

# YANMAR Power//Train Frequently Asked Questions

## Who do I contact if I have questions not answered below?

- YANMAR America Hotline - 855-416-7091; Training Department - Option 8.

## Why does online training hang up or not play when accessed?

- YA recommends you use either Firefox or Google Chrome. We have experienced issues with both Internet Explore and Edge so you should avoid using these browsers.

## Why do training courses not load?

- Check pop-up blocker settings on your browser. This feature can prevent the online course loading. For this reason, we recommend they be disabled. Note that this procedure varies by browser.

## How do I Reset my Password?

- Click on the 'forgot password link' on the sign-up screen and enter the email address associated with the account. A password reset link will be sent.

## The Dealership location has moved to another location. What should I do?

- Contact the YANMAR Training Department @ 855-416-7091, Option 8, or send an email to [training-ya@yanmar.com](mailto:training-ya@yanmar.com) to make this change.

## How do I enroll in POWER//TRAIN?

- Click the sign-up button on the login screen. See instructions later in this document for complete instructions.

## How do I cancel or re-schedule instructor-led training?

- Go to the "My Plan" page and locate the scheduled course. To the right side, there is a drop-down arrow. Click the drop-down and select "Drop". Individuals can then register for another available date.

## How do I assign classes to my staff?

- In order to do this, you must be assigned as a Manager to a group of users or listed as the organization administrator for the dealer.
- Click on the 3 horizontal bars in the upper left corner of the screen and select the "My Team" button. In the new screen, a link in the right column will say "Assign Learning".

## How do I see courses my people have completed?

- In order to do this, you must be assigned as a manager to a group of users or listed as the organization administrator for the dealer.
- Click on the 3 horizontal bars in the upper left corner of the screen and select the "My Team" button. In the new screen, click on the user to view completed courses.

**What if I don't see courses for a new product line/division?**

- This is a matter of privilege which is set by the POWER//TRAIN Administrator. Contact the YANMAR Training Department @ 855-416-7091, Option 8, or send an email to [training-ya@yanmar.com](mailto:training-ya@yanmar.com).

# YANMAR Power//Train User Guide

## 1. Registration and Sign In

Welcome to YANMAR Power//Train. Power//Train is the registration and e-learning system for YANMAR Dealers and Employees. This guide is designed to help YANMAR dealers register new users, sign in, navigate, register and participate in training courses on the YANMAR Power//Train system.

To register, open a web browser and enter [www.yanmarpowertrain.com](http://www.yanmarpowertrain.com) into the address bar. Click on the Sign Up button.



In the registration box, enter the following information:

- First Name
- Last Name
- User ID
- Email Address
- Job Title (optional)
- Time Zone
- Work Phone
- Organization
- YDS ID (optional)
- Regional Headquarters (by default YANMAR America)

Please note that with both Job Title and Organization, a search box will appear. Type the beginning of your job title and choose from the closest matching title. For Organization, enter your dealer name or city. If your dealership is not listed, please contact the YANMAR Training Department at 855-416-7091, option 8, or [training-ya@yanmar.com](mailto:training-ya@yanmar.com).

After your registration has been approved, you will receive an email to activate your account. This email will be sent from [yanmar@sabacloud.com](mailto:yanmar@sabacloud.com).

Once activated, you will be able to log-in with your User ID and Password. In the case where a password needs to be reset, click on the Forgot Password link on the log-in page.

## 2. Home Page

The YANMAR Power//Train home page is divided into several sections which are designed to make navigation easy for all users. The top portion, or system canvas, includes navigation buttons to direct you to the most popular areas. Below is a quick description of each location.



Learning Catalog:

- Takes user to the training catalog. Here the user will see available classes.
- Classes can be Web-Based, Instructor-Led or Virtual Classroom.

