



## Training Portal Help Guide for Users



# Document Control

## Document Location

The source of the document will be found in the location: [Training Portal Briefing Sessions](#)

Subsequent versions of this document will be found in the same folder.

## Revision History

Revision date	Version	Summary of Changes	Author
First Draft	V1.0	Final Submitted document	Sonal Gandotra

## Approvals

Version 1.0 and above of document requires the following approvals:

Name	Title	Date of Issue	Version
Chaithanya Ravi	Training Manager	Jan 2026	V1.0

Approval records are held electronically in the RioMed Knowledge Bank.

## Contents

Document Control .....	2
Document Location .....	2
Revision History .....	2
Approvals.....	2
Introduction .....	4
Scope .....	4
Glossary.....	4
Supported Browsers and Devices .....	5
Portal Access & Login .....	5
Step-by-Step Login Instructions.....	6
Dashboard Overview .....	7
Timeline Block .....	7
Calendar .....	8
Accessing A Training Course .....	8
Training Evaluation – Grades.....	19
Conclusion.....	19

## Introduction

The RioMed Training Portal ([cellmatraining.com](http://cellmatraining.com)) is a centralised online platform designed to deliver structured learning and training programs for staff across RioMed. It supports a wide range of learning activities such as course access, assignment submissions, quizzes, progress tracking, and certification.

This guide aims to provide clear instructions and best practices for navigating and using the RioMed Training Portal efficiently. It serves as a step-by-step reference for users to get started, access courses, complete training tasks, and resolve common issues.

## Scope

This document is designed to support staff and trainees in effectively using the RioMed Training Portal for their online learning needs. It focuses on guiding end-users through the core features of the platform, such as logging in, navigating the dashboard, accessing training content, submitting assignments and quizzes, and tracking progress. The guide also offers help with viewing grades and downloading course completion certificates.

While this document is comprehensive from a user's perspective, it does not cover administrative functions like course creation, user role management, or system configuration.

## Glossary

Term	Meaning
Dashboard	Your homepage showing all courses and updates.
Course Overview	Section where your enrolled courses appear.
Timeline	List of upcoming assignments and deadlines.
Grades	View your scores and feedback for completed tasks.
Assignment	Activity where you submit your work.
Quiz	Online test or assessment in the course.
Certificate	Document you receive after completing a course.

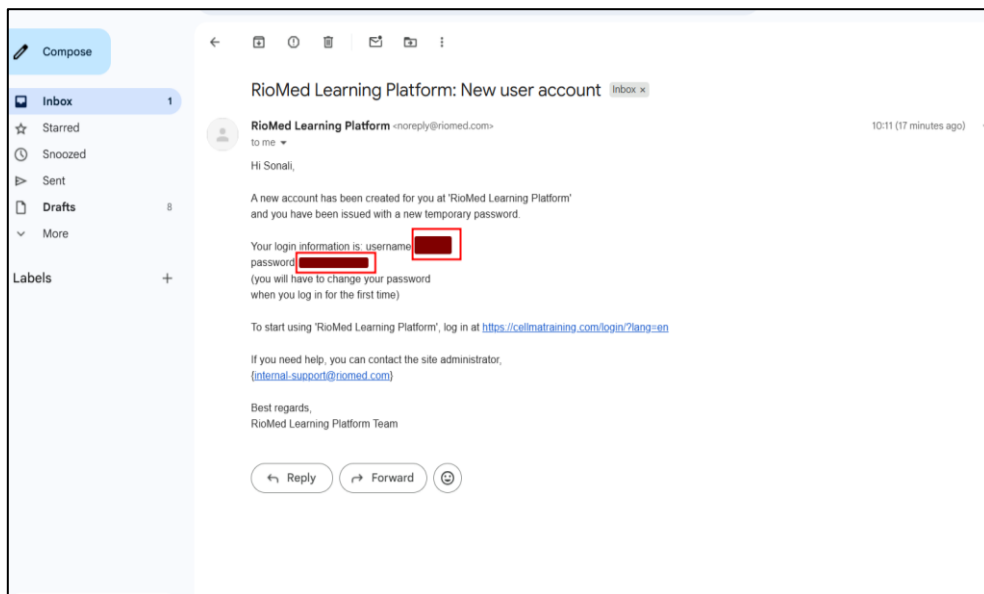
## Supported Browsers and Devices

The RioMed Training Portal is compatible with most modern web browsers and devices, ensuring users can access their courses from desktops, laptops, tablets, and smartphones. For the best performance and security, it is recommended to use the latest versions of **Google Chrome**, **Mozilla Firefox**, **Microsoft Edge**, or **Safari**. Users should **avoid using Internet Explorer**, as it is **no longer supported and may lead to limited functionality or access issues**. Keeping your browser up to date and cleaning the cache from time to time helps ensure a smooth and secure experience on the portal.

## Portal Access & Login

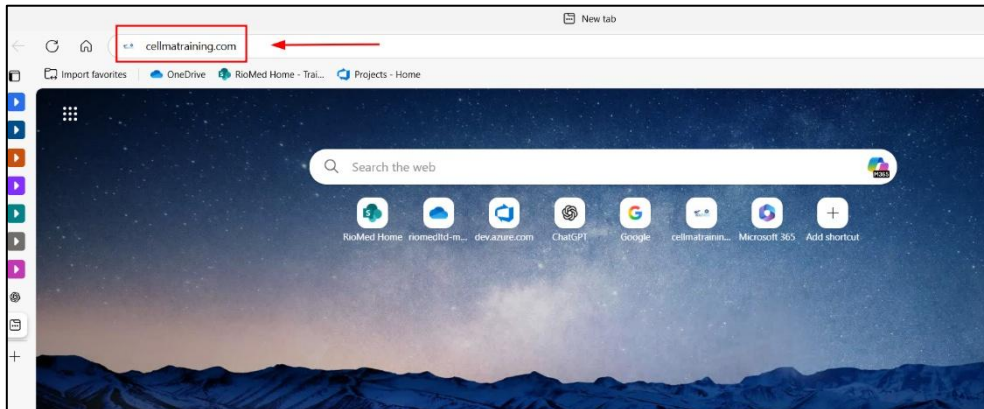
To access the Training Portal, you must first log in using your registered credentials. The login process is simple and secure, allowing you to access your personalised dashboard, courses, and training materials.

