




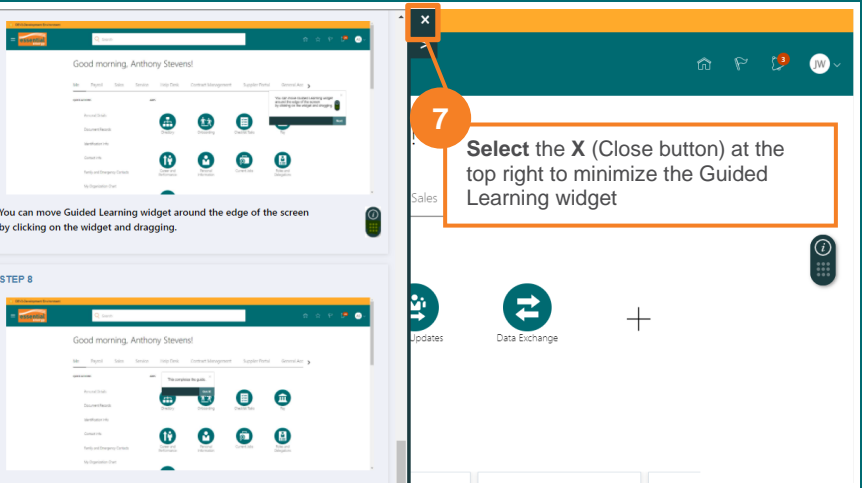
How to Use Oracle Guided Learning Quick Reference Guide

 Why should I use this guide?	Use this guide to learn how to use the Oracle Guided Learning application.
 Who might use this guide?	This guide can be used by Essential Energy suppliers who have access to the Supplier Portal.
 What Oracle Guided Learning guides are available?	<ul style="list-style-type: none"> • Supplier Creates Response to Negotiation Invitation • Supplier Download Negotiation Spreadsheet • Supplier Upload Negotiation Spreadsheet • Update Supplier Profile

This guide provides information to assist you to complete a task within Oracle using the Oracle Guided Learning application.

Step Component	Screenshot
Open the Guided Learning widget from the Supplier Portal.	

Step Component	Screenshot
<p>Accessing the Oracle Guided Learning Menu</p>	<p>Good afternoon, John Wills!</p> <p>2 Search and Select the Guide name of interest to start being stepped through.</p> <p>3 Alternatively, click on the arrowhead next to the Guide's name to view the steps.</p>
<p>View a Learning Guide via two options.</p>	<p>Welcome to Guided Learning</p> <p>STEP VIDEO</p> <p>Good morning, Anthony Stevens!</p> <p>4 Click the Play button to view as a Step Video.</p> <p>5 View the steps one-by-one through scrolling down or print them as a PDF.</p>
<p>Moving the Oracle Guided Learning widget.</p>	<p>Good morning, John Wills!</p> <p>My Client Groups Partner Management Sales Service Help Desk Business Plan ></p> <p>6 Move the Guided Learning widget around the edge of the screen by clicking on it and dragging it.</p>

Step Component	Screenshot
<p>Close the Oracle Guided Learning widget.</p>	 <p>You can move Guided Learning widget around the edge of the screen by clicking on the widget and dragging.</p> <p>STEP 8</p>