

**From:** Morani, William (HAL) [mailto:WMorani@HollandAmerica.com]  
**Sent:** Thursday, May 20, 2010 11:21 AM  
**To:** Koch, Denise (DEC)  
**Cc:** White, Edward E (DEC); Faure, Albert (DEC); Turvey, Jonathan (HAL)  
**Subject:** AWWPS CBTs for Science Panel  
**Importance:** High

Denise, I have 11 CDs I would like to mail to you to give members of the science panel. The CD includes both the Rochem and Zenon system. This is the CBT we give our crew so it is set up for them which also includes questions and testing. Panel members can either take the course and test or just scroll through it. To just scroll through it we have a work around (2<sup>nd</sup> bullet point below)

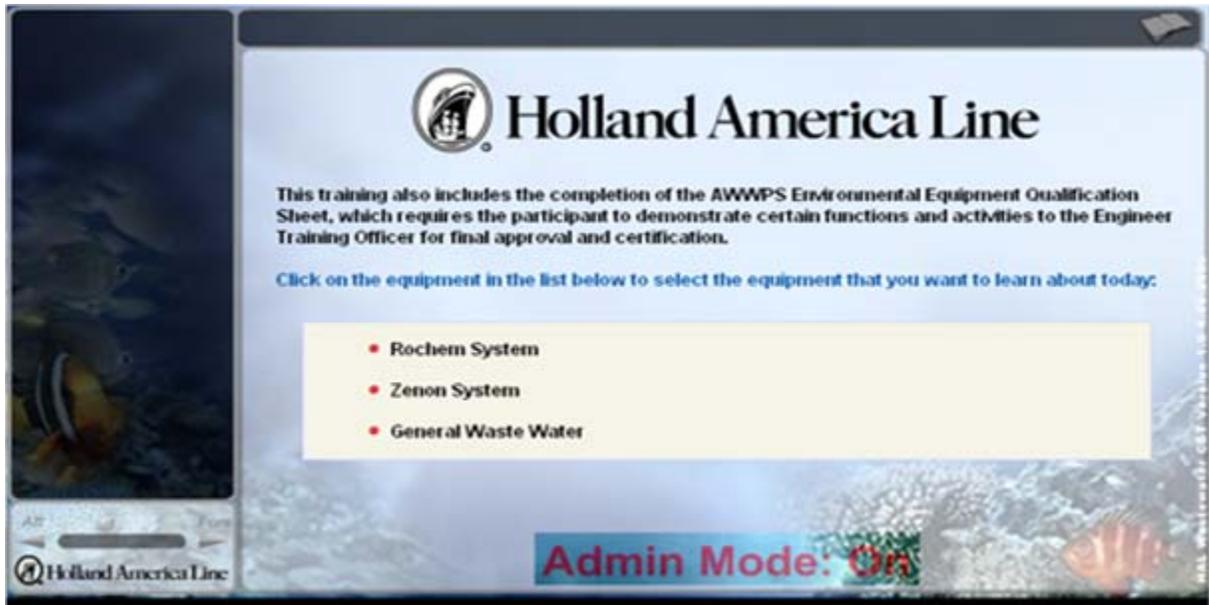
A few instructions I need to pass on are:

- When it asks for your employee ID type in anything, e.g. 1,2,3,4,5,6. (In the below example I just ran my hand over the key board). Then hit Submit. It's set up like this so the system knows the employee taking the course.



A screenshot of a web form with a grey background and rounded corners. At the top, it says "Please enter your Employee ID:". Below this is a white text input field containing the text "qwofub2weigfb". At the bottom of the form is a red button with the word "Submit" in white text.

- To bypass the normal CBT process (this allows you to move ahead rather than listen to each page or answer questions if you don't want) you need to hold the Shift key + Control key + Alt key + L down at the same time. This puts you in the "administrative mode" (you'll see "Admin Mode: On" at the bottom of the screen.



We have placed the above on labels on each CD.