**Note:** The credentials will be created by the admin, and you will receive an email at your official email address.

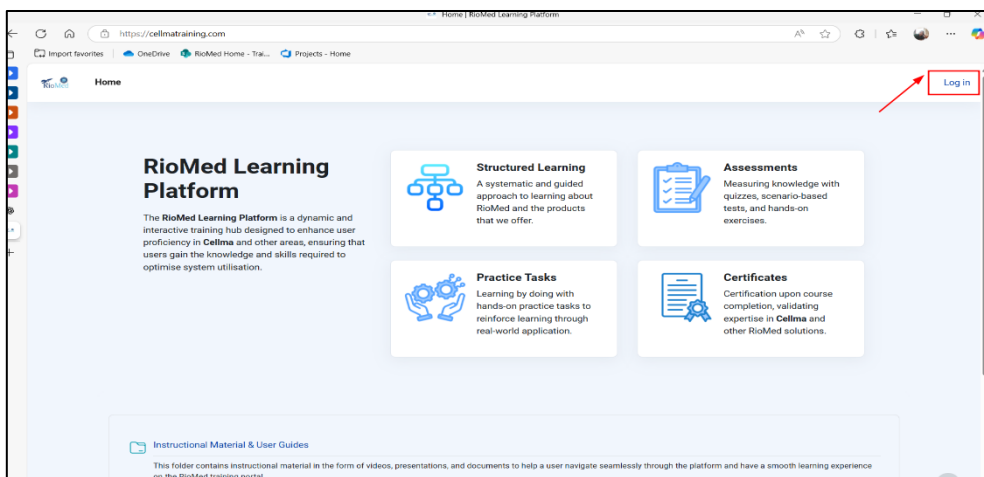


# Step-by-Step Login Instructions

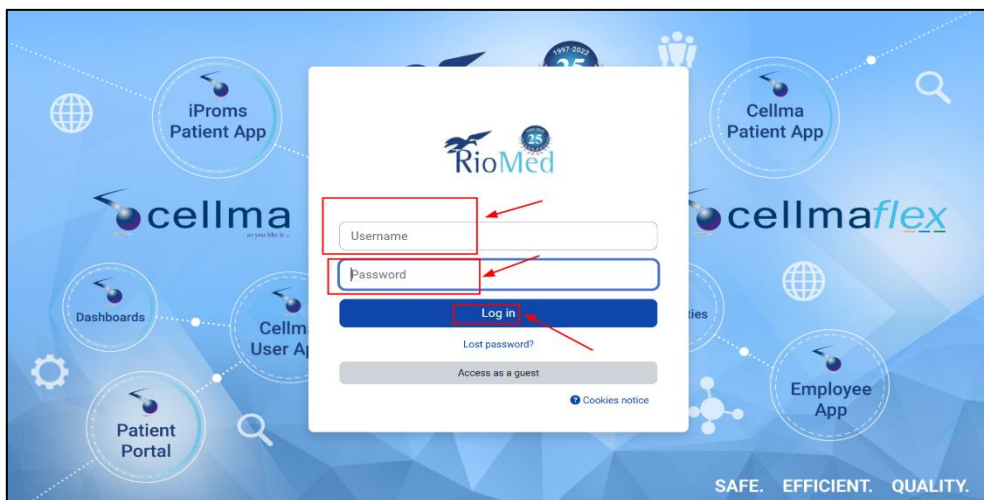
**Step 1:** Open your browser and enter the **URL: cellmatraining.com**.



**Step 2:** Click "Log in."

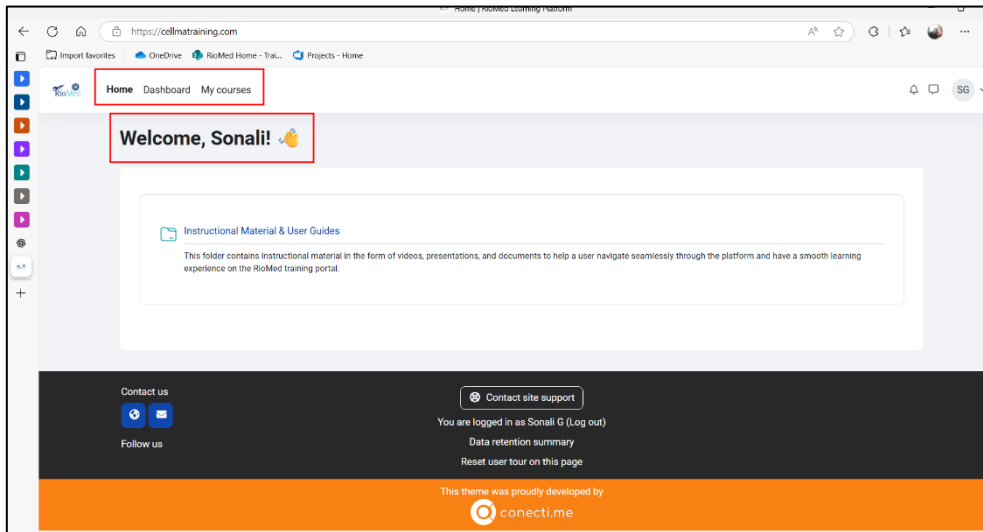


**Step 3:** On the login page, enter your **username** and **password** & click **Log in**.



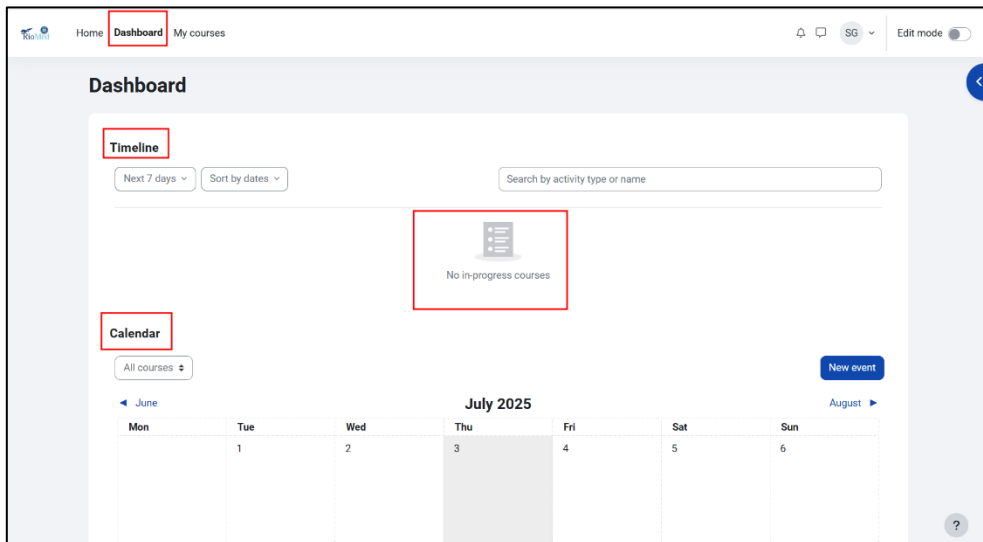
**Step 4:** If you are logging in for the first time, it will prompt you to change your password. Change the password and continue.

**Step 5:** The **Home** page will look something like this:



## Dashboard Overview

The Dashboard includes powerful tools to help you manage your coursework and deadlines effectively. The **Timeline**, **Calendar**, and **In Progress courses** are designed to keep you organised and on track.



## Timeline Block

The **Timeline** block displays a list of all upcoming activities across your enrolled courses. It is sorted by due date, making it easy to see what needs your attention next.

**Note:** Use the Timeline as your “to-do” list to stay ahead of deadlines.

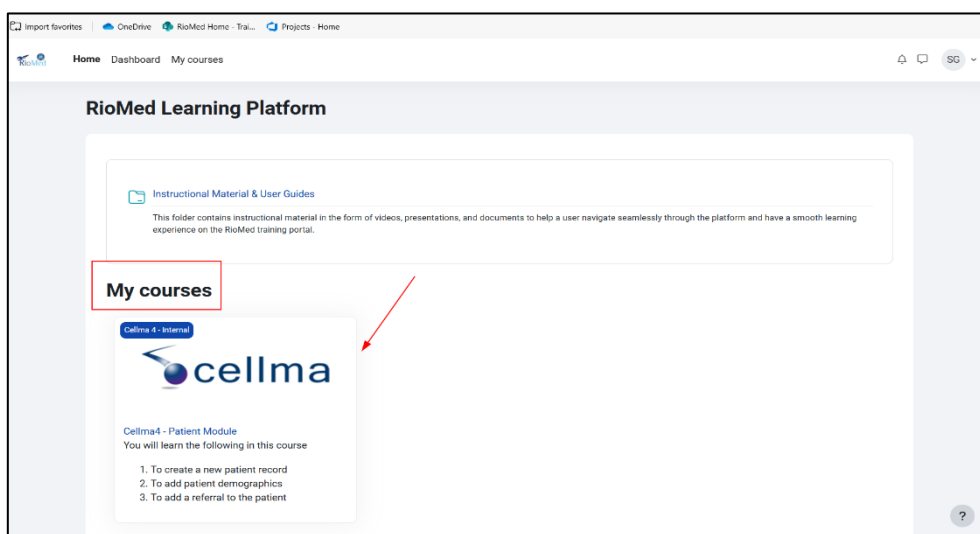
## Calendar

The **Calendar** is a visual tool that shows events and deadlines for all your courses in a monthly, weekly, or daily view. You can click on any event to get more details or go directly to that activity. You can also **add personal events** like reminders or meeting times.

