



Quick Introduction

Thanks for downloading this guide for “Water Technologies Training Resource”. This small manual should help you to understand how the system works and the great benefits you’ll receive when you become a paid member.

Before doing anything you should really read the “System Requirements”. There is some valuable information in case you have some problems running our online training. Once this is done create a trial account. This is a 2-week limited membership.

Once a trial account is created and you have logged in you will be able to view a few of our online training units as well as other sections of the website. Features of the system will be outlined further in this manual. Once you are logged into the trial account the purchase options are there.

Some of the benefits paid members will receive are:

	Value(USD)
Unlimited access to ALL of DHP's on-line high-tech water treatment training	\$2000
20% off DHP Seminars	\$120-180/Seminar
20% off DHP consulting services	\$60-2,000
20% off DHP on-site seminar training	\$1,100-10,000+
\$200 or more off DHP Correspondence Certificate Programs	\$200-1000

You will also receive a discount per member when you sign up for more than one member on your account at one time. If you want to add additional members during your membership period you can at a prorated price to the end of your subscription.

Please contact us if you have any questions on how this works. Our contact info is:

dcunningham@dhpraining.com

1-877-711-4347 Ext. 109

“Water Technologies Training Resource” features

When first logged in your screen should look like this.



The top menu bar includes your administration links



Homepage

Your homepage is the page you are at right now. This is the nuts and bolts of the system. To read about this section please go down to the Homepage section.

My Account

When you click on “My Account” the page goes to your account information.

This page includes:

Your account id

- Whether or not your account is a trial account
- All members listed on your account
- The date the account was created
- The last date you renewed your account if ever
- How many days you have left till your expiration date
- Your company information (Editable)

Manage/Track Users

When you click on “Manage/Track Users” you are taken to your member management page.

On this page you will see a list of all members that are assigned to your account. Your name will be listed there as well with red letters indicating that you are the account administrator.

The other names will have a link that says either “make admin” or “make user”. These options allow a member who is added to your page to either have ‘admin’ privileges or ‘user’ privileges. A member with ‘admin’ privileges will be able to view the other users and their record information as well as add other members to the account. These users will not be able to purchase more member space. A member with ‘user’ privileges will only be able to view their own.

As “Account Administrator” you are able to add members to your account up to the limit you have purchased by clicking on “Add a member”. Once you add a member that member cannot be removed from your account until your subscription period ends. If you wish to add more members after you have reached your limit click on the “Raise member limit” link. This will allow you to purchase additional member space at a prorated price to the end of your subscription.

Members with ‘admin’ privileges as well as the Account Administrator will be able to view the member records for any of the members listed in the account. Members with ‘user’ privileges will only be able to view their own records.

Renew Subscription

This link will only show up if you are not a trial period member. Otherwise the link will say “Purchase”.

Both give you the same options. You can purchase a 1 year or 2 year subscription. You can choose your member limit. At this point the more members you choose the greater the discount up to 100 members. When you renew a subscription it adds the amount of time to the end of your subscription. If you are just purchasing for the first time it sets up the account for 1 or 2 years after the purchase date.

When you click on the ‘Purchase’ button a popup window will open up. If this is your first account the window should take you to PayPal. If you are renewing a subscription the window will come up with a list of members tied to your account. At this point you can keep or delete any of the users in the system. Once you hit the continue button the window should go into PayPal.

Once payment is received via credit card or PayPal your account will be automatically setup with the options you chose during the purchase.

Feedback

When you click on the “Feedback” link you will be taken to a quick feedback form. This form is used to help us make the system better for our customers. You can give us quotes to use in our marketing or you can give us information you think will help make our system better. We take our customer’s suggestions seriously.

Need Help

When you click on this link you will be taken to DHP’s help desk. Here you can interact with a DHP technician either live (if technician is currently on line” or through a questions and answer help desk. You will be able to tell if a technician is online when light at the top turns green. Otherwise click on the Leave a message link.

This all the information on the top navigation bar

Homepage

This is the section of the 'Water Technologies Training Resource' page where all of the training is done. On the left side of the screen is navigation menu.

Full Training Courses & Units

The most important part of the training is the first link on top. This link, "Full Training Courses & Units" is all of DHP's current online training units separated into courses. This list is updated with a new "Unit" every 4-6 weeks.

In the trial period, only a few of the units are activated. Paid members will have access to all of the units. Some of the units require the "Authorware Active X Player". If you followed the system requirements before you setup your trial account you should have this already installed. If not you need to take the time to read that section before you log into the system.