My Plan:

- Shows user a list of classes that are assigned, in progress and completed.
  - o Classes may be assigned by the users manager or the system administrator

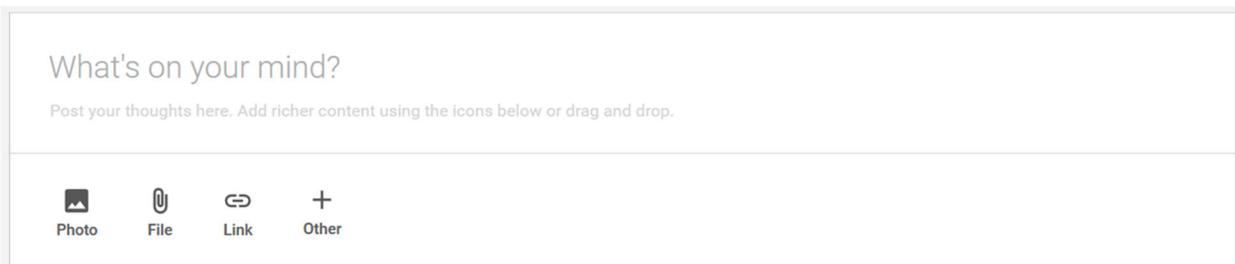
My Profile:

- Allows the user a place to change their profile, insert a picture, etc.

My Calendar:

- Shows user a calendar that can be sorted by user specific events (meetings or registered training classes) or the training catalog view.

Below the system canvas, the home page is divided into 2 columns. Beginning with the left column, the first item is a space where the user can start a conversation, contribute links and files, set up meetings and private message other users within a group. Note that some groups may not allow conversations. More on groups later in this manual, but for now be aware that all YANMAR America Dealers are part of a default group entitled YANMAR America Dealers.



The activity stream is just below the conversation starter. Here you can see conversations, files, etc. that have been contributed by other users in the groups that you belong to.

Activity Stream | [Filters](#)

 **Joe Thomas** contributed a file to [Energy Systems](#)  
18-JUL-2019 8:56 AM

 **New VRF web course**  
VRF Introduction course, this is a pre-requisite for In-res VRF course



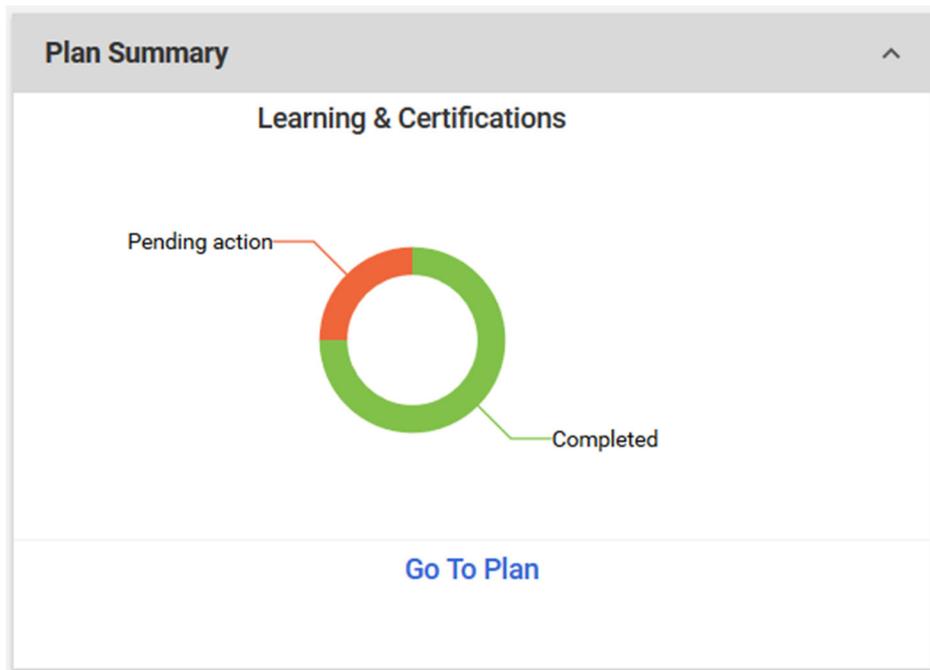
VRF Introduction

 Like  Share  Comment  Tag  Download

1 Like

 **Joe Thomas** contributed a file to [Energy Systems](#)  
18-JUL-2019 8:48 AM

The first item in the right column is the plan summary. This is a quick view for the user to see how many courses they have in progress, completed, and pending action. Click on Go To Plan to view the My Plan page for more detailed information.