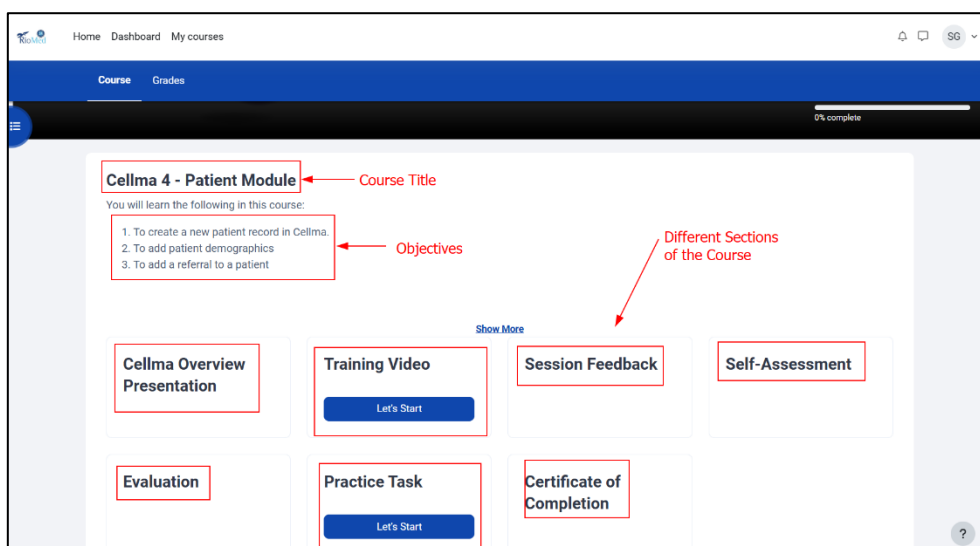
## Accessing A Training Course

Once you have logged into the Training Portal, accessing your assigned courses is straightforward. All users are **automatically enrolled by the system administrator or admin**. It will appear on your Dashboard, under the Course Overview section.

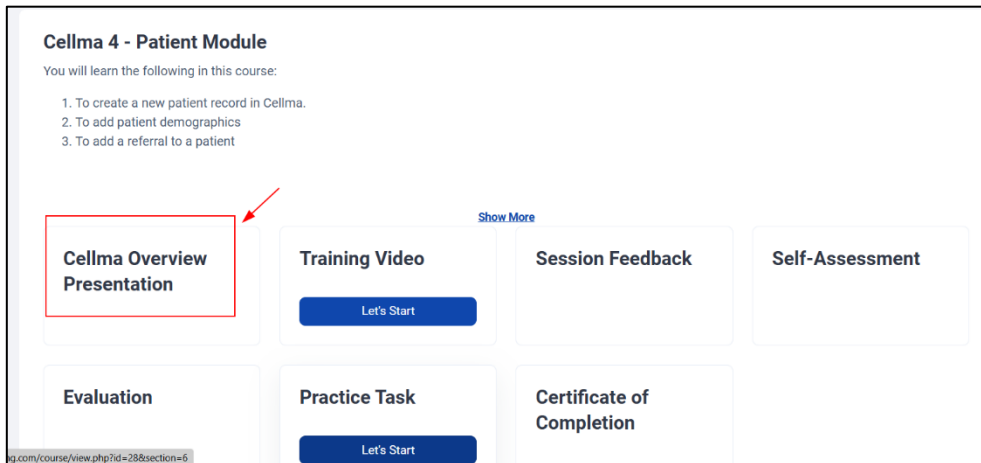
**Step 1:** Click the course title to open it and begin your training.



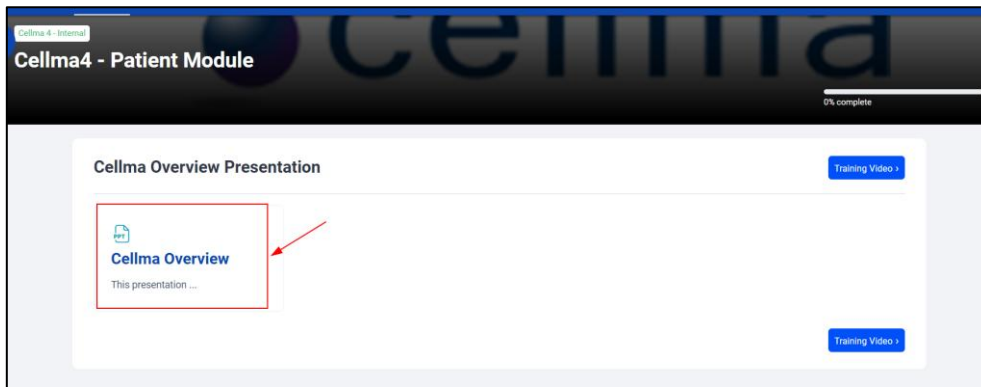
**Step 2:** The next screen will have the title and display different sections of the course.



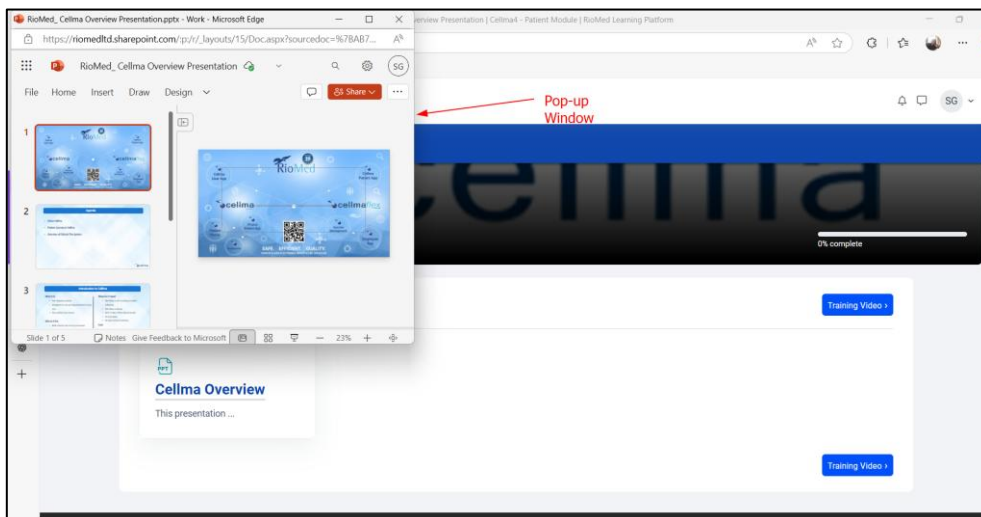
**Step 3:** Click on Section 1, “Cellma Overview Presentation.”