Simply click on the play button next to the unit to enter it. At the top of the window you will see which unit you are in and a 'Rate this unit...' link. The actual content will be in the framed window below. Once you complete the unit we hope you will fill out the 'Rate this unit...' form and let us know what you thought of the unit. This will help us to make the system better for our customers.

Once you have completed simply click on the 'Close this window' link at the top right.

Practical Tips

When you click on "Practical Tips" you will be taken to our tips page. If you are a trial member you will only see the 3 most current tips. Once you become a paid member all tips up to the current date will be activated. A list of tips on the right side will show what the past tips have been and what is coming in the future. A new tip is added to this page every Monday.

Video Clips

When you click on "Video Clips" you will be taken to our video clips page. These are videos we have created through out all the years DHP has been in business. Almost all of these videos have been used in our training programs. If you are a trial member you will only see the 3 most current videos. Once you become a paid member all videos up to the current date will be activated. A list of videos on the right side will show what the past videos have been and what is coming in the future. A new video is added to this page every Tuesday.

What's New

When you click on "What's New" you will be taken to our weekly "What's New In Advanced Water Treatment Newsletter". We send this letter via email to our "What's New" mail list every week. If you click on the "Archives" link it will take to an RSS feed of our past "What's New" newsletters. Here you can subscribe for free to the newsletter if you wish. This newsletter is updated every Wednesday.

Useful Water Treatment Equations

When you click on "Useful Water Treatment Equations" you will be taken to our useful equations page. If you are a trial member you will only see the 3 most current equations. Once you become a paid member all equations up to the current date will be activated. A list of equations on the right side will show what the past equations have been and what is coming in the future. A new equation is added to this page every Thursday

5-10 Minute Training

When you click on “5-10 Minute Training” you will be taken to our 5-10 minute training page. This page is very similar to the “Full Training Courses & Units” page however; the training on this page is very short. Some of the information on this page will be used in future units. If you are a trial member you will only see the first. Once you become a paid member all of training clips up will be activated. The list of upcoming clips will also be listed. This is updated every Friday.

DHP Seminars

When you click on “DHP Seminars” you will be taken to our DHP Seminars page. This page will show you our current upcoming seminars. If you are a paid member you will see a “SPECIAL MEMBER DISCOUNT CODE”. Use this code when registering for any DHP seminar to receive the 20% off discount. If you are a trial member this code will not be available. This page is updated when a seminar has passed.

Case Studies

When you click on “Cases Studies” you will be taken to our case studies page. If you are a trial member you will only see the 3 most current case studies. Once you become a paid member all case studies up to the current date will be activated. A list of case studies on the right side will show what the past case studies have been and what is coming in the future. A new case study is added to this page every month.

Manufacturers, Engineers and Vendors Directory

When you click on “Manufacturers, Engineers and Vendors Directory” you will be taken to our directory page. This page is used as a quick reference page to some manufacturers, engineers and vendors in the water treatment industry. You can ask to have your company added to this list.

Magazines & Organizations Directory

When you click on “Magazines & Organizations Directory” you will be taken to our directory page. This page is used as a quick reference page to some manufacturers, magazines and organizations in the water treatment industry. You can ask to have your company added to this list.

Software Directory

When you click on “Software Directory” you will be taken to our directory page. This page is used as a quick reference page to some popular software for the water treatment industry. You can ask to have your software added to this list.

Units of Measurement Converter

When you click on “Units of Measurement Converter” you will be taken to our Units of Measurement Converter page. This page is a small page that will allow you to convert different units of measurements quickly.

Audio Training

When you click on “Audio Training” you will be taken to our audio training page. This is just a small extra section with an audio CD produced by DHP with David Paul.

Water Treatment Certification Program

When you click on “Water Treatment Certification Program” you will be taken to a page outlining the discounts you will receive for our Water Treatment Certification Program when have become a WTTR member plus a contact form which is mailed to our “WTCP Coordinator”

Fee Based Consulting

When you click on “Fee Based Consulting” you will be taken to a page outlining the discounts you will receive for our consulting services when have become a WTTR member plus a contact form which is mailed to our instructors.

Summary

We hope this small guide will help you through the WTTR online webpage. Remember these are the current features of this website. AS time goes by different features may be added and some features may be taken off. It all depends on the needs of our customers. So please feel free to offer any comments or suggestions throughout your membership period.

Thanks
The DHP Staff