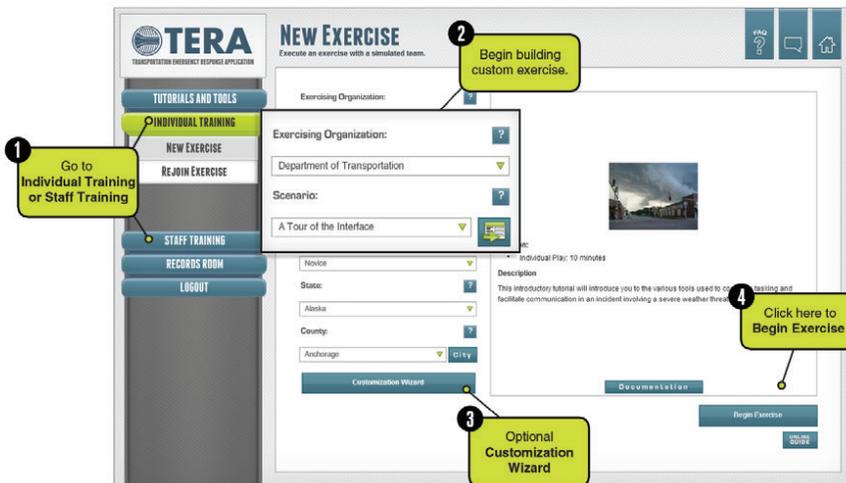


## TUTORIALS

This is a good place to start if you are new to TERA or your job function.

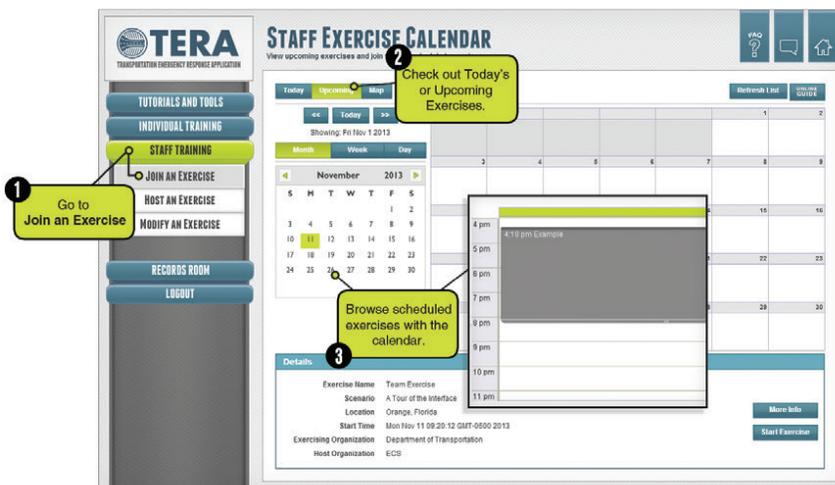
- 1 TERA Tutorials** – contain user guides and guided tours of the TERA interface.
- 2 Job Tutorials** – Learn the basic functions of the job roles exercised by TERA.
- 3** Some tutorials will link to outside courseware and open in a new browser window.



## INDIVIDUAL AND TEAM EXERCISE SCHEDULING

An exercise allows you to become more familiar with a role and its responsibilities by executing that role in a simulated or live team.