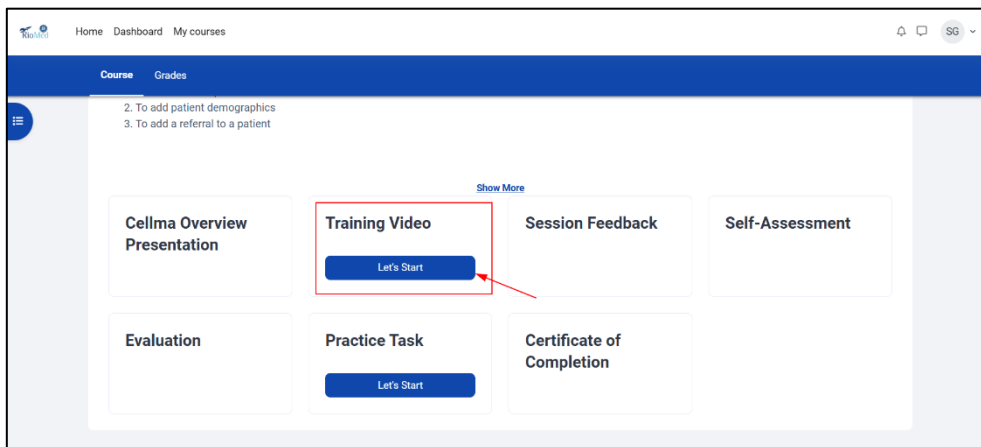
**Step 3.1:** Click on the presentation and it will open the presentation in a pop-up window as shown below.



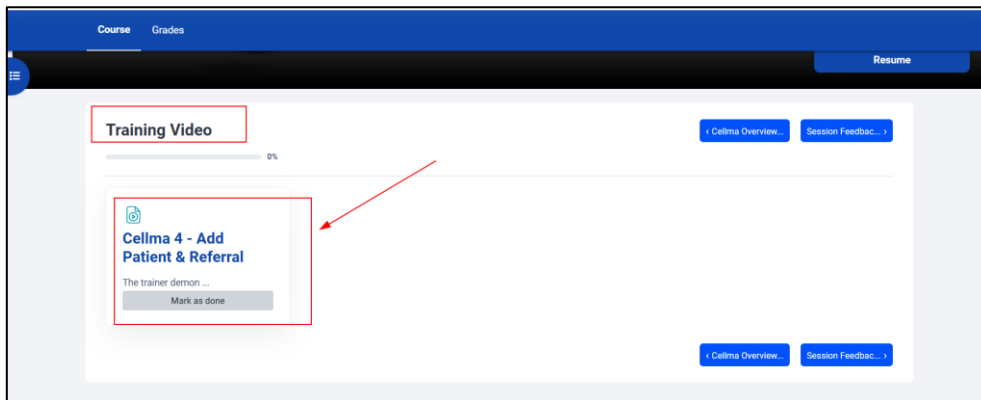
Screenshot of the Presentation appearing in the pop-up Window.



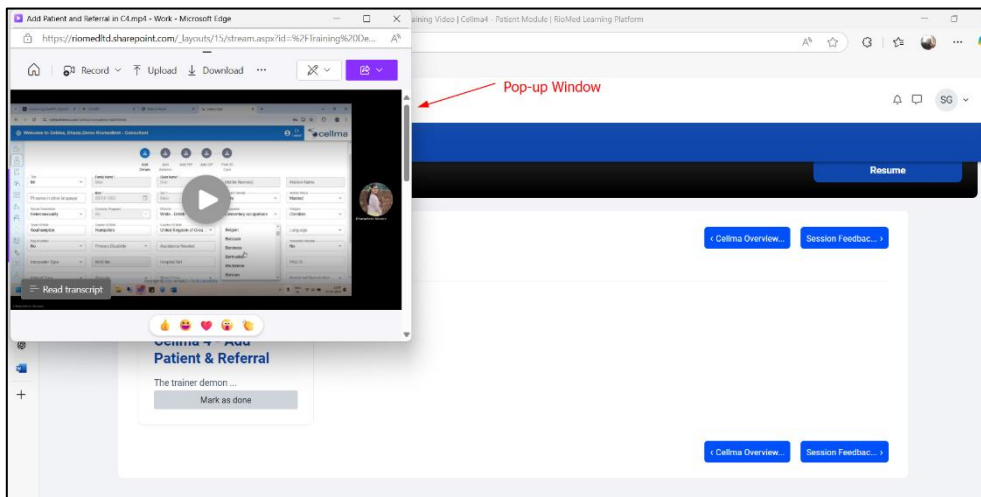
**Step 4:** Click on Section 2, “Training Video” – Lets Start.



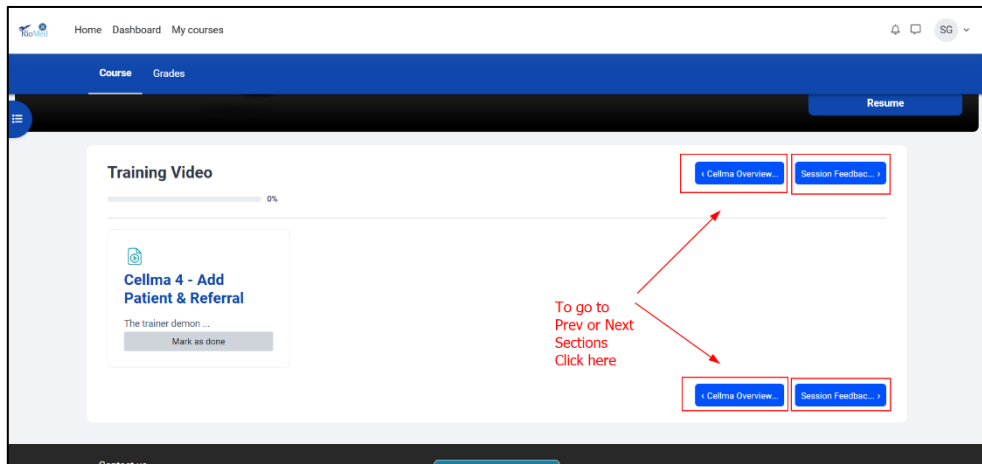
**Step 4.1:** Click on the Training Video and it will open the video in a pop-up window as shown below.



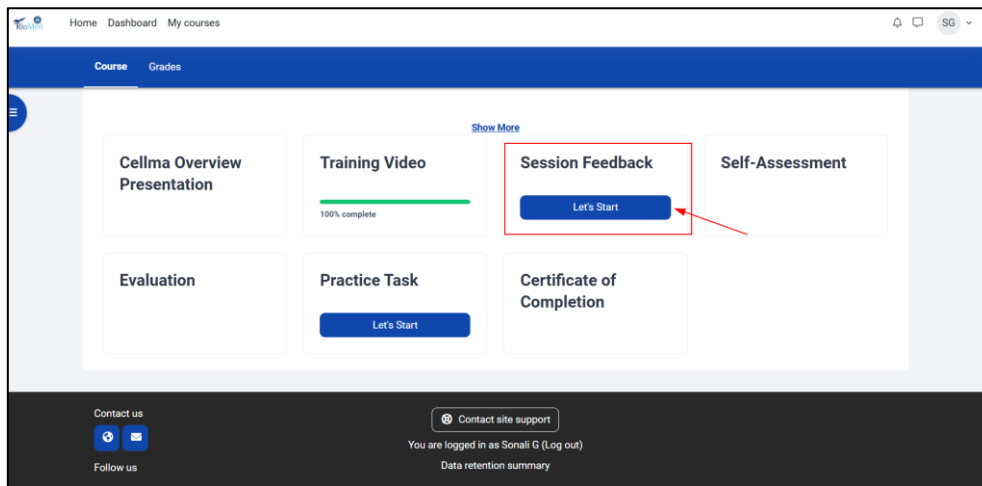
Screenshot of the video playing in the pop-up window.



