

EXPERTS IN DIGITALITION OF THE WATER INDUSTRY

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BY



**User guide**

**Idrica Academy**

**V 1.0**

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# 1 INTRODUCTION

With the aim of continuing to improve our professional skills, Idrica offers the Idrica Academy platform, which provides both internal training and the portfolio of products offered by the company, through courses and learning plans in a dynamic digital environment.

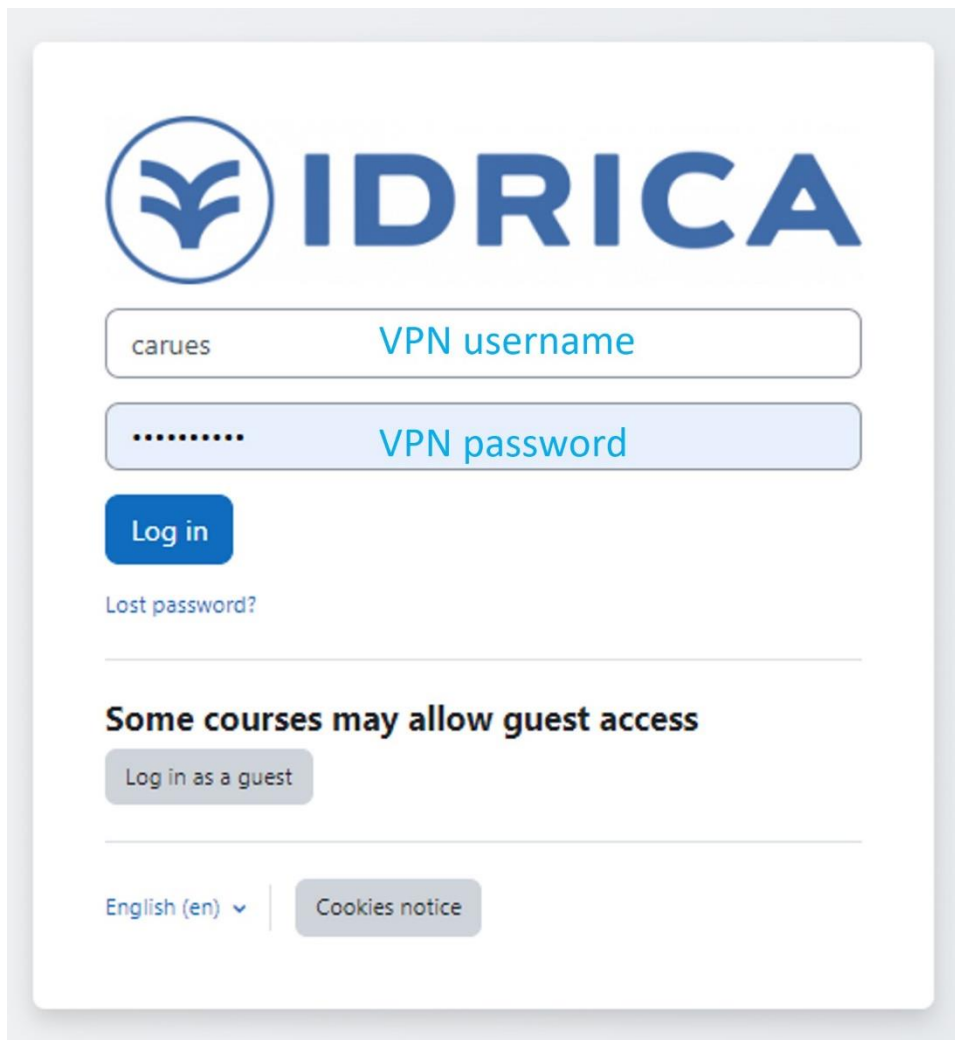
## 2 ACCESS

**Idrica Academy** has a productive environment accessible from any web browser.

- Access link: <https://academy.idrica.com/>



The user will access the environment with his Idrica domain credentials or with the credentials provided by the administrators if he is not Idrica staff.



