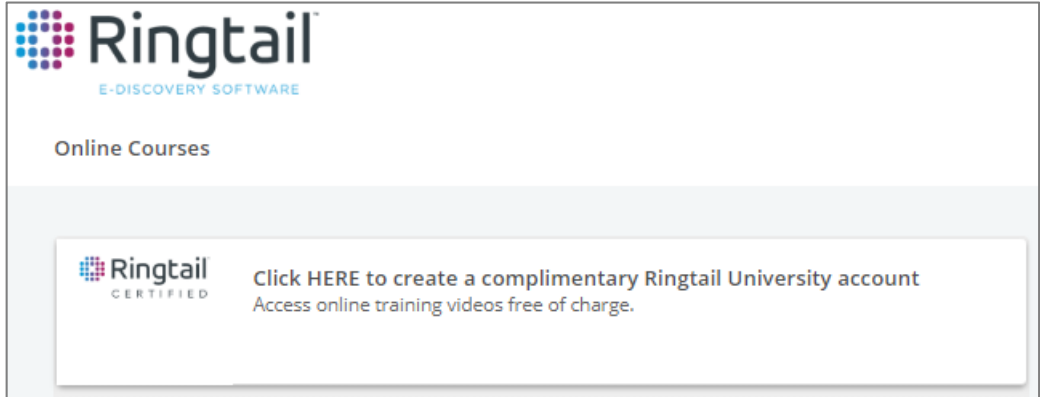
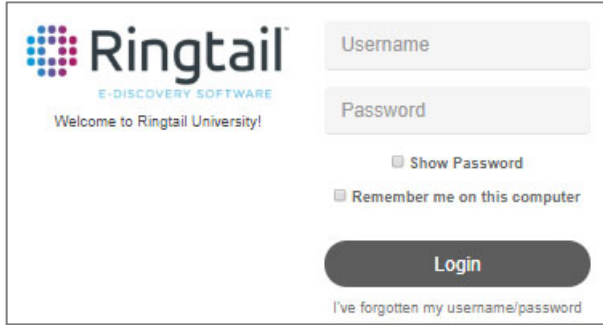
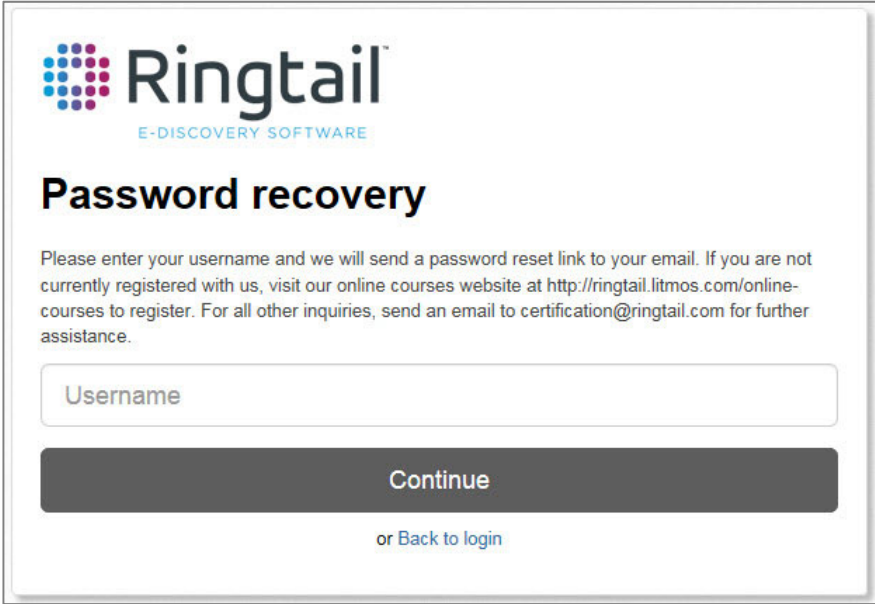
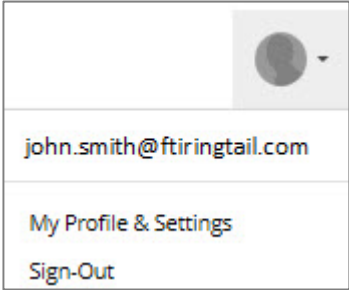