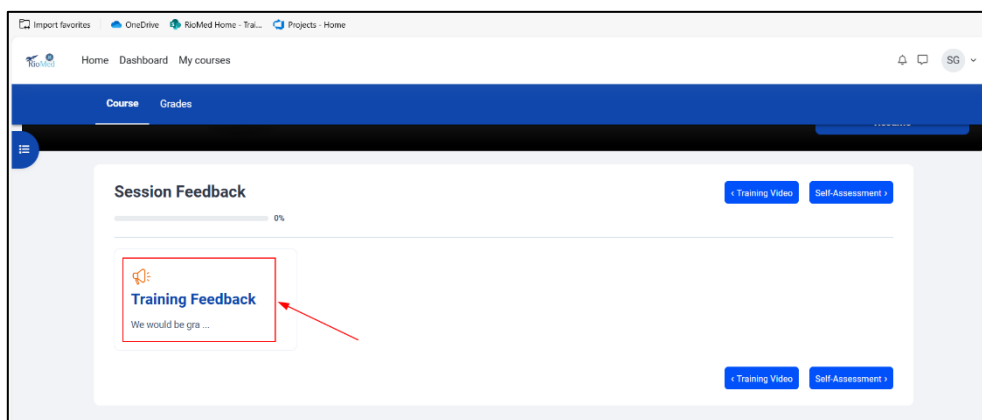
Click on the options highlighted in the screenshot below to go to the previous or next sections any time.



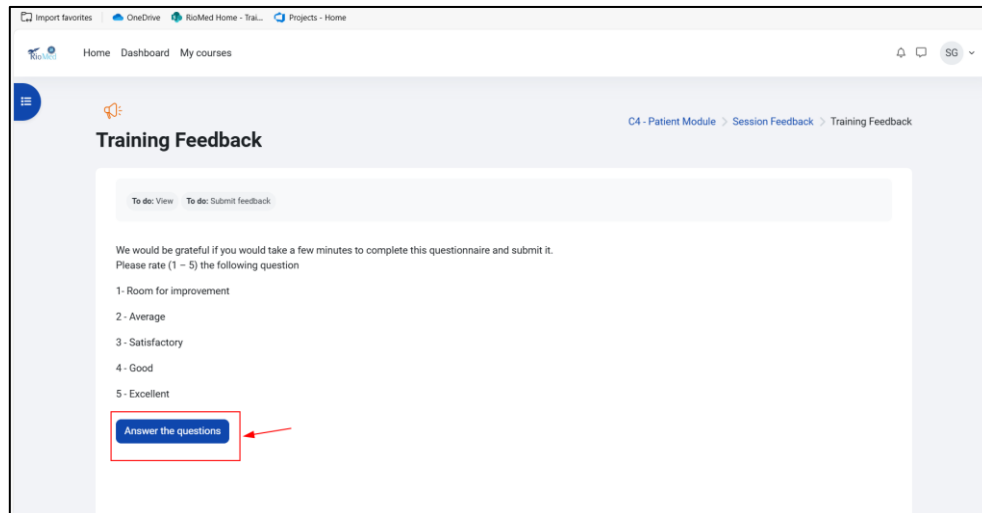
**Step 5:** Click on section 3, "Session Feedback" - Let's Start.



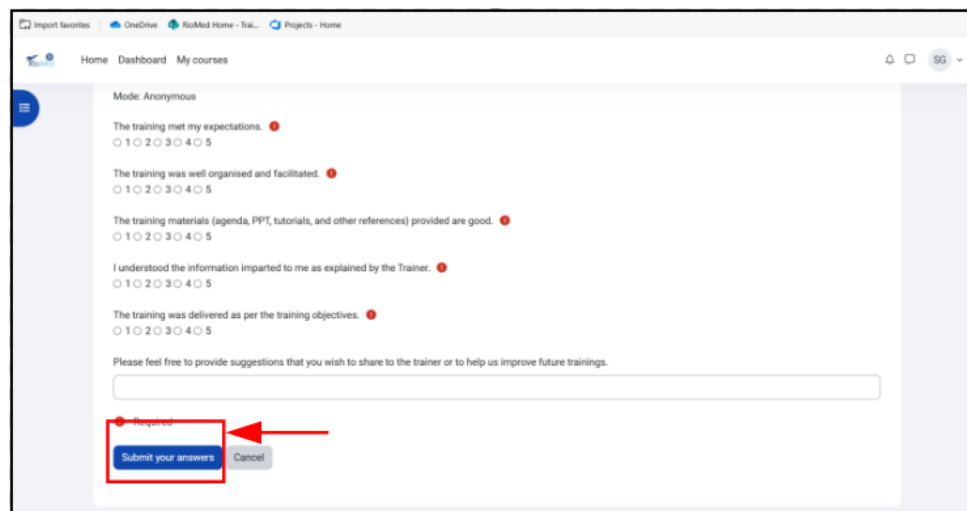
**Step 5.1:** Clicking on Training Feedback will open the Feedback section on a separate screen as shown below.



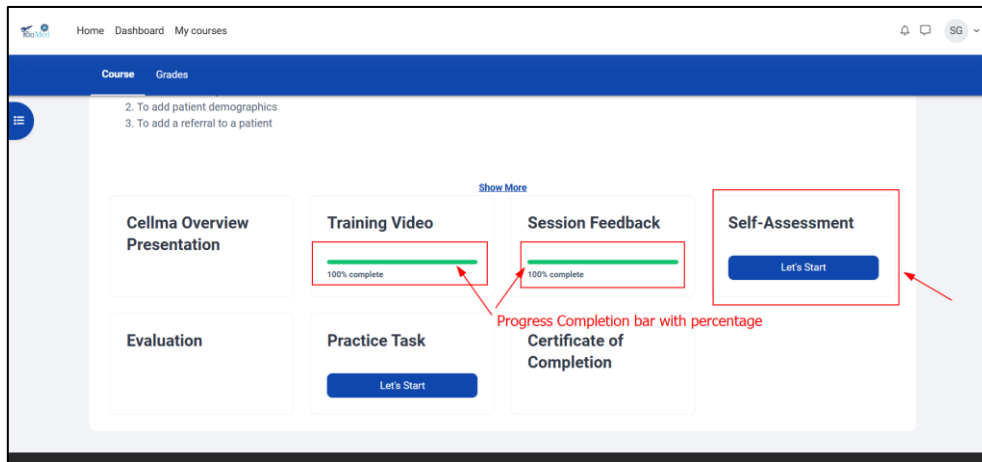
- a) Once you click on the Training Feedback, it will open the Feedback page, Click on the “Answer the questions” button.



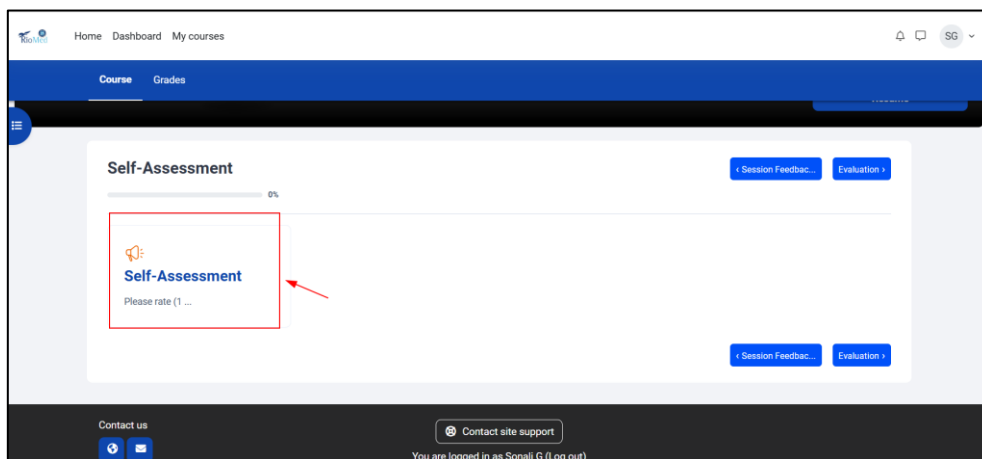
- b) It will take you to the questions, select your answers and then click on the “Submit your answers” button.