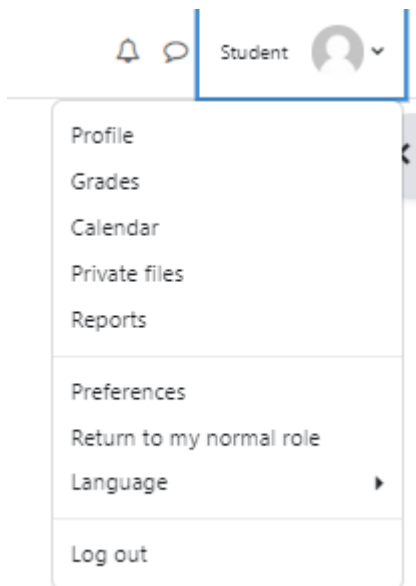
## 2.1 User interface

Once the user has entered their access credentials, they can view the Idrica Academy platform interface, which is subdivided into different menus and navigation elements.

### 2.1.1 Dashboard



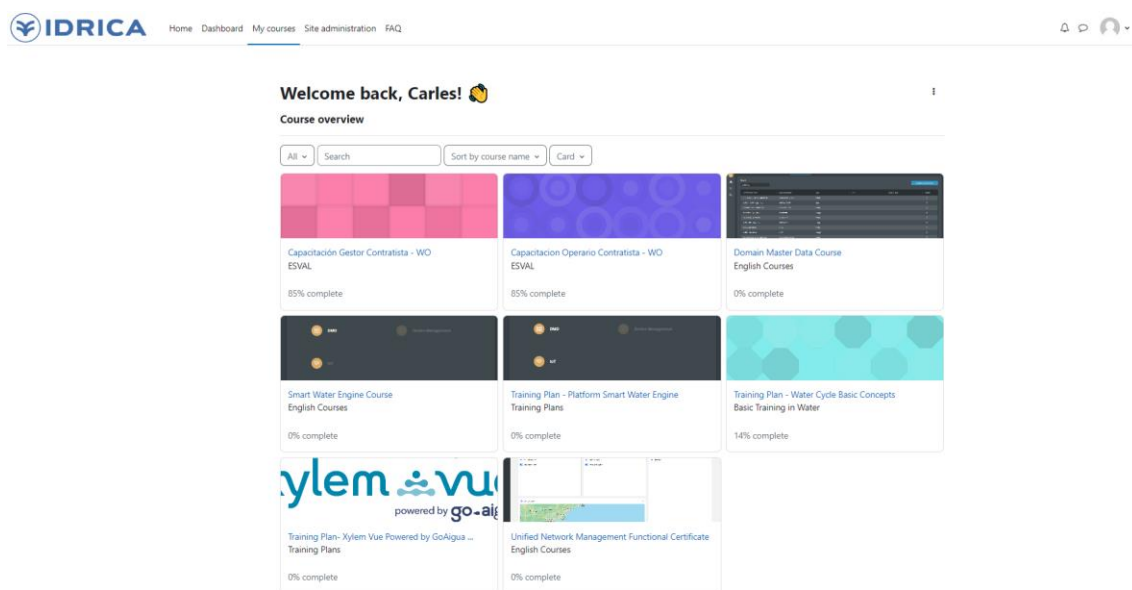
On the top right-hand side, the user has access to the user profile submenu where he/she can select the language in which he/she wants the interface to be displayed, as well as define other preferences of his/her profile.



In the top menu of the interface, the user has access to the different user options such as the home page, the work area, the courses in which the user is enrolled, as well as the site administration menu in case the user has administration permissions.



In the central panel of the tool, the user can identify the different course grouping categories defined in the tool.