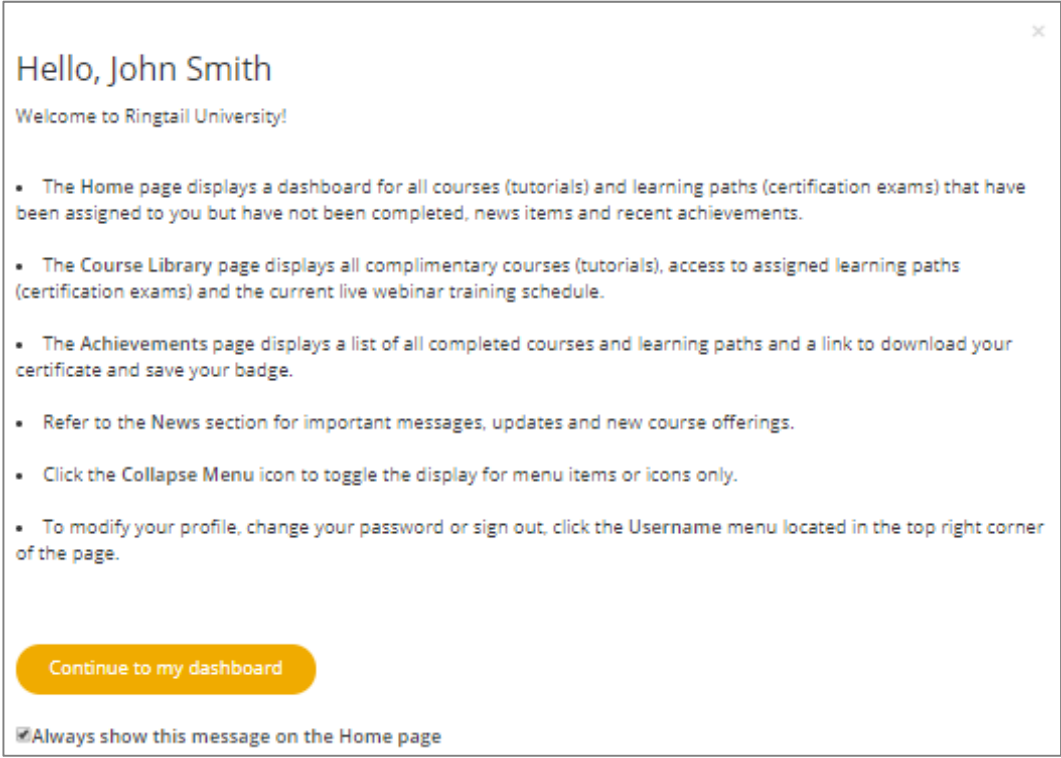
## Ringtail University User Guide

**Ringtail University** provides access to an extensive array of Ringtail training tutorials and references and an opportunity to become a Ringtail certified user by participating in the Ringtail Certification Program.

### Getting Started

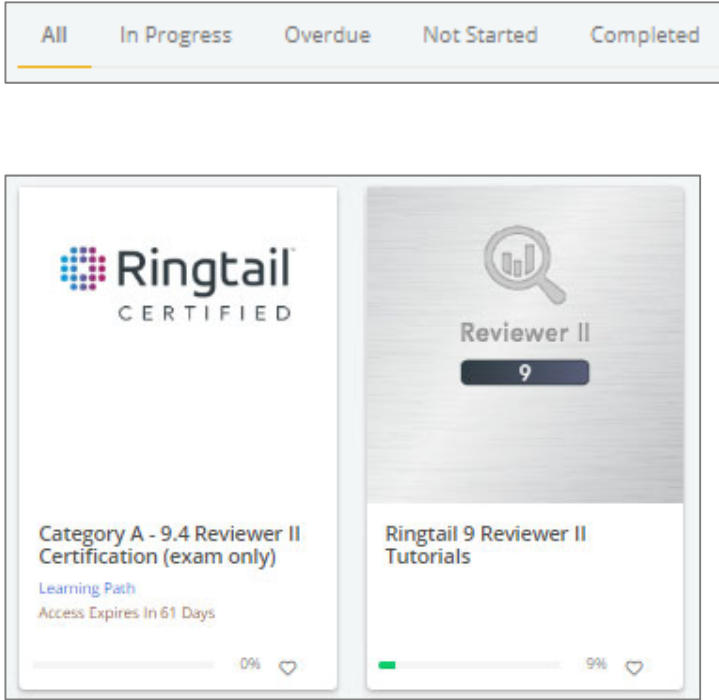
To...	Do the following...	
<b>Create a User Account</b>	<ol style="list-style-type: none"> <li>Go to <a href="http://ringtail.litmos.com/online-courses">http://ringtail.litmos.com/online-courses</a>.</li> <li>Click <b>HERE</b> to create a complimentary Ringtail University account and click <b>Add to cart</b>.</li> <li>Complete the <b>Registration Form</b> and click <b>Check Out</b>.</li> </ol> <p>Upon registration, an email confirmation will be sent to you, including your Username, a copy of the Ringtail University User Guide, and a link to complete your user profile and set your password.</p>	 <p>The screenshot shows the Ringtail E-Discovery Software logo at the top. Below it, the text 'Online Courses' is displayed. A prominent call to action box contains the Ringtail Certified logo and the text: 'Click HERE to create a complimentary Ringtail University account. Access online training videos free of charge.'</p>
<b>Log in</b>	<ol style="list-style-type: none"> <li>Go to <a href="https://ringtail.litmos.com">https://ringtail.litmos.com</a>.</li> <li>Type your <b>Username</b> (email address) and <b>Password</b>.</li> <li>Click <b>Login</b>.</li> </ol>	 <p>The screenshot shows the Ringtail E-Discovery Software logo and the text 'Welcome to Ringtail University!'. There are two input fields for 'Username' and 'Password'. Below the password field are two checkboxes: 'Show Password' and 'Remember me on this computer'. A dark 'Login' button is at the bottom, with a link 'I've forgotten my username/password' below it.</p>