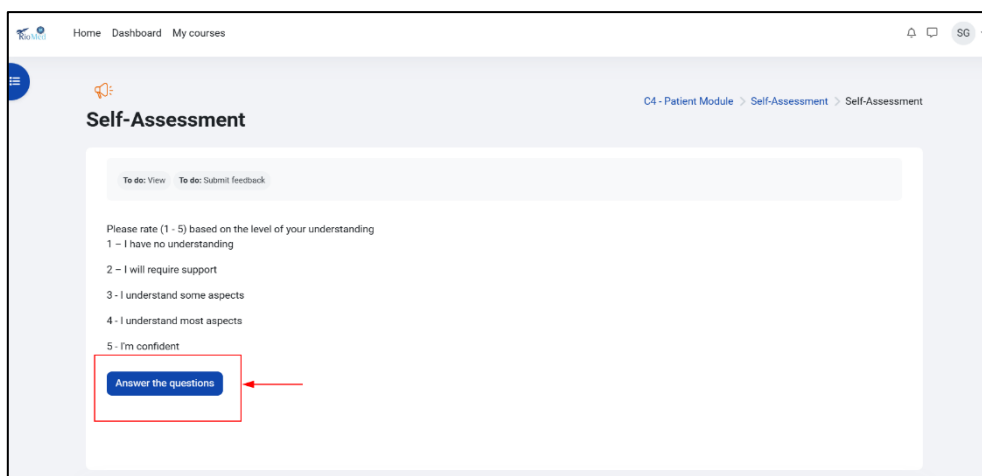
**Step 6:** Click on section 4, “Self-Assessment” - Let's Start. As you keep completing the previous sections, it displays the completion rate as shown in the picture below.



**Step 6.1:** Clicking on Self-Assessment will open the Self-Assessment Section on a separate screen as shown below:



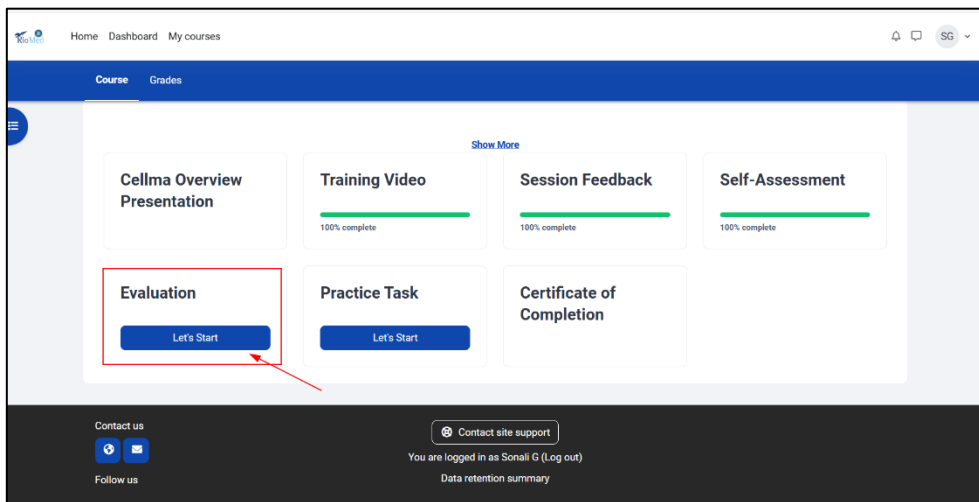
a) Once you click on the Self-Assessment, it will open the Sel-Assessment page, click on the “Answer the questions” button.



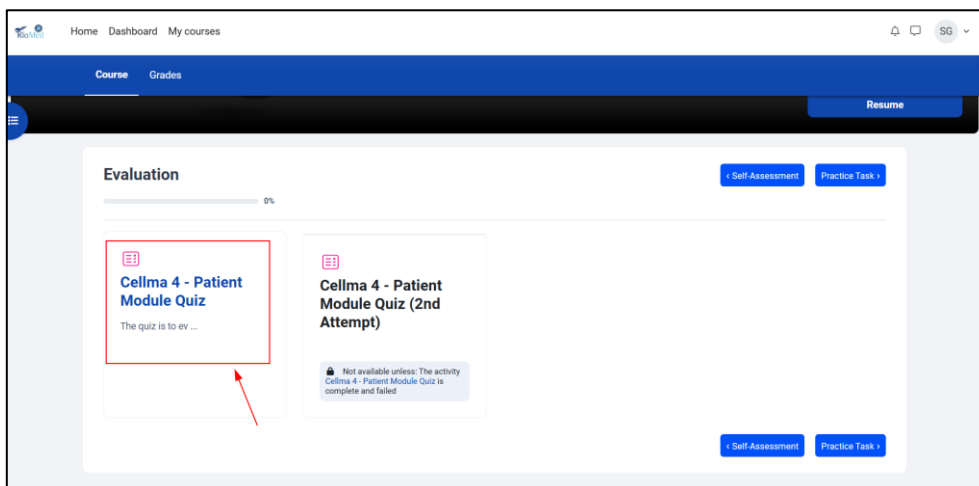
b) It will take you to the questions, select your answers and then click on the “Submit your answers” button.

The screenshot shows a user interface for a quiz. At the top, there is a navigation bar with 'Home', 'Dashboard', and 'My courses'. Below this is a progress indicator with five levels: '2 - I will require support', '3 - I understand some aspects', '4 - I understand most aspects', and '5 - I'm confident'. The main content area contains five questions, each with a radio button and a red exclamation mark icon. The questions are: 'I understand the basic functionalities of the Patient module in C4.', 'I understand how to create a new patient record in C4.', 'I know how to search and do a duplicate check for a patient in C4.', 'I understand the workflow to add PIP details to a patient's record in C4.', and 'I understand the workflow to add a referral into a patient's record in C4.'. Below the questions, there is a 'Required' label and a 'Submit your answers' button, which is highlighted with a red rectangular box. A 'Cancel' button is also visible next to it.

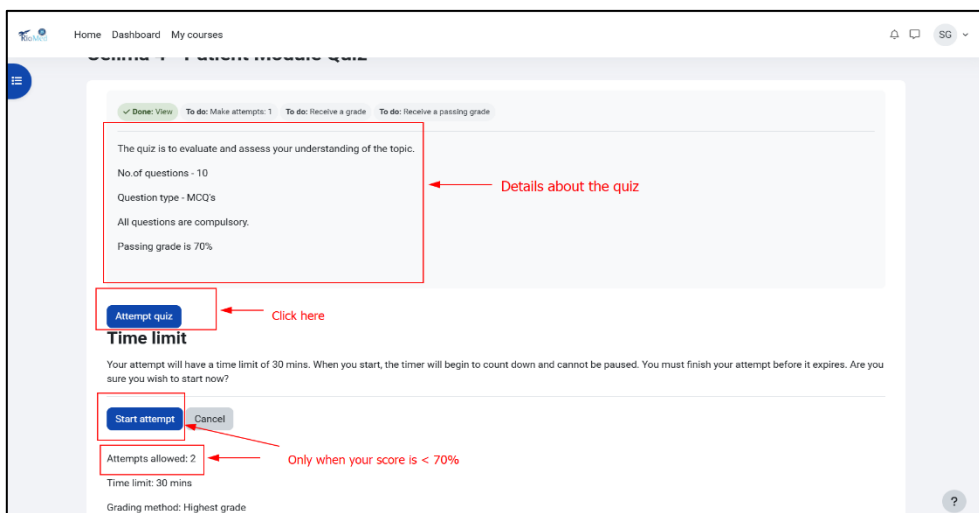
**Step 7:** Click on section 5, “Evaluation” - Let's Start.



