eSquirrel
business

Onboarding and training with eSquirrel business

Step-by-step guide

Well-trained and motivated employees are the foundation for organisational success. Inspiring training and onboarding opportunities increase your employees' intrinsic motivation, commitment and emotional attachment to your company in the long run.

This step-by-step guide will provide a detailed overview of our platform and app for education and training purposes.

If you have any questions, please do not hesitate to contact us:
help@eSquirrel.com or by phone **+43 1 330 5453.**

Have fun with eSquirrel business!

The eSquirrel business team
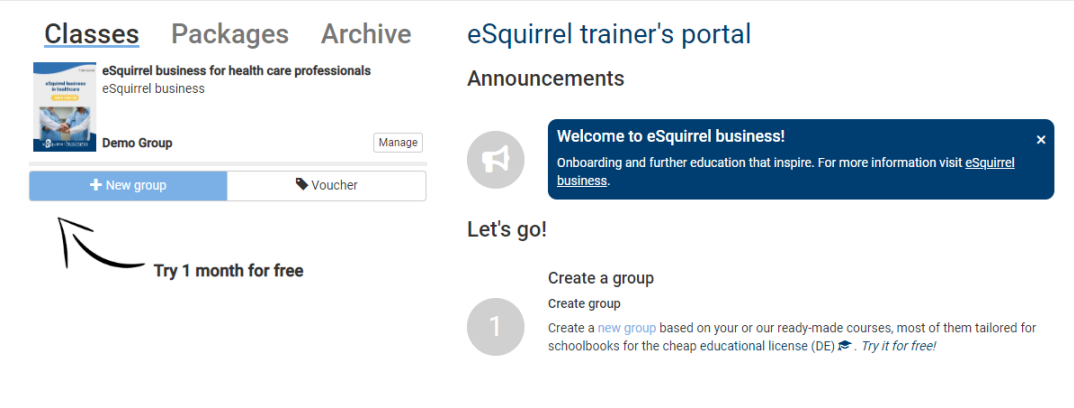
Onboarding and training with eSquirrel business

Step-by-step guide for trainers

1. Entering the trainer's portal

Trainers/HR managers primarily engage with the **trainer's portal**, in which they can create and manage their own contents, track their employees' progress, share assignments with a few clicks, and personalise and design their employees' overall learning experience.

Already have an eSquirrel business account? Click here to go to the trainer's portal.

Are you new to eSquirrel business? Click here to register by entering your email address and choosing a password.

View on the trainer's portal

2. Creating a course

The first step in the trainer's portal is to create a "**new group**". Afterwards, your employees will be able to join the group via **QR or letter code** and immediately access the respective courses from their smartphone, tablet, or computer.

All you have to do is click on the button **"+ New group"** to create it.

Our tip:

As a welcome course to familiarise yourself with all the functionalities on the platform, we recommend that you try out the course "**eSquirrel business for healthcare professionals**".

Course checklist:

☐ You need to name the group accordingly,

Group

| 5A / ... |

☐ Define and specify the number of members in your group.

Seats ❶

| 3 |

☐ Select the option "**1 month free (no automatic extension)**".
☐ Click on the green button "**Create group**".

As soon as you have completed all the steps, you will receive a **QR and letter code** with which your employees and yourself can join the course group via the app or web version "eSquirrel business trainee".

You purchase the seats for your trainees. You can try it for free for 1 month, without automatic renewal.

Seats ❶

| 15 | ⇕ |

You ordered eSquirrel business as E-Book PLUS or are redeeming the code from a book? Choose **"Create group without seats"**.

15 seats for	● 1 month	free (no automatic extension) ❶
	○ 6 months	12€/seats ❶
	○ 12 months	18€/seats ❶
	○ 24 months	24€/seats ❶
	○ 36 months	30€/seats ❶
	○ 48 months	36€/seats ❶

Redeem discount codes on the next page.

Create group   **Cancel**

View on the trainer's portal

3. Inviting employees to your course

You can access the app directly by searching for "eSquirrel business" in the app store of your smartphone, tablet, or computer. Alternatively, you can scan the following QR code with your device:

Other functions of the trainer's portal:

❖ Learning Analytics
❖ Author's tool
❖ Task and quiz function
❖ Queries in the app