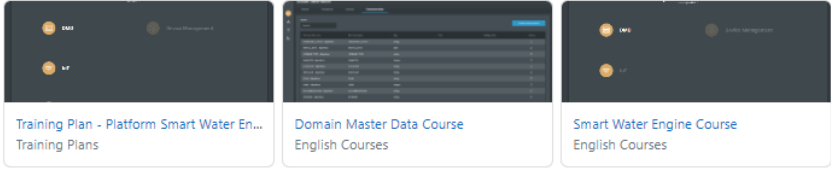


## 2.1.2 Personal area

- Displays the timeline defined for the specific user in which activities requiring actions by that user can be displayed.
- Displays the summary of courses that the user has recently accessed.
- Displays the calendar with events related to the user.
- Displays the different grouping categories of existing Idrica Academy courses.

## Dashboard

### Recently accessed courses




Training Plan - Platform Smart Water En...  
Training Plans

Domain Master Data Course  
English Courses


Smart Water Engine Course  
English Courses

### Starred courses



No starred courses

### IDRICA ACADEMY



INITIAL TRAINING

SPECIFIC TRAINING


PARTNER TRAINING

CUSTOMER TRAINING

### Timeline

Next 7 days ▾ Sort by dates ▾

Search by activity type or name



No activities require action

### 2.1.3 My courses



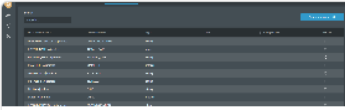
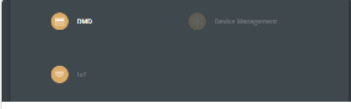
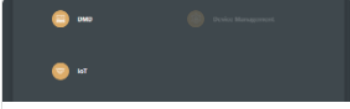


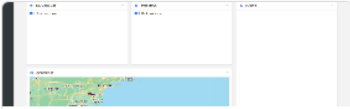
It shows an overview of the courses accessed by the user with their percentage of completion.

It also allows various display modes, organization of information and search methods for this view.

## My courses

### Course overview

All Search Sort by course name Card

 <p>Capacitación Gestor Contratista - WO ESVAL</p> <p>85% complete</p>	 <p>Capacitación Operario Contratista - WO ESVAL</p> <p>85% complete</p>	 <p>Domain Master Data Course English Courses</p> <p>0% complete</p>
 <p>Smart Water Engine Course English Courses</p> <p>0% complete</p>	 <p>Training Plan - Platform Smart Water Engine Training Plans</p> <p>0% complete</p>	 <p>Training Plan - Water Cycle Basic Concepts Basic Training In Water</p> <p>14% complete</p>
 <p>Training Plan- Xylem Vue Powered by GoAigua ... Training Plans</p> <p>0% complete</p>	 <p>Unified Network Management Functional Certificate English Courses</p> <p>0% complete</p>	

## 2.1.4 FAQ

The FAQ section will allow the user to consult the most frequent doubts regarding the use of the platform.

### FAQs

#### Frequently Asked Questions in Idrica Academy

- ▶ [How can I access Idrica ACADEMY?](#)
- ▶ [How do I enrol?](#)
- ▶ [Do I have a deadline to finish the course and does my manager see it?](#)
- ▶ [How do I report a bug?](#)
- ▶ [Difference between Training plan and Course](#)
- ▶ [When have I finished a course?](#)
- ▶ [Do all courses have a certificate?](#)
- ▶ [Can I access from other devices?](#)
- ▶ [Suggestions for new courses or add customer-specific courses.](#)
- ▶ [What is the order in which the courses should be taken?](#)



### **3 IDRICA ACADEMY**

The aim of the Idrica Academy is to facilitate training on Idrica's product portfolio for different user groups and categories.