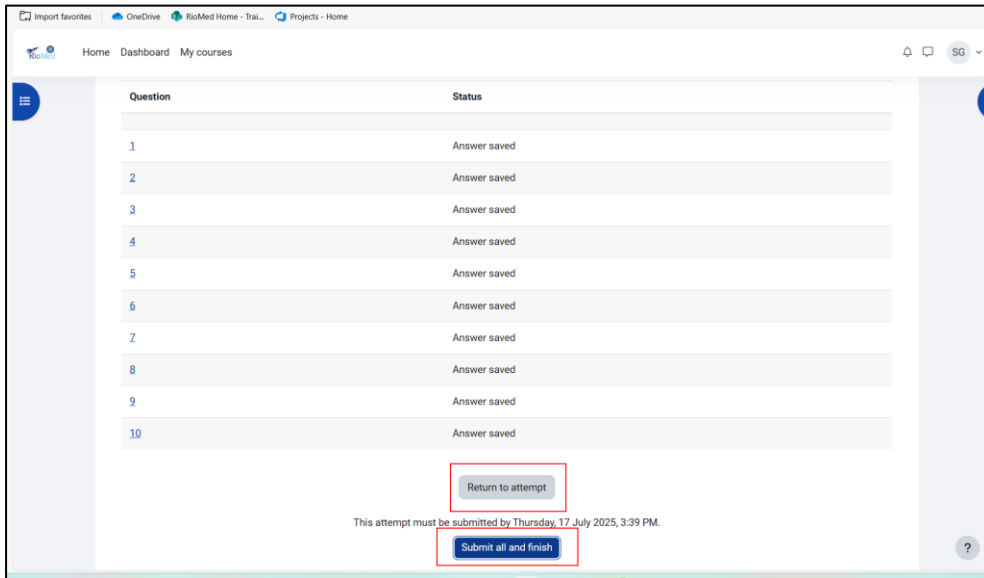
**Step 7.1:** Clicking on Evaluation will open the Evaluation Section on a separate screen as shown below.



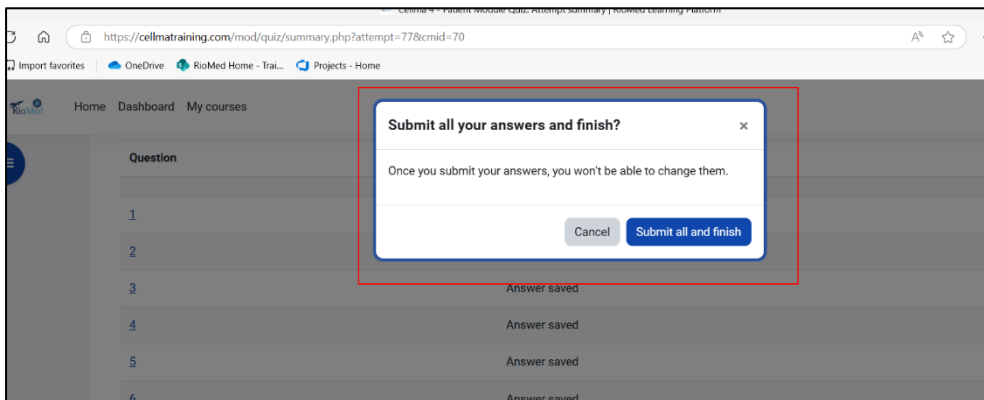
a) As soon as you click on the quiz, it will take you to the following page where the details related to the quiz will be displayed.



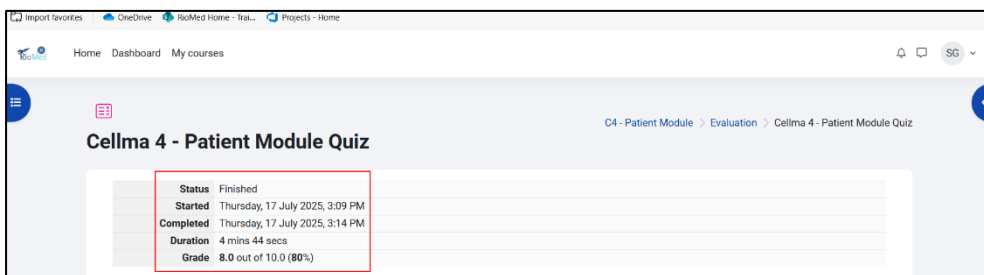
b) To go back to the answers or submit them, click on the buttons highlighted in the screenshot below.



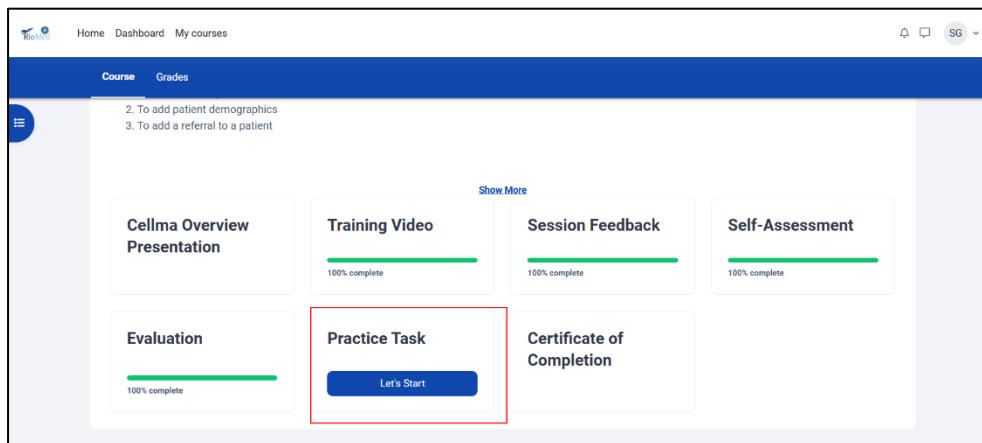
c) Before you finally submit the answers, it reconfirms before submission.



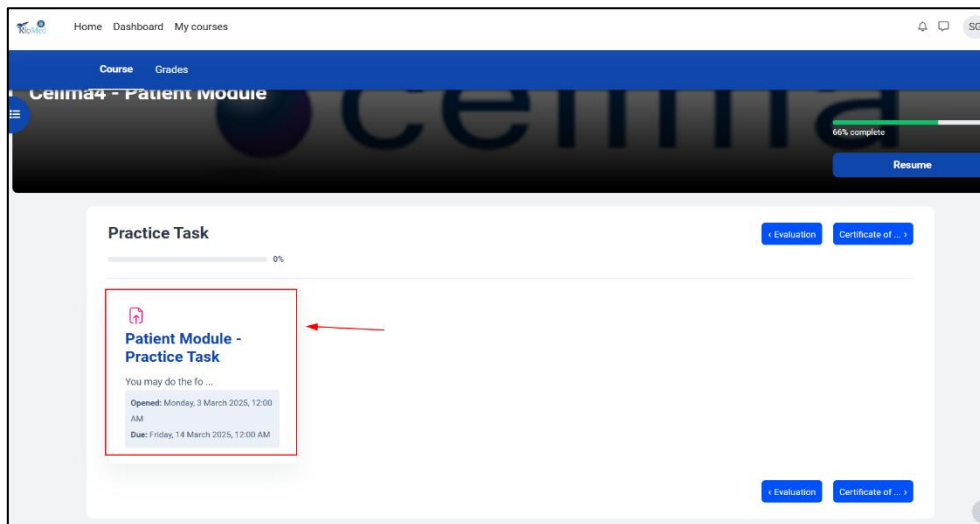
d) Finally, it displays your score for the quiz.