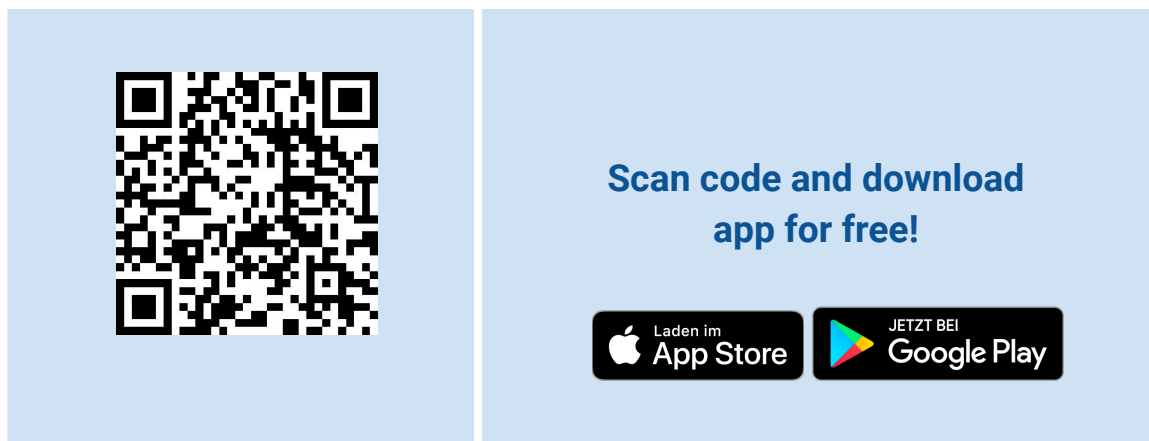**Create your account now!**

**Scan code and
download app
for free!**

Step-by-step guide for trainees
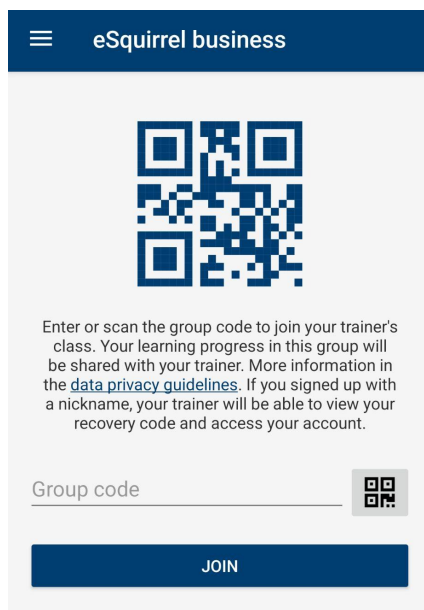
1. Download the eSquirrel business app

Employees/trainees, on the other hand, only use the app (on a smartphone/tablet) or the web version "eSquirrel business trainee'" (on a computer).

The app is free of charge and can be used offline or with internet access on all devices. As a first step, your employees should therefore install the eSquirrel business app:

Scan code and download app for free!

[Find out more.](#)
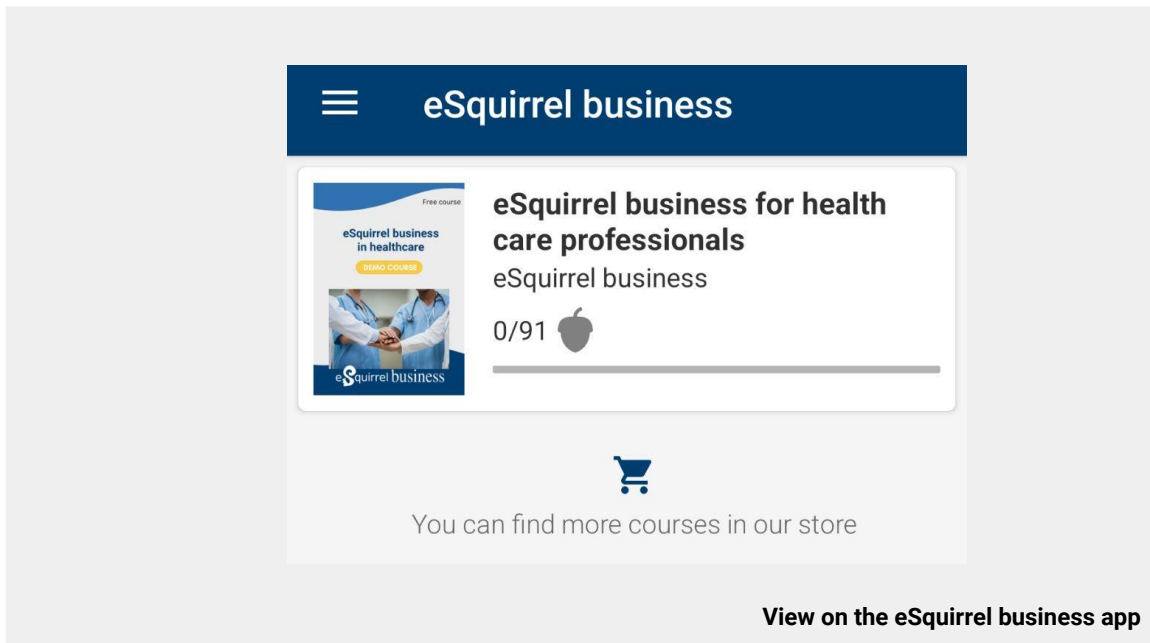
2. Join a course

In the app one can scan the shared QR code or enter the corresponding letter code via the function "join group".