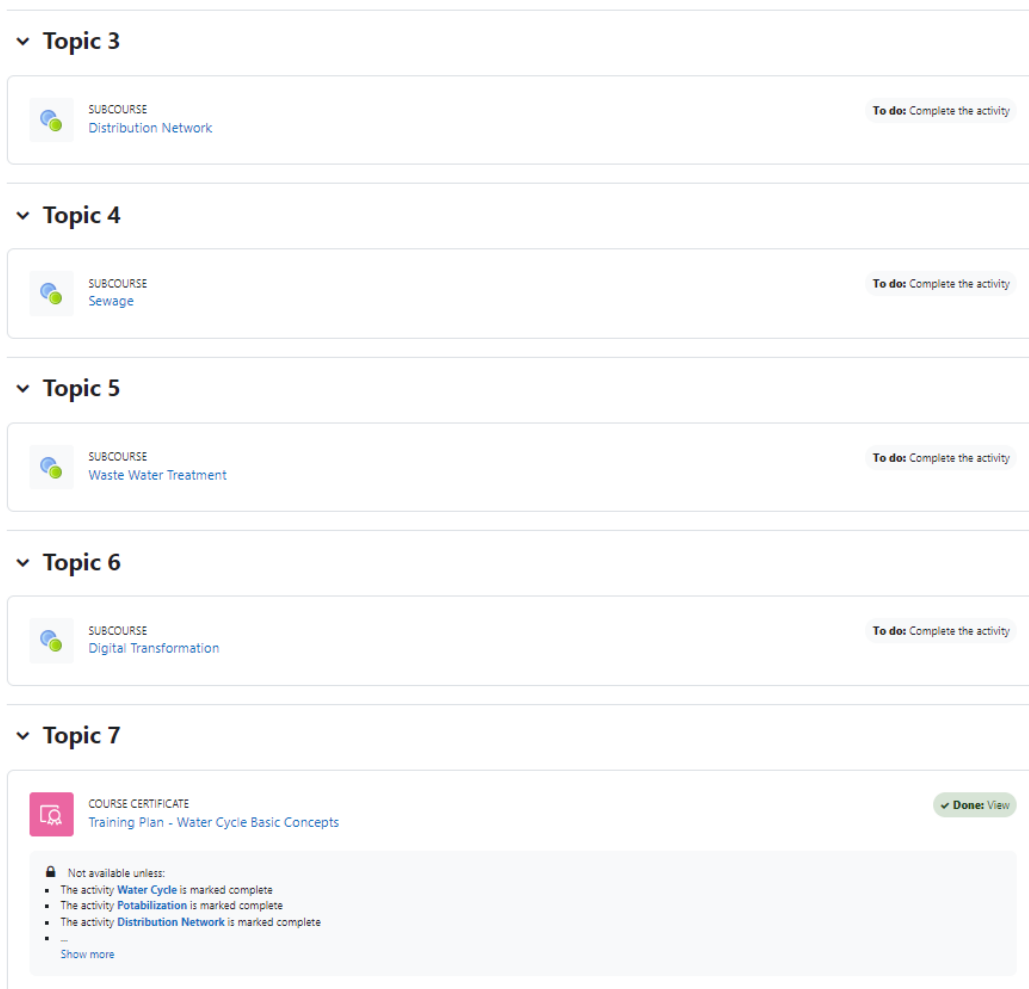
To this end, this guide summarizes the basic aspects of the tool's configuration that must be considered for the correct maintenance and updating of its contents.

## 4 Courses and Training Plans

Academy has different categories (**Initial Training, Specific Training and Customer Training**) within which there are different types of online training. There are two different formats: courses and training plans.



Los **trainings plan o itinerarios formativos** estarán compuestos por una serie de cursos relacionados con una competencia o materia determinada.



▼ Topic 3

SUBCOURSE  
Distribution Network  
To do: Complete the activity

▼ Topic 4

SUBCOURSE  
Sewage  
To do: Complete the activity

▼ Topic 5

SUBCOURSE  
Waste Water Treatment  
To do: Complete the activity

▼ Topic 6

SUBCOURSE  
Digital Transformation  
To do: Complete the activity

▼ Topic 7

COURSE CERTIFICATE  
Training Plan - Water Cycle Basic Concepts  
Done: View

Not available unless:

- The activity **Water Cycle** is marked complete
- The activity **Potabilization** is marked complete
- The activity **Distribution Network** is marked complete
- ...

Show more

## 4.1 Login to a Course

The structure of a course is divided into a series of dynamic activities to be viewed or completed by the user.

