



## App User Guide

**Discover how to make the most of the app and improve your skills through the Unlimited Learning Ecosystem.**

**Important:** On the next page, you can access the interactive index. By clicking on any title, the document will take you directly to the page where you will find the information.

Click on the titles to navigate through the areas quickly and easily.

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# 1 First steps

## 1.1 Introduction

The Unlimited Learning Ecosystem app gives you access to titles in a variety of languages and formats, which you can access online or offline. This guide shows you how to use its main features.

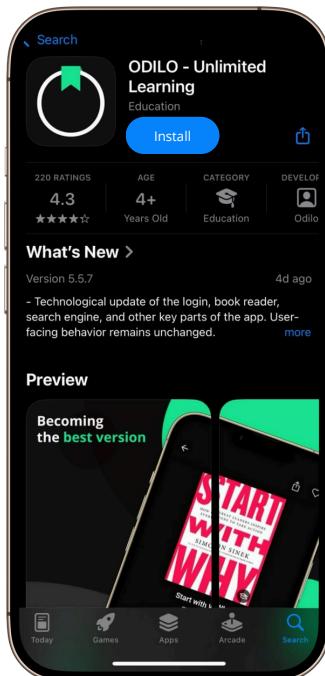
## 1.2 Download the app

The app currently supports the following devices:

- iPhones and iPads running iOS 15 or later.
- Mobile phones, tablets, Chrome-books, and eReaders running Android 5.1 or higher.

To download it, follow the steps below depending on your device:

- **From the mobile store:** Open your device's app store, search for *Odilo Unlimited Learning* or your organization's app name and tap on **Download/Install** to install the application.



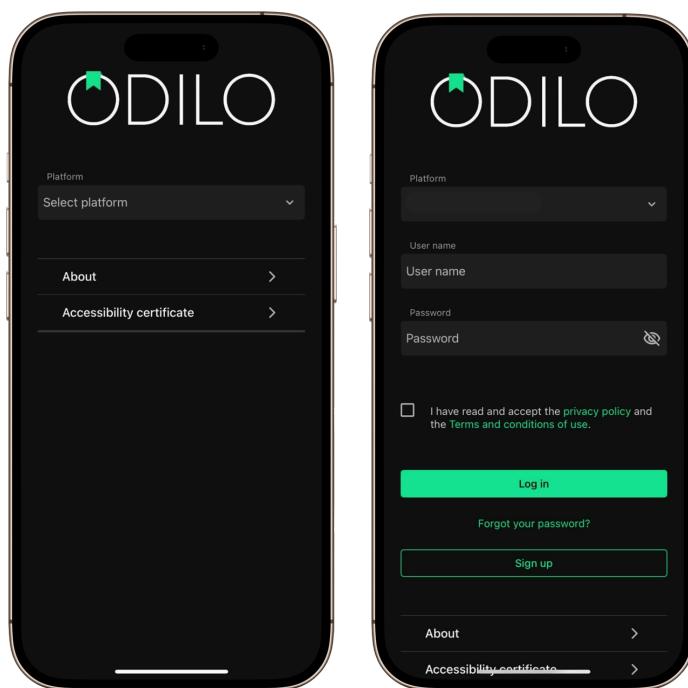
- **From the browser:** access the url of your learning platform, tap on the download shortcuts that appear at the bottom of the screen, select the operating system corresponding to your device.

**Important:** If you don't see the download shortcuts, your learning ecosystem may not offer the option to download the mobile app.



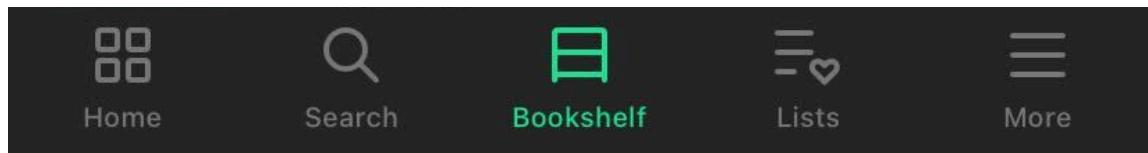
### 1.3 Login

Enter your login credentials, accept the terms of use and privacy, and log in. If your Learning Ecosystem corresponds to the app *Odilo Unlimited Learning*, from the dropdown library menu, select the name of your organization by checking the box **Select** and then enter your credentials.