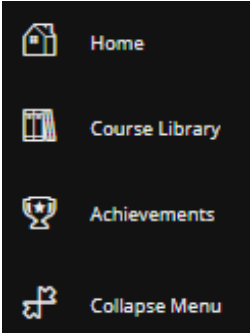
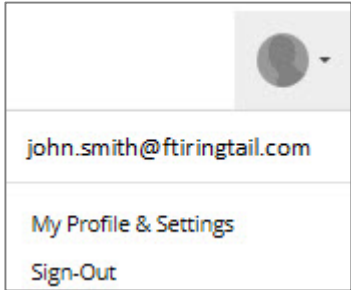
To...	Do the following...	
<b>Reset password</b>	<ol style="list-style-type: none"> <li>From the Login screen, click the <a href="#">I've forgotten my username/password</a> link.</li> <li>Enter your username and click <b>Continue</b>.</li> </ol> <p>An email will be sent to you including a password reset link.</p> <p>NOTE: Passwords must be 6-20 characters and do not require capital letters, lowercase letters, numbers or special characters. We recommend you create a strong password to protect your Litmos account.</p>	
<b>Log out</b>	<ol style="list-style-type: none"> <li>Click the <b>Username menu</b> in the top right corner of the page.</li> <li>Click <b>Sign-Out</b>.</li> </ol>	

To...	Do the following...	
<p><b>Display the welcome message</b></p>	<p>A welcome message appears the first time you log into Ringtail University, including how to display Courses (tutorials) and Learning Paths (certification exams).</p> <p>Click <b>Continue to my dashboard</b> to display the Home page.</p> <p>If you leave the check box selected, the welcome message redisplay when you click Home on the toolbar.</p>	 <p>Hello, John Smith</p> <p>Welcome to Ringtail University!</p> <ul style="list-style-type: none"> <li>• The Home page displays a dashboard for all courses (tutorials) and learning paths (certification exams) that have been assigned to you but have not been completed, news items and recent achievements.</li> <li>• The Course Library page displays all complimentary courses (tutorials), access to assigned learning paths (certification exams) and the current live webinar training schedule.</li> <li>• The Achievements page displays a list of all completed courses and learning paths and a link to download your certificate and save your badge.</li> <li>• Refer to the News section for important messages, updates and new course offerings.</li> <li>• Click the Collapse Menu icon to toggle the display for menu items or icons only.</li> <li>• To modify your profile, change your password or sign out, click the Username menu located in the top right corner of the page.</li> </ul> <p><a href="#">Continue to my dashboard</a></p> <p><input checked="" type="checkbox"/> Always show this message on the Home page</p>



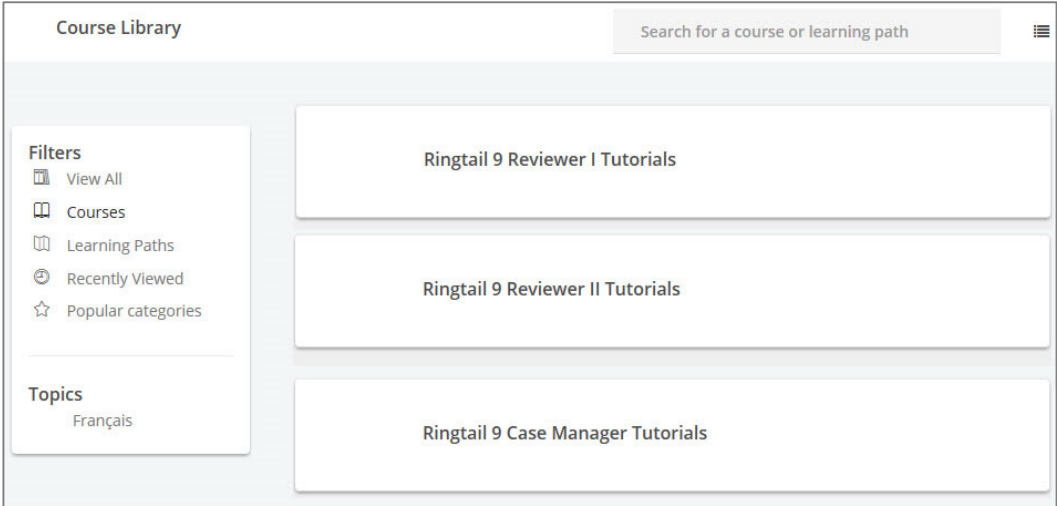
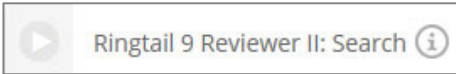
## Home Page