The **courses** are made up of the following sections: didactic units, evaluation questionnaire, satisfaction survey and course completion certificate.


### ▼ Issues

 BOOK  
Issues View

### ▼ Challenges of distribution networks

 BOOK  
Challenges of distribution networks View

### ▼ Questionnaire


 QUIZ  
Questionnaire View  
Receive a grade

🔒 Not available unless:

- The activity **Introduction** is marked complete
- The activity **Network typology** is marked complete
- The activity **Infrastructure** is marked complete
- —


[Show more](#)

### ▼ Satisfaction survey

 QUESTIONNAIRE  
Satisfaction Survey Complete the activity

🔒 Not available unless: The activity **Questionnaire** is complete and passed

### ▼ Course Completion Certificate

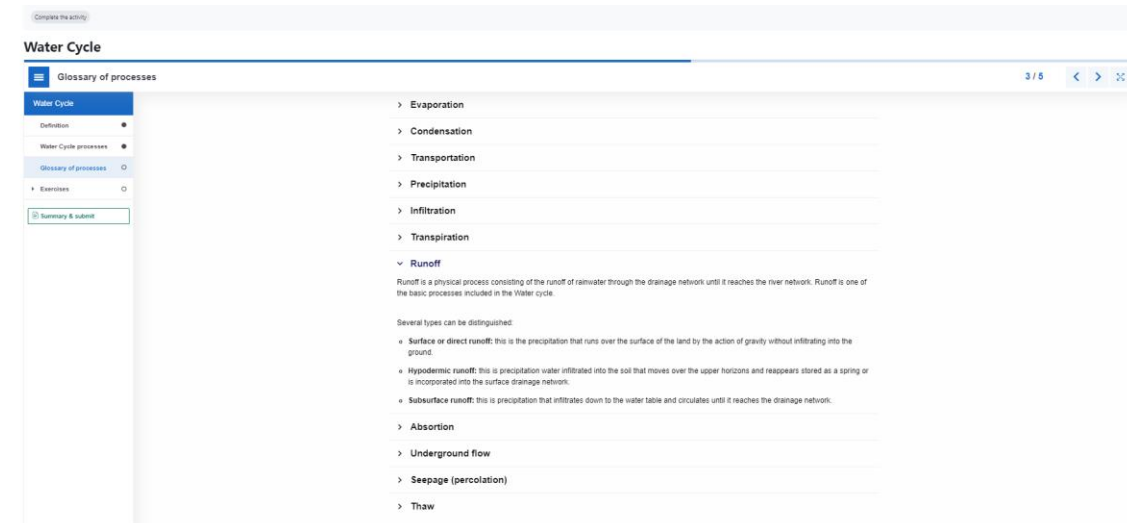
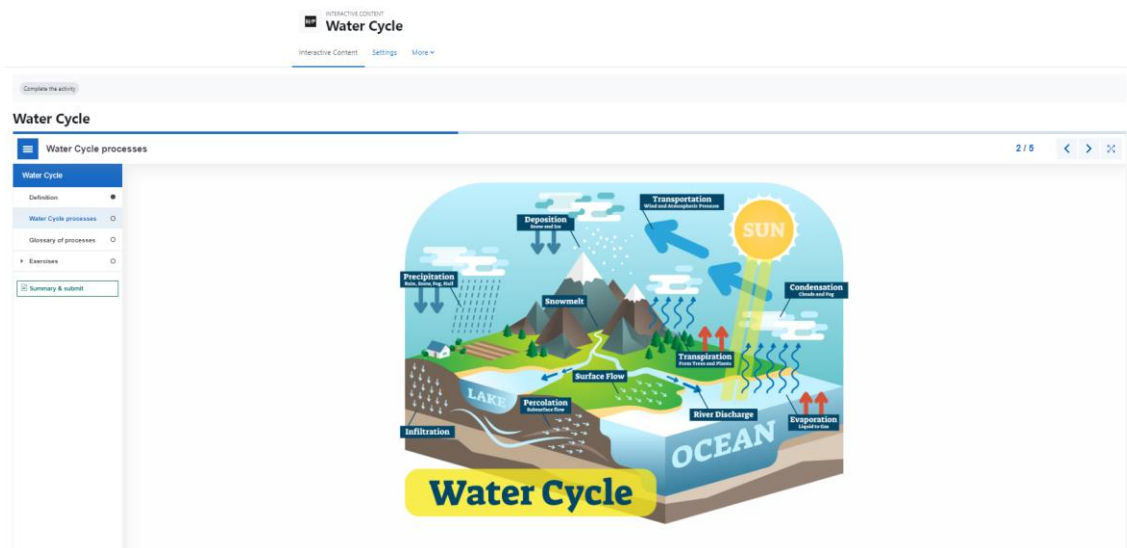
 COURSE CERTIFICATE  
Course Completion Certificate View