This is how it will look in the app.

3. Start studying with your course directly on the app

After having scanned or entered the code, your employees are taken directly to the course that has been released for them and can start their training in a mobile and digitally optimised way on their smartphone - even offline.

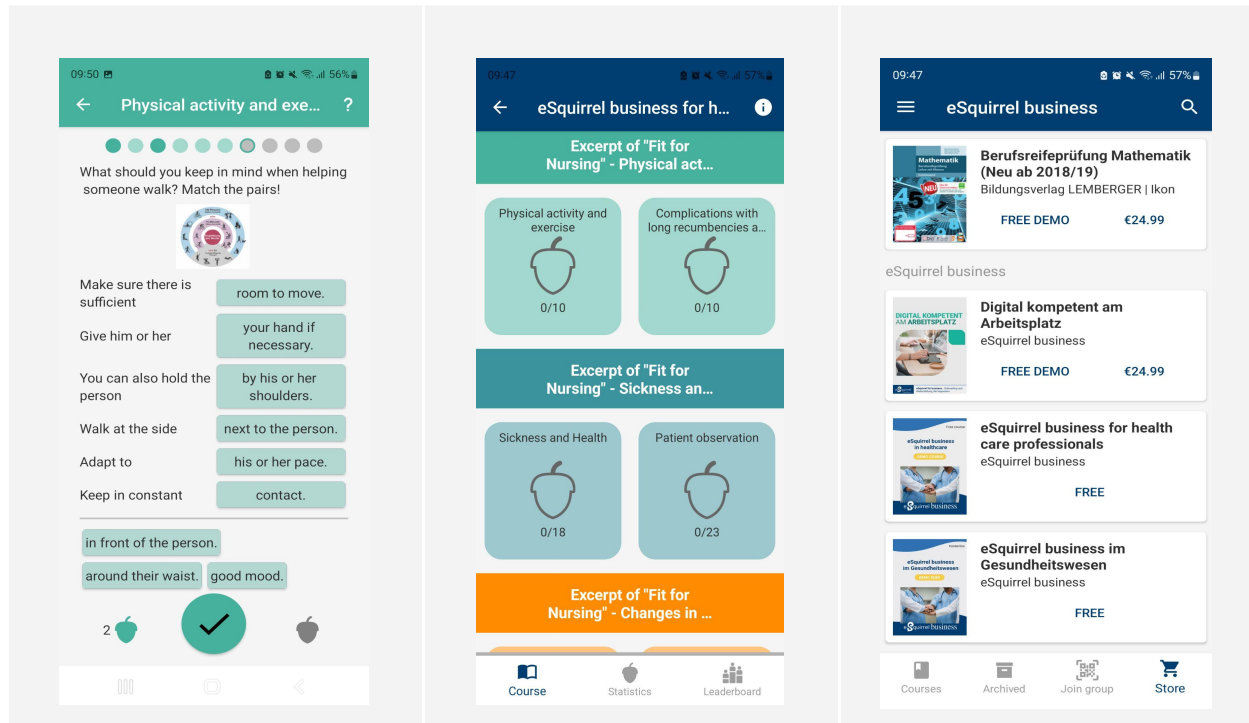**View on the eSquirrel business app**

All eSquirrel business courses are designed in a quiz format and are therefore fully interactive. The courses consist of chapters, which are broken down into microlearning units (so-called "quests") with a maximum of 10 questions each:

There are 8 different question formats, which ensure a diversified way of learning. Pictures/graphics, audio files, videos, and e-books/PDFs can also be integrated in the courses and thereby enhance your training materials by providing an even better learning experience for your employees/trainees.

In addition to the ready-made courses in our store, eSquirrel also offers the possibility to create your **own digital courses** based on your internal training materials, which meet your exact requirements. You can find a step-by-step guide to our author tool here.

Here is what you can find in our eSquirrel business App!

We hope you enjoy trying out our platform! If you have any questions or feedback, don't hesitate to contact us at **help@esquirrel.com** or by phone at **+43 1 330 5453.**

Best regards,

The eSquirrel business team