










QUICK GUIDE

ELMS Icons

Below is a list of icons and an explanation of what they represent.

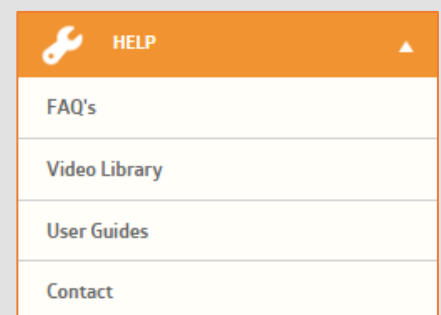
Draft Task	
Submitted Task	
Rejected Task	
Manually Validated Task	
Task Withdraw from Validator	
Validated Task	
Alert! Item Requires Attention	
Reminder Alert or Additional Information Required.	
Tool Tip <i>(Hover your cursor over the tool tip for additional information)</i>	

System Support

For more support and information regarding the ELMS application, please see the 'HELP' drop down in the left-hand menu once you log in.

Here you will find external links to:

- FAQs
- Video Tutorials
- User Guides
- Contact



For any further assistance please contact your Organisation's ELMS Company Administrator.

Alternatively, you can speak with one of our support team by using the 'Contact' link under the help banner or by calling: 0330 100 5321
(Lines open: Monday to Friday 09.00 and 17.00 UK time; Excluding Bank Holidays)