🔒 Not available unless: The activity **Questionnaire** is complete and passed

As can be seen in the following image of an example of a course, the **Questionnaire** is blocked until the user goes through all the didactic units of the course, once all of them have been completed, access to it will be enabled. In the same way that the satisfaction survey and the Certificate are blocked by the result of the Questionnaire.

When the Questionnaire is completed with a pass mark (a score of 5 or higher), the **Certificate of Completion** of the course in question can be obtained and the Satisfaction Survey can be completed to obtain feedback on the course completed.

View of the courses where the thematic units have graphic resources, interactive content and exercises for a better training in the subject:



Complete the activity

## Water Cycle

Exercises 4 / 5

Water Cycle

- Definition
- Water Cycle processes
- Glossary of processes
- Exercises
- Summary & submit

Evaporation of water is a physical process by which water changes from a liquid to a gaseous state or water vapour.

True  False

You got 1 of 1 points

1/1

Water condensation is the process by which water passes from the state \_\_\_\_\_ to \_\_\_\_\_, i.e. when the water vapour pressure is higher than the saturation vapour pressure.

gas, air, water, , earth, precipitation, sea, river, wind, , solid

2/2

Definition of runoff

Runoff is a physical process consisting of the runoff of rainwater through the drainage network until it reaches the river network. There are several types: surface or direct, hypodermic and underground.

Runoff is a physical process consisting of the runoff of rainwater through the drainage network until it reaches the river network. There are only two types: hypodermic and superficial or indirect.

Runoff is a physical process consisting of the runoff of rainwater through the drainage network until it reaches the river network.

1/1

Infiltration is the process by which water on the land surface enters the soil. Infiltration rate, in soil science, is a measure of the rate at which the soil is able to absorb precipitation or irrigation.

True  False

Check

INTERACTIVE CONTENT

### Water Cycle

Complete the activity

## Water Cycle

Summary

Water Cycle

- Definition
- Water Cycle processes
- Glossary of processes
- Exercises
- Summary & submit

Total score: 11 / 13 (5 of 5 interactions)

Book progress: 100% (4 of 4 pages)