### 3. Learning Catalog

The Learning Catalog can be accessed from the home page in two ways. The first is to click the Learning Catalog button on the system canvas. The second way is to click the Browse button in the upper right corner of the menu bar and select Learning Catalog.

The Learning Catalog default view highlights Featured Learning, New Learning and Top Rated Learning.

- Featured Learning
  - o Courses that are recommended, or can be used by multiple product groups
- New Learning
  - o Courses that have been recently added
- Top Rated Learning
  - o Based on reviews from students

To see a full list of classes, click on the button Click for Power//Train Courses in the upper left. Classes can be filtered using the check boxes on the left of the screen.

To see additional information about a particular course, including the course description and class dates, click on the course name.

The full course description and a list of class offerings is now shown. For instructor-led classes, a list of suggested dates will be shown. If additional class dates are available, a Find More Classes link will be shown at the bottom of the screen.

To register for the class, click the Enroll button next to the class offering for which you would like to register.

**TNV Engine Testing, Troubleshooting & Repair ILT**  
(ID: V-3002YAHENI, Version: 1.1)

**Course description :**  
**Course Level 300** The TNV Engine Training class has been developed for technicians that have some experience in diesel engines. Recent changes in EPA exhaust emissions regulati ...  
[more...](#)

**Suggested classes for you**

Instructor-Led  
03-SEP-2019  
YANMAR\_Acworth\_GA North America

**ENROLL**

**Class description :** TNV Engine Testing Troubleshooting & Repair ILTSee Full Course Description Below:

**Instructor:** **Language :** English **Available seats :** 9  
**Duration :** 27:00 **Waitlisted :** 0

[View detail](#) [Attachments >](#) [03-SEP-2019 \(9:00 AM - 12:00 PM EDT\) >](#)

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**Class ID :** YA2019\_0093  
Instructor-Led  
17-SEP-2019  
YANMAR\_Acworth\_GA North America

**Free**

**ENROLL**

**Class description :** TNV Engine Testing Troubleshooting & Repair ILTSee Full Course Description Below:

**Instructor:** **Language :** English **Available seats :** 4  
**Duration :** 27:00 **Waitlisted :** 0

[View detail](#) [Attachments >](#) [17-SEP-2019 \(9:00 AM - 12:00 PM EDT\) >](#)

Select from the suggested classes above or [find more classes](#)

If the selected class has an associated fee, the user will be redirected to the payment screen where credit card payment is available.

Once registration is complete, the user will receive a confirmation email and an email that includes the Evo Center Visitors Guide with information on hotels and the local area.

## 4. My Plan

The My Plan page can be accessed from the home page in three ways. It can be accessed using the system canvas button; from the Plan Summary portal and by clicking the me button in the menu dropdown at the upper left of the screen, represented by 3 horizontal lines.

The screenshot shows the 'My Plan' interface. At the top left, there is a 'My Plan' header with an 'ACTIONS' dropdown. To the right, there are navigation buttons for 'Plan', 'To-Do Lists', and 'Calendar'. Below this is a 'Learning & Certifications' section featuring a donut chart. The chart shows 3 completed courses (green) and 1 pending action (red). Below the chart is a table with the following data:

NAME	PROGRESS	DUE	ACTIONS
<b>TNV Engine Testing, Troubleshooting &amp; Repair I/LT</b> <small>Course : Version:1.1 Source : Jim Test User 1</small>	PENDING REGISTRATION	31-MAR-2020 222 days remaining	VIEW CLASSES <input type="button" value="v"/>

The My Plan page allows users to look at their overall progress. The graphic in the upper left shows the user how many courses have been completed, are in progress, or have a pending action to be taken. Clicking on any of these will change the filter for the list below. By default, courses that are in process or have pending action are shown.