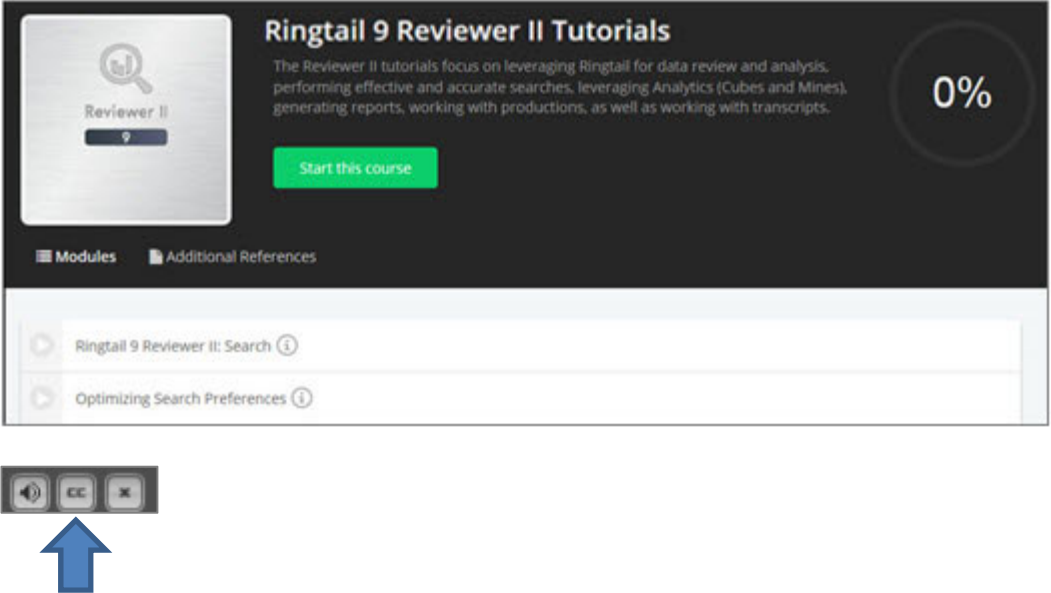
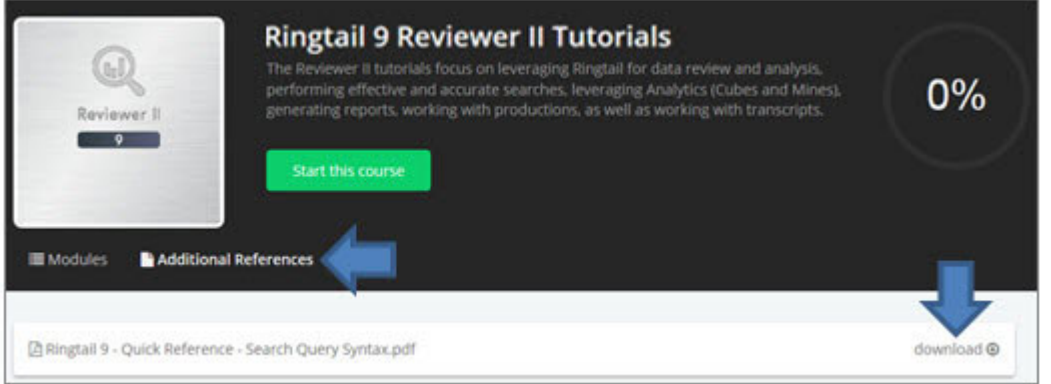
Items	Description	
<p><b>Home</b></p>	<p>The <b>Home</b> page displays a dashboard including filters to display courses (tutorials) and learning paths (certification exams) that a learner has been assigned but have not been completed.</p> <p><b>Filter Options</b> include All, In Progress, Overdue, Not Started and Completed. A percentage complete bar and date information displays for each item.</p>	
<p><b>News</b></p>	<p>The <b>News</b> section on the Home page, displays items posted by the Ringtail University administrator, including announcements and updates for certification offerings.</p>	