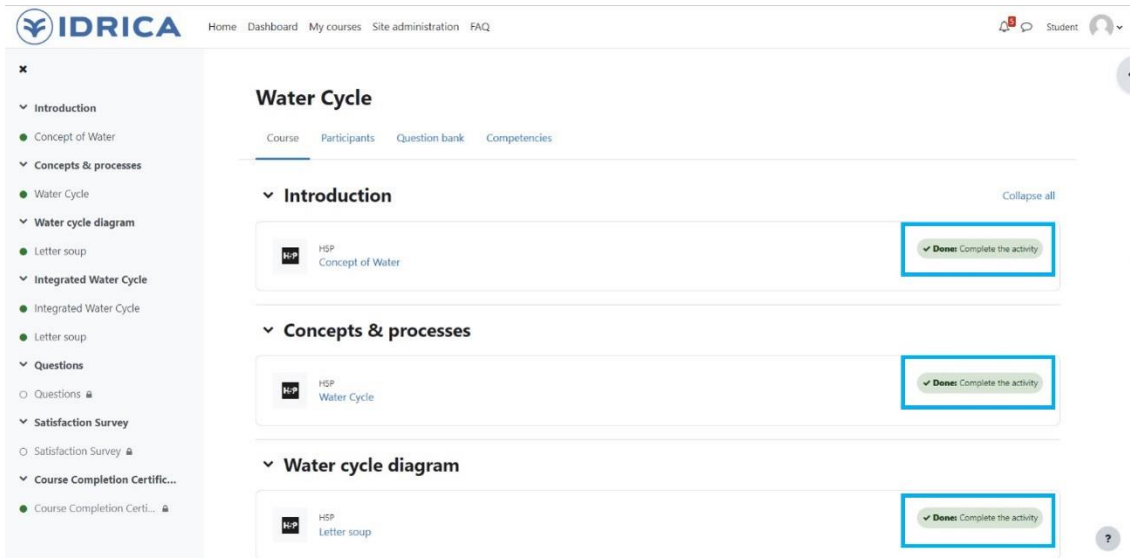
Interactions progress: 100% (5 of 5 interactions)

Submit Report Restart

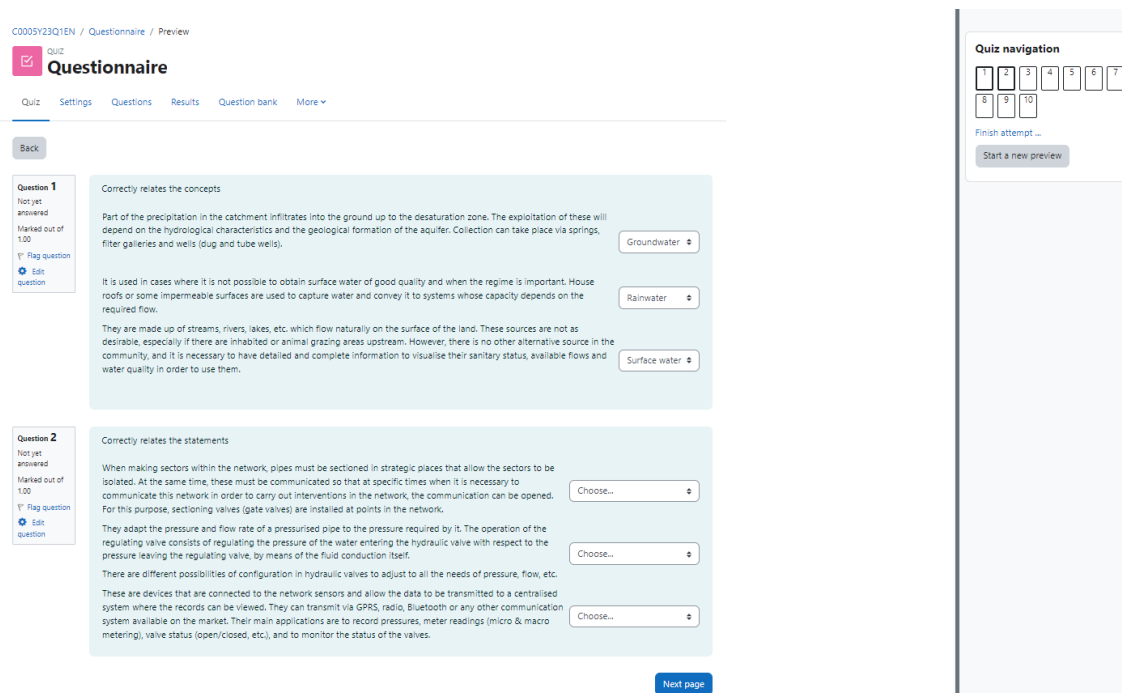
Summary All interactions

Section	Score
Definition	No interactions
Water Cycle processes	No interactions
Glossary of processes	No interactions
Exercises	5 of 5 interactions completed
• Concept of evaporation	1 / 1
• Mark the correct missing words in the following definition:	2 / 2
• Please select the correct option	1 / 1
• Infiltration	1 / 1
• Drag the words into the right boxes	6 / 8

11 / 13




To access the Questionnaire, shown below, all units of the course must be marked as completed, as shown in the image above.