In some cases, it may be necessary for a student to exit a web-based course prior to its completion. In this case, the class will be listed as In Progress and a Launch button will be shown on the My Plan page that users must click to resume the class.

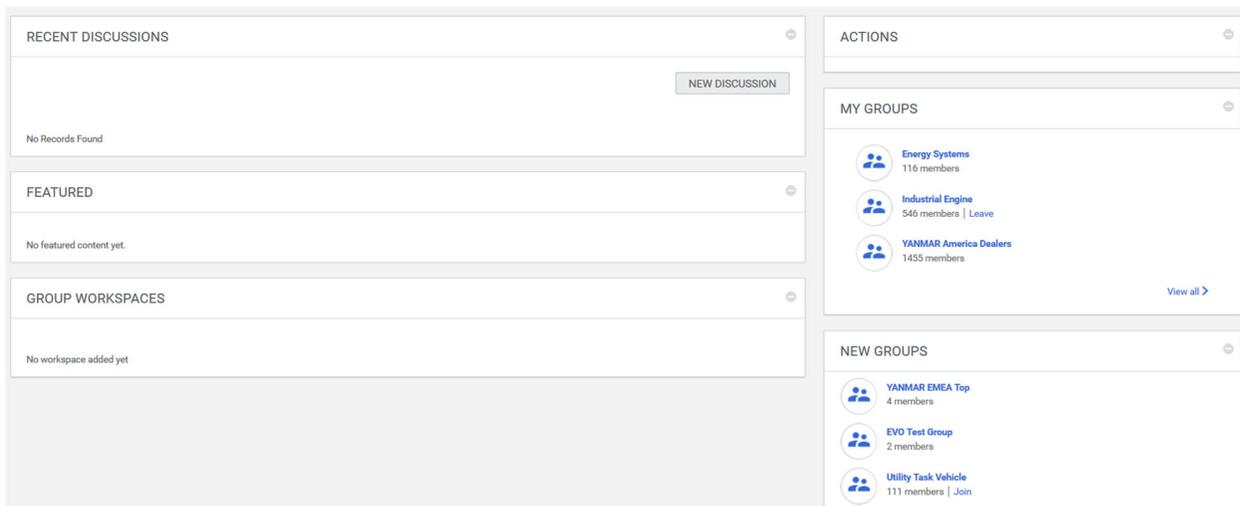
On occasion, there may be a need to drop a class that has been previously registered. This is done by clicking the down arrow to the right of each class. Click on the arrow and select drop. In most cases, the drop policy is set to allow students to drop a class up to 2 weeks before the scheduled start date. Classes dropped within 2 weeks of the start date may be subject to a drop fee.

## 5. Groups

A group is a smaller community of users that are linked together. Groups allow for sharing of information or resources with a specific sub-set of users where distribution to all is not required. These groups can be public or private. All YANMAR America dealers are part of the YANMAR America Dealers group. Additionally, each YA dealer is also a member of the group for the product lines they represent. The product groups are open to both Dealers and YA employees as an additional way to distribute information to the dealer network.

The Groups home page can be accessed using the menu drop down in the upper left of the screen, represented by 3 horizontal lines.

The Groups home page is broken down into sections, including: Recent Discussions, Featured, Group Workspaces, Actions, My Groups, New Groups and Popular Discussion Categories.



### Recent Discussions

- The most recent discussion post from groups the user is part of
- Discussions are not available in all groups
  - o Can be turned on or off by the group owner

### Featured

- Group shared content that is marked as featured, allowing it to be displayed for easy access

### Group Workspaces

- A wiki-like framework for content sharing and collaboration
- Can be turned on or off by the group owner

### My Groups

- A list of groups the user is part of
  - o Click on the group name to see the group page
  - o Start a new discussion (if available)

### New Groups

- A list of new groups that have been created, which the user is able to join