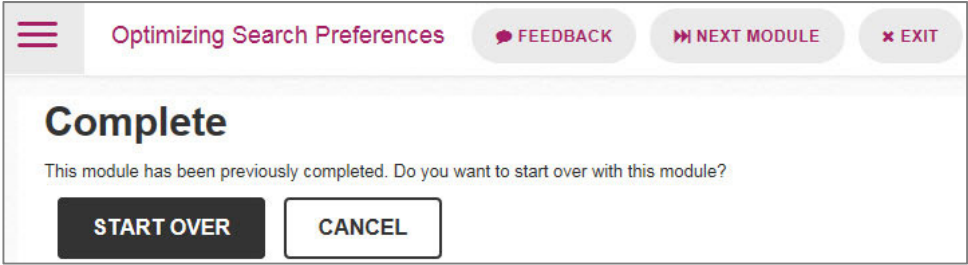

Items	Description	
<b>Recent Achievements</b>	The <b>Recent Achievements</b> section on the Home page, displays your three most recent achievements. Click the <a href="#">View All</a> link to display all achievements.	
<b>Toolbar</b>	<ul style="list-style-type: none"> <li>• Click <b>Home</b> to redisplay the Home page</li> <li>• Click <b>Course Library</b> to display courses (tutorials) and learning paths (certification exams)</li> <li>• Click <b>Achievements</b> to display a list of completed courses and learning paths</li> <li>• Click the <b>Collapse Menu</b> icon to toggle the display for menu items or icons only</li> </ul>	
<b>My Profile &amp; Settings</b>	The <b>Username</b> menu provides access to My Profile & Settings where you can reset your password and update your profile information.	

The Course Library includes a list of all courses (tutorials) and learning paths (certification exams) you have registered for or have been assigned.

Learn how to leverage the power of Ringtail by accessing the Ringtail eLearning training tutorials. The training tutorials provide you with the information you need – when you need it. Practice what you learn by taking a few minutes at the end of each tutorial complete the interactive exercises. Ringtail resources available for tutorials can be downloaded by clicking Additional References from a displayed Course.







To...	Do the following...	
<p><b>View a list of tutorials and certification exams I've selected</b></p>	<p>Click <b>Course Library</b> on the toolbar.</p> <ul style="list-style-type: none"> <li>Use <b>Filters</b> to quickly display courses (tutorials) or assigned learning paths (certification exams).</li> <li>Perform a <b>Search</b> for a course or learning path</li> <li>Use <b>Topics</b> to locate specific topics and sub-topics.</li> </ul>	
<p><b>Display a course or topic description</b></p>	<p>Click the <b>Information</b> symbol to the right of the <b>Course Name</b> or <b>Module Name</b> to display a brief description.</p> <p>NOTE: Most tutorials contain self-paced interactive exercises at the end of the tutorial. The amount of time to complete these exercises will vary, so the length of the tutorial is not listed.</p>	

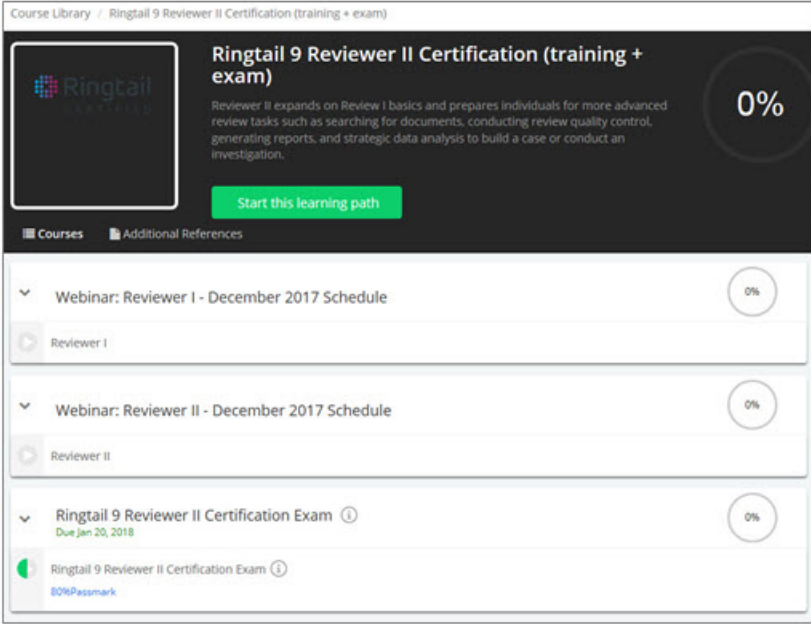
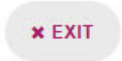
To...	Do the following...	
<p><b>Display a tutorial</b></p>	<ol style="list-style-type: none"> <li>1. Click <b>Course Library</b> on the toolbar.</li> <li>2. From Filters, click <b>Courses</b>.</li> </ol> <p>Each major section is preceded by the Ringtail version number. The modules display below each major section.</p> <ul style="list-style-type: none"> <li>• Click <b>Start this Course</b> to begin the course.</li> <li>• Click <b>Next Module</b> to view the video tutorials OR Click a <b>Module Name</b> to view the selected video.</li> <li>• Click <b>CC</b> on the play bar to display closed captioning.</li> </ul> <p>NOTE: A tutorial is considered complete when you have watched the entire tutorial and completed all of the interactive exercises.</p>	
<p><b>Download additional references</b></p>	<ol style="list-style-type: none"> <li>1. Click the <b>Course Name</b>.</li> <li>2. Click <b>Additional References</b>.</li> <li>3. Click <b>Download</b> to open or save the file.</li> </ol>	