The user must answer all the questions of the assessment test and select and press the **"finish attempt"** button.

Once the user is sure of the selected answers, he/she should press the **submit all button and finish**.


**Questionnaire**
[Back](#)

## Questionnaire

### Summary of attempt

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved
5	Answer saved
6	Answer saved
7	Answer saved
8	Answer saved
9	Answer saved
10	Answer saved

[Return to attempt](#)[Submit all and finish](#)

Once you have completed the course and passed the questionnaire, you can obtain a certificate for the course.


**Questionnaire**
[View](#)
[Receive a grade](#)
[Preview quiz](#)

Attempts allowed: 2

Grading method: Highest grade

Grade to pass: 5.00 out of 10.00

Attempts: 13

### Summary of your previous attempts

Attempt	State	Grade / 10.00	Review
Preview	Finished Submitted Thursday, 27 April 2023, 12:38 PM	8.33	<a href="#">Review</a>

**Highest grade: 8.33 / 10.00.**

With the completed questionnaire, depending on the course, the user will have the possibility to obtain a diploma with its certificate validation.

Below are some examples of Course Completion Certificates and Training Plan or Training Itinerary Certificates:





When the user has obtained the certificate, an e-mail is automatically sent with the pdf document of the certificate and a link, where the certificates obtained can be consulted:

### Your certificate is available!

 idrformacion\_pro  
Para  Carles Ruiz | Idrica

 6652877512CR.pdf  
653 KB

Iniciar la respuesta a todos con: [Received, thank you.](#) [Thank you!](#) [Congratulations!](#)  Comentarios

Hi Carles Ruiz,

Your certificate is available! You will find it here [My Certificates](#)

Are you reading this in an email? [Download the mobile app and receive notifications on your mobile device.](#)

In the list of certificates obtained, the user has the option to share them on LinkedIn:

[Profile](#) / My certificates



















**Carles Ruiz**  Message

### My certificates

These are the certificates you have been issued by either email or downloading manually.

Download table data as  [Download](#)

Name	Date issued	Expiry date	Code	File	Share on LinkedIn
Training Plan Water Cycle Basic Concepts	Wednesday, 26 April 2023, 9:13 AM	Never	6220424430CR		
Smart Water Engine	Friday, 17 February 2023, 10:19 AM	Never	5450502279CR		
Domain Master Data	Friday, 17 February 2023, 10:19 AM	Never	6342847227CR		
Water Cycle	Wednesday, 15 February 2023, 3:27 PM	Never	2693102626CR		
Training Plan Water Cycle Basic Concepts	Tuesday, 14 February 2023, 4:19 PM	Never	3824680104CR		
Training Plan Xylem Vue Powered By GoAigua Solutions	Tuesday, 14 February 2023, 4:19 PM	Never	3437959393CR		
Unified Network Management	Tuesday, 14 February 2023, 4:19 PM	Never	2586712538CR		
Training Plan Smart Water Engine	Tuesday, 14 February 2023, 4:19 PM	Never	1495488781CR		

Finally, the satisfaction survey for each course is used by the Idrica Academy team to gather feedback from all users who have taken the course:

C0005Y23Q1EN / Satisfaction Survey / Answer the questions...

QUESTIONNAIRE

### Satisfaction Survey

Questionnaire Settings Advanced settings Questions Feedback More ▾

Complete the activity

#### Satisfaction Survey

**1** Rate from 1 to 10 how much you think you have learned from this course.

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- No answer

**2** In general terms, how would you describe the course

- Excellent
- Very good
- Good
- Not so adequate
- Not good at all
- No answer

**3** Do you think the course objectives are clear?

- Very clear
- somewhat clear
- not very clear
- No answer