

## Annual compliance meeting

[Music begins]

**Narrator:** This is a sample of an annual compliance meeting (ACM) within Quest CE's compliance management system.

Upon launching the course, users will notice many similarities to the e-learning course that is offered by Quest CE, along with some key differences.

One of those differences is the recorded audio that plays automatically upon opening a page.

Every one of Quest CE's ACM courses features studio recorded audio, which can easily be added to any custom ACM.

Whenever launching a new page, users will see that the next button has a countdown timer running.

This countdown is the required play duration for the page's audio.

It is important to note, that users will not be able to advance to the next page until the audio is complete and the button says next.

If the next button is clicked before the time has finished, users will see this pop-up message.

The bottom left corner is where users can find a variety of quick access buttons.

In particular, the discussion board button.

This interactive discussion board gives users the ability to post any questions they may have about the ACM or its contents.

Users can also view posts from other users and even add their own response.

Once a response is added to the board, program administrators will automatically be notified via email allowing them to go in and moderate the discussion.

All of the quick access buttons are available to users from the start of the course through its completion.

However, should a user need to complete their ACM at a later time, they can click the dashboard button to return to their accounts homepage.

The system will automatically save their current position allowing users to easily pick up right where they left off the next time they log in.

[Music ends]