigned learning. These are typically courses that you found in the catalogue and have started.

4) Latest Bookmarks

The Latest Bookmarks section shows saved courses using the bookmark feature. It provides an easy way to manage your learning interest in a single page, separated from courses you are already engaged or have been assigned.

If you are no longer interested in a bookmark course, click the flag in the top right-hand corner and remove the bookmark.



Search and run content

Simple search

Use the search mask in the “Find Learning” block on the start page to find training content:

The screenshot shows the 'Find Learning' interface with the search term 'exos'. The left sidebar contains filters for Learning Type (Program, Instructor-Led) and Categories (Electronic Access & Data (EAD), Sales Training, 01 Basic, Technical Training, Products, All learning & training offerings, Introduction, 02 Advanced). The main area displays 6 results, including 'Beginner Training exos 4.x.xx - e-Learning courses' and 'Webinare EAD Products and EAD Systems (Solutions)'.

On the results page, use the filter tool to hone your search. Use the Filters options for narrowing down your search:

The screenshot shows the 'Find Learning' filter tool. The search bar contains 'leadership toolbox'. The 'Filters' section is expanded, showing options for Learning Type, Delivery Method, Categories, Duration, and Source.

- **Learning Type** includes filters such as online, instructor led, or instructor led with online content.
- **Delivery Method** includes webinar, classroom, blended or eLearning
- **Categories** allows you to select more specific key terms related to your search.