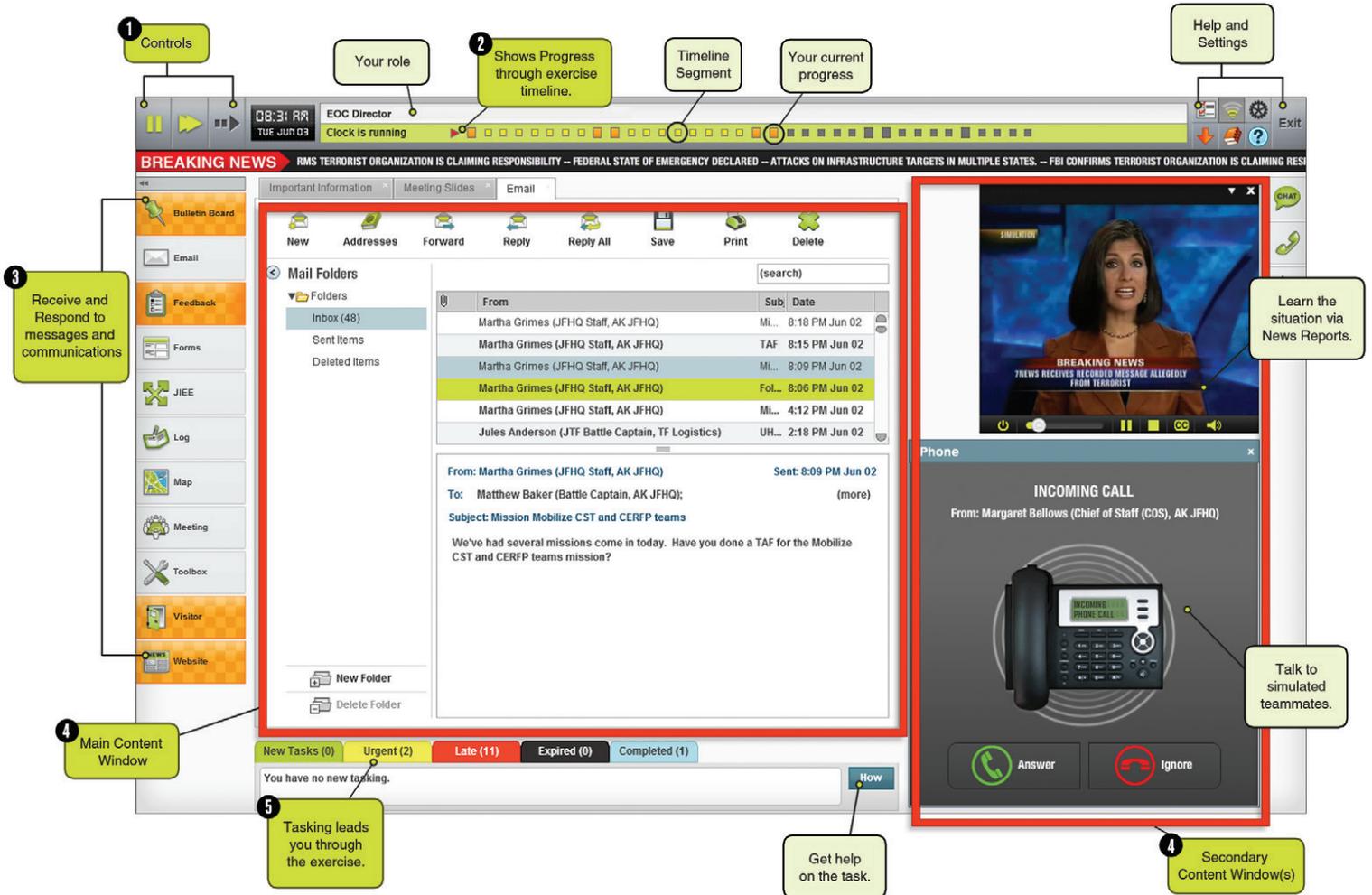
- 1** Define the exercise by choosing the organization to be a part of, the scenario to play, and your role in the exercise.
- 2** Start with the "Learn the Interface" scenario and "Novice" skill to learn your way around the exercise.
- 3** Optionally, you can customize locations and other scenario variables.
- 4** To schedule a team exercise, go to **Staff Training - Host an Exercise**.



## STAFF EXERCISE CALENDAR

The Staff Exercise Calendar allows you to view upcoming exercises and join today's scheduled exercises.

- 1** See Exercises in a list, on a calendar, or on a map that shows where TERA is being used across the country.
- 2** Select an exercise to view details about it.
- 3** Join an Exercise in progress, or if you are an exercise host, start an exercise for others to join.



## EXERCISE INTERFACE

- 1 If you are in an **Individual Exercise** or hosting a Team Exercise, **Start, Pause, Fast Forward** and **Control the Pace** of the exercise.
- 2 Handle the situation, then use the **Fast Forward** button to go to next exercise segment.
- 3 A highlighted button means **new messages** are waiting.
- 4 Carry out tasks in the **main content window**, while the **secondary content window** allows you to **chat, talk on the phone** or **watch TV** as you work.
- 5 **TERA** tracks your actions and provides an **After Action Report**. Your **AAR** can be found in **Exercise Records** under **Records Room**.