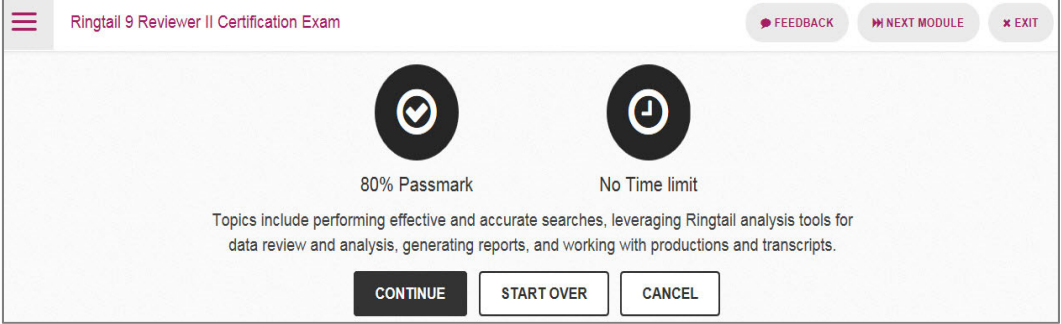
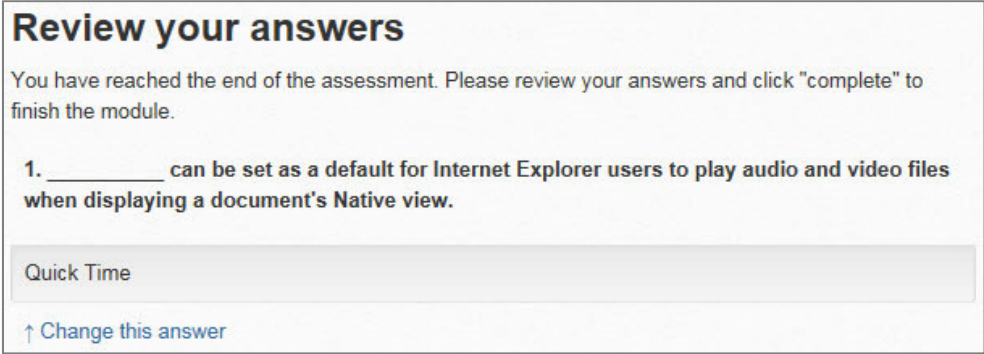
To...	Do the following...	
<p><b>Display the progress for a learning path or course</b></p>	<p>From the Home page, a bar appears below the <b>Learning Path</b> (certification exam) <b>or Course</b> (tutorial) which indicates the percentage complete.</p>	
<p><b>Watch a previously completed tutorial</b></p>	<ol style="list-style-type: none"> <li>1. Click <b>Course Library</b> on the toolbar.</li> <li>2. Click the <b>Course Name</b> (tutorial).</li> <li>3. Click the <b>Module Name</b> (tutorial topic).</li> <li>4. Click <b>Next Module</b> to play the tutorial topic.</li> <li>5. Click <b>Start Over</b>.</li> </ol>	
<p><b>Exit a tutorial</b></p>	<p>To stop playing a tutorial, click the <b>Stop</b> button on the navigation bar.</p> <p>NOTE: A list of all tutorial topics in the course reappears on the page. A status indicator displays next to each tutorial topic indicating <b>Complete</b> or <b>In Progress</b>.</p>	