## 1.4 Navigate the application

The app features a menu bar at the bottom that displays 5 main sections:



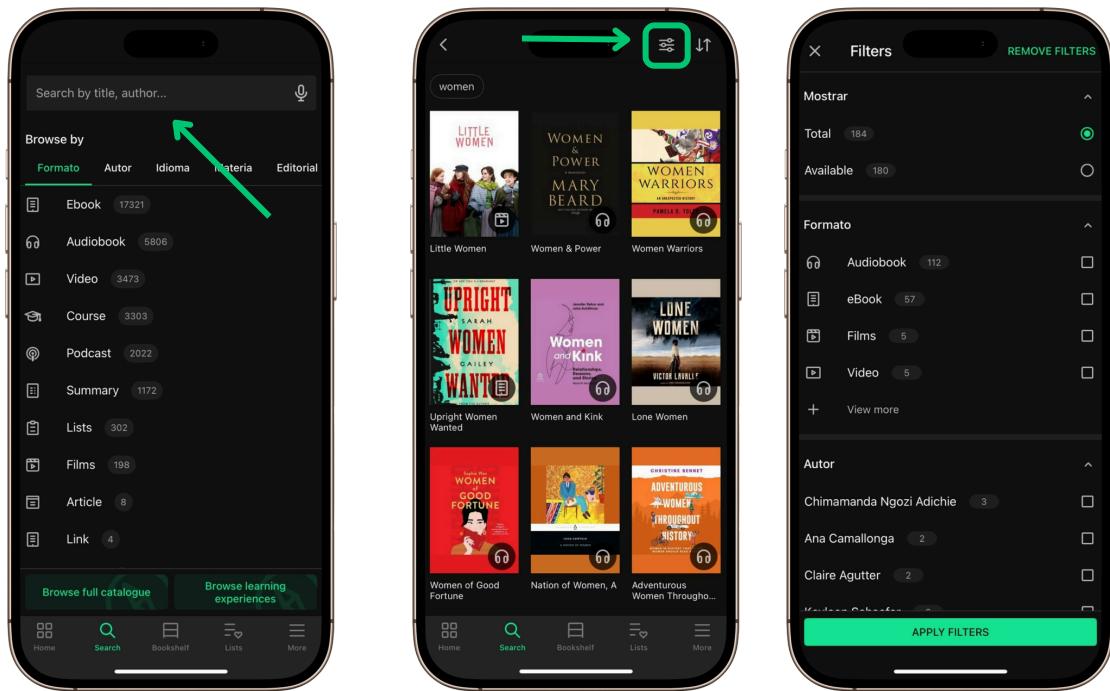
- **Home:** View content collections organized by topic. To access a resource, tap on its cover.
- **Search:** Search engine to locate the content you're interested in and various filters to narrow down the results.
- **Bookshelf:** Find all the resources you are currently using. You can access them online or download them for offline use. Each content will display an expiration date, which varies depending on the platform's policy. When the usage time is up, the title will be automatically returned and will disappear from your **Bookshelf**.
- **Lists:** View all the public lists you're following, your favorite titles and authors, and you can also create your own custom lists to organize the titles you're interested in.
- **More:** Find a menu with additional app features, including a **Settings** section where you can set your preferences.

## 1.5 Discover content

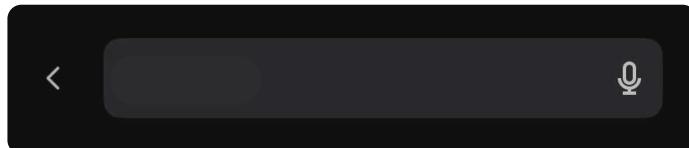
If you're looking for content that interests you but haven't found it in the collections or carousels on the **Home** section, go to the **Search** section, located in the menu bar at the bottom of the screen. In this section, you'll find several tools to help you locate resources. Below, we'll describe each method in detail.