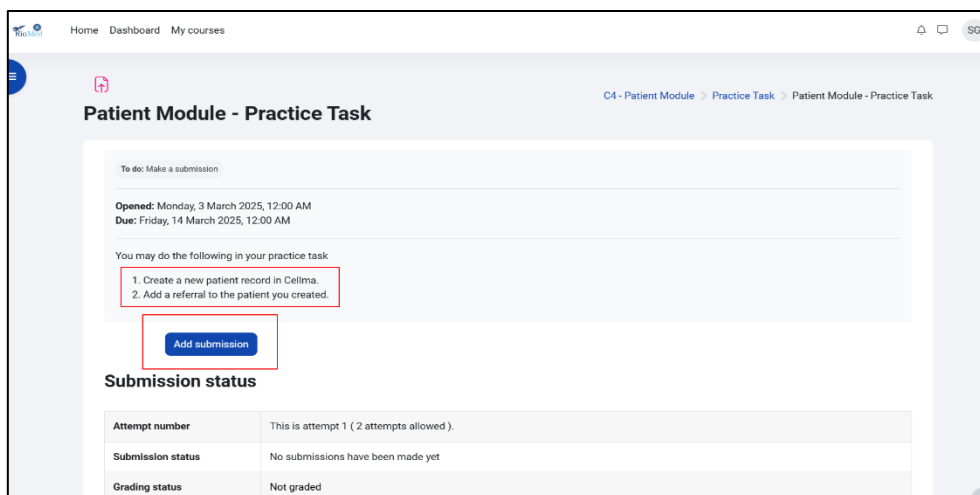
**Step 8:** Click on section 6, “Practice Task” - Let's Start.



**Step 8.1:** Clicking on the Practice Task will open the Practice Task Section on a separate screen as shown below:



a) It will display instructions for completing the activity. Click on “Add submissions” button.



b) A detailed step-by-step process for the activity will be opened. Complete the activity as instructed.

Opened: Monday, 3 March 2025, 12:00 AM  
Due: Friday, 14 March 2025, 12:00 AM

You may do the following in your practice task

1. Create a new patient record in Cellma.
2. Add a referral to the patient you created.

1. Open Cellma login page
2. Start screen recording from Clipchamp (see screen recording tutorial on home page)
3. Login to Cellma with your User credentials.
4. Add a new patient
5. Enter demographics and other required details
6. Take a screenshot of the Patient details page
7. Upload the screen grabs (recording and screenshot) in your submissions
8. Click 'Submit Assignment' (Blue button) under the navigation bar at the top.

▼ Add submission

Online text

Edit View Insert Format Tools Table Help

Chat | Training Managem...

**Step 9:** Click on section 7, Certificate of Completion

Home Dashboard My courses

Course Grades

Cellma4 - Patient module

66% complete

Resume

Certificate of Completion

Practice Task

Certificate of Completion - C4 Patient Module

The certificat ...

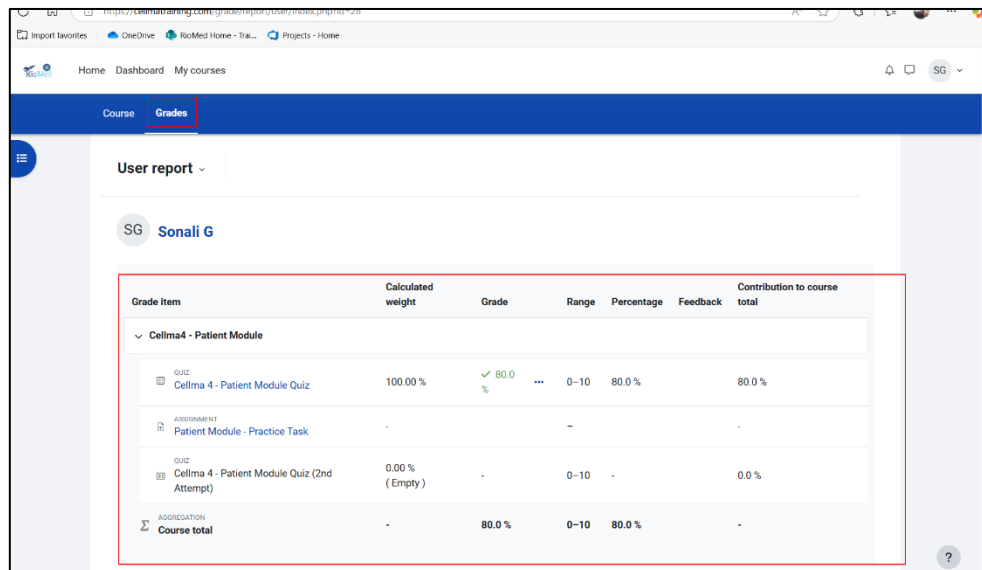
Not available unless: The activity Patient Module - Practice Task is marked complete.

Practice Task

**Note:** The certificate will be available only when all the assigned tasks are completed.

## Training Evaluation – Grades

The **Grades** tab in the training portal helps you track your performance across all your enrolled courses.



The screenshot shows the 'Grades' tab in the RioMed Training Portal. The user is identified as Sonali G. (SG). The table below displays the performance for the 'Cellima4 - Patient Module' course.

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
Cellima4 - Patient Module						
QUIZ Cellima 4 - Patient Module Quiz	100.00 %	✓ 80.0 %	0-10	80.0 %		80.0 %
ASSIGNMENT Patient Module - Practice Task	-	-	-	-		-
QUIZ Cellima 4 - Patient Module Quiz (2nd Attempt)	0.00 % (Empty)	-	0-10	-		0.0 %
AGGREGATION Course total	-	80.0 %	0-10	80.0 %		-

## Conclusion

The RioMed Training Portal is a powerful and user-friendly platform that supports a smooth and flexible learning experience. By understanding how to navigate the dashboard, access your assigned courses, complete training activities, and track your progress, you can make the most of your learning journey.

This guide is intended to help you build confidence in using it independently. Should you encounter any challenges, do not hesitate to refer to the relevant sections or contact the support team for assistance. Continuous engagement with the portal and timely completion of your courses will ensure you stay on track with your training goals.



www.riomed.com



Sexual Health

Occupational Health

Diabetes

Oncology

Ophthalmology

Audiology

Rheumatology

Dental

Maternity

Paediatrics



Follow us on:



Office Locations



### India Office

RioMed Technologies India Pvt. Ltd.  
712, 7th Floor,  
World Trade Center,  
Tower 2,  
Kharadi,  
Pune - 411014  
Tel: +91 020 66329523 / 24



### UK Office

RioMed Ltd.  
18 East Links  
Tollgate  
Chandlers Ford  
Eastleigh  
Hants SO53 3TG  
Tel: +44 (0) 2380 277040



### Trinidad Office

RioMed Ltd.  
#7 Gray Street,  
St Clair  
Port of Spain  
Trinidad & Tobago  
Tel: +1 (868) 222-9410