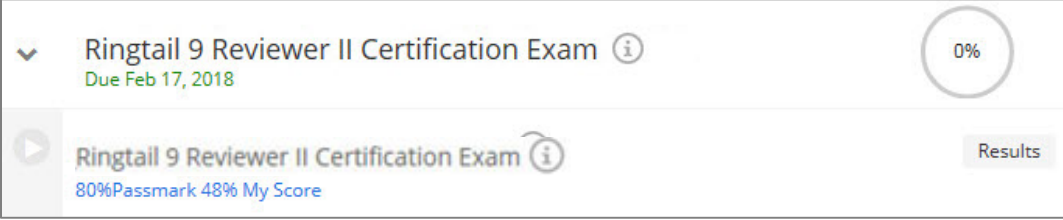




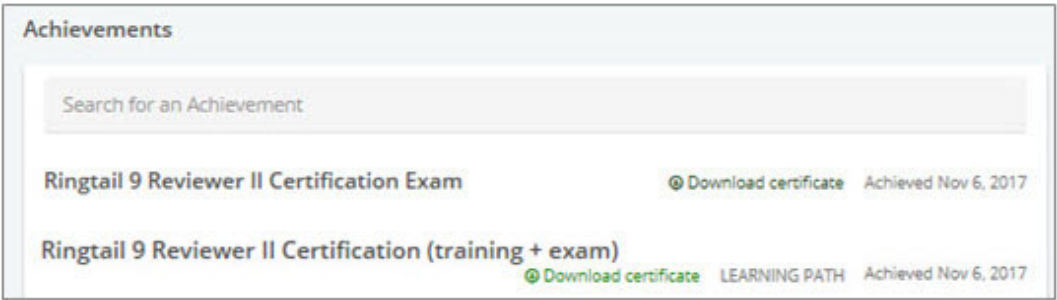
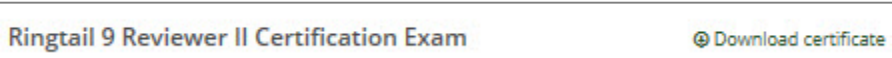


To...	Do the following...	
<p><b>Purchase an exam</b></p>	<ol style="list-style-type: none"> <li>Go to <a href="http://ringtail.litmos.com/online-courses">http://ringtail.litmos.com/online-courses</a>.</li> <li>Browse the list of Ringtail certification offerings to determine which learning path(s) you wish to purchase.  Each Learning Path includes the certification exam type and brief description including applicable fees.</li> <li>To purchase the Ringtail certification program, please contact <a href="mailto:training@nuix.com">training@nuix.com</a>. For each certification exam, you will be invoiced the amount plus applicable tax.</li> <li>You will then receive access to the certification exam from Ringtail University within 48 hours.  NOTE: A Ringtail University account is required to access free online training videos and purchased Ringtail certification exams.</li> </ol>	<div data-bbox="1016 342 1955 488">  <p>Click <a href="#">HERE</a> to create a complimentary Ringtail University account Access online training videos free of charge.</p> </div> <div data-bbox="1016 526 1955 646">  <p>To register for Ringtail certification programs, contact <a href="mailto:training@nuix.com">training@nuix.com</a> Refer to Ringtail certification program course description for applicable fees.</p> </div> <div data-bbox="1016 678 1955 813">  <p><b>Category A - 9.4 Reviewer I Certification (exam only)</b> Ringtail Reviewer I covers first-pass review, including document review and coding. (USD 50.00) <a href="#">Learning Path</a></p> </div> <div data-bbox="1016 846 1955 980">  <p><b>Category A - 9.4 Reviewer II Certification (exam only)</b> Ringtail Reviewer II expands on Reviewer I basics and covers more advanced review tasks as well as strategic data analysis to build a case or conduct an investigation. (USD 100.00) <a href="#">Learning Path</a></p> </div> <div data-bbox="1016 1013 1955 1148">  <p><b>Category AA - 9.4 Réviseur I Certification (examen uniquement)</b> Ringtail Réviseur I traite de la première révision, y compris la révision des documents et le codage des documents. (USD 50.00) <a href="#">Learning Path</a></p> </div> <div data-bbox="1016 1180 1955 1315">  <p><b>Category AA - 9.4 Réviseur II Certification (examen uniquement)</b> Ringtail Réviseur II développe les sujets de Réviseur I et traite des tâches de révision plus avancées ainsi que l'analyse stratégique des données pour construire un dossier ou monter une investigation. (USD 100.00) <a href="#">Learning Path</a></p> </div>

To...	Do the following...	
<p><b>Start an exam</b></p>	<ol style="list-style-type: none"> <li>1. Click <b>Course Library</b> and select <b>Filters</b> Learning Paths.</li> <li>2. Click the <b>Learning Path</b> name.  NOTE: A prompt appears, including the Description, Percentage Complete, Due Date and Passmark.</li> <li>3. Click <b>Certification Exam</b> name.</li> <li>4. Click <b>Start</b>.  The first exam question displays an information page, which lists the exam format, exam requirements and steps to complete your certification exam.</li> <li>5. Click <b>Next Question</b> to begin your exam.</li> </ol>	
<p><b>Save an exam temporarily</b></p>	<ol style="list-style-type: none"> <li>1. Click the <b>Exit</b> button in the top right corner of the question page. All completed exam questions are saved temporarily and the Learning Path appears In Progress.</li> <li>2. Click the Username menu and click <b>Sign-Out</b>.  NOTE: If you temporarily save an exam multiple times, only a single attempt is counted towards the total number of allowable attempts.</li> </ol>	

To...	Do the following...	
<p><b>Redisplay an exam in progress</b></p>	<ol style="list-style-type: none"> <li>1. Click the <b>Home</b> page and select <b>In Progress</b>.</li> <li>2. Click the <b>Learning Path</b> name.</li> <li>3. Click the <b>Exam</b> name.</li> <li>4. Select one of the following options: <ul style="list-style-type: none"> <li>• Click <b>Continue</b> to redisplay the last page of your exam when you exited.</li> <li>• Click <b>Start Over</b>. A new exam is created and the previously saved answers are deleted.</li> <li>• Click <b>Cancel</b> to redisplay the learning path (certification exam) list.</li> </ul> </li> </ol>	 <p>NOTE: The Start Over option counts towards the number of exam attempts. You are allowed two attempts per exam.</p>
<p><b>Create a second exam</b></p>	<ol style="list-style-type: none"> <li>1. Click the <b>Exam</b> name.</li> <li>2. Click <b>Start</b>.</li> <li>3. Click <b>Next Question</b> to begin your exam.</li> </ol>	<p>You are allowed two (2) attempts to complete an exam before the exam is locked. An attempt is counted each time you complete an exam or when you choose the Start Over option for an exam in progress.</p>
<p><b>Modify an exam question before completing an exam</b></p>	<ol style="list-style-type: none"> <li>1. Click the <b>Home</b> page and select <b>In Progress</b> to display a list of incomplete exams.</li> <li>2. Click <b>Continue</b>.</li> </ol> <p>The Review your answers page appears when you reach the end of an exam.</p> <ol style="list-style-type: none"> <li>3. Click the <b>Change this answer</b> link to redisplay the question and modify your answer.</li> <li>4. Click <b>Next</b> to save your answer.</li> </ol>	

To...	Do the following...	
<b>Complete an exam</b>	<ol style="list-style-type: none"> <li>When the <b>Review your answers</b> page appears, click <b>Complete</b> at the bottom of the page.</li> <li>A prompt appears including the Status, Score and Passmark for your first attempt.</li> <li>Click <b>Continue</b>.</li> </ol>	
<b>Display a list of incorrect answers for a failed exam</b>	<ol style="list-style-type: none"> <li>From a failed exam, click <b>Results</b>.</li> <li>The incorrect answers for your exam appear.</li> </ol>	
<b>Create a retake exam</b>	<ol style="list-style-type: none"> <li>From Assessment Results, click the <b>Course</b> name to redisplay the Learning Path (certification exam).</li> <li>Click the <b>Exam</b> name.</li> <li>Click <b>Start</b> begin your second attempt.</li> </ol>	

To...	Do the following...	
View a list of your completed courses and certification exams	<p>Click <b>Achievements</b> on the toolbar.</p> <p>NOTE: <b>Recent Achievements</b> on the Home page displays the three most recent completed certification exams and courses. Click the <b>View all</b> link to view the entire list.</p>	
Download your exam certificate	<ol style="list-style-type: none"> <li>1. Click <b>Achievements</b> on the toolbar.</li> <li>2. Click the <b>Download certificate</b> link for the completed exam.</li> <li>3. When prompted, click <b>Open</b>. The certificate opens using Adobe Acrobat.</li> <li>4. From the <b>File</b> menu, click <b>Print</b>.</li> </ol>	
Download your learning path badge	<ol style="list-style-type: none"> <li>1. Click <b>Achievements</b> on the toolbar.</li> <li>2. Click the <b>Download certificate</b> link for the completed learning path.</li> <li>3. When prompted, click <b>Open</b>. The certificate opens using Adobe Acrobat.</li> <li>4. Refer to the Adobe Acrobat online help for detailed instructions for using the "Snapshot" tool to copy the badge area as an image.</li> </ol>	