### 1.5.1 Use the app search engine

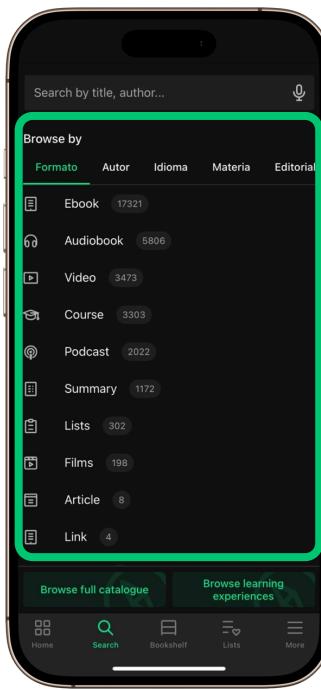
At the top of the **Search** section, you'll see a text bar where you can type keywords to find the content you're interested in. As you type, automatic suggestions based on your text will appear. You can choose one of the suggested options or continue typing and tap **Search** to see all related results, sorted by relevance. Within the results, you'll find filters to refine your search, accessible from the settings icon.



If your device supports voice search, you'll see a microphone icon on the right of the search bar. When you tap it for the first time, your device may ask for permission to use the microphone. Once authorized, you'll be able to search by speaking your search terms instead of typing them.

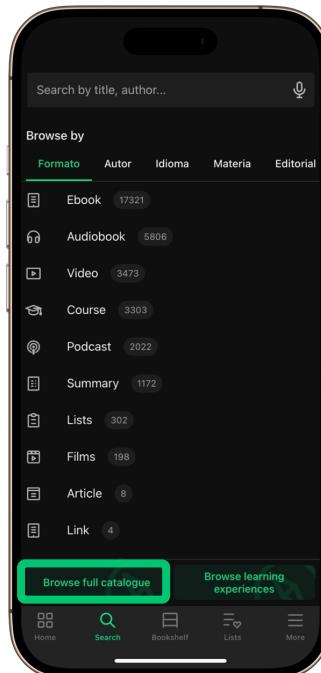


Below the search bar, you will find the **Browse by** section, which shows several tabs with quick search options. You can swipe through the tabs, and when you find one that interests you, simply tap it to carry out a quick search.



## 1.5.2 Explore the full catalog

At the bottom of the **Search** section, you will see a button labeled **Browse full catalog**, which allows you to view all the titles available on the platform without having to type any search terms. Once inside, you can use filters to refine your search using the button located in the upper right corner.

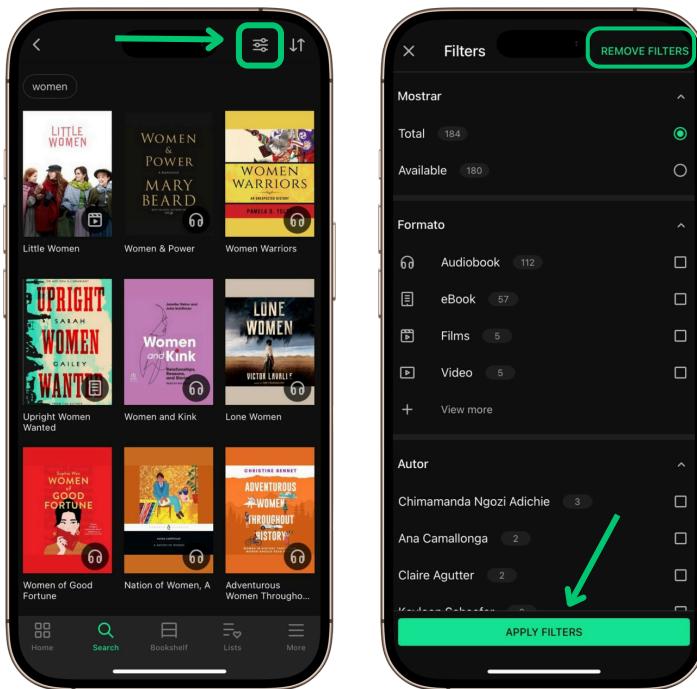


### 1.5.3 Filter search results

After performing a search, whether by keyword, quick search, or browsing the entire catalog, the app will display all the results on a new screen. To refine these results, and narrow down your search, use the filter bar, accessible from the button at the top right of the results screen.

When you open the filter bar, you can apply multiple filters to refine your results. With each filter you select, the results will automatically update, narrowing down your search. You can select as many filters as you need. When you're done, tap **Apply filters** to view results filtered according to your criteria. If you uncheck a filter, it will be removed from the search results.

To remove all filters at once, press **Remove filters** at the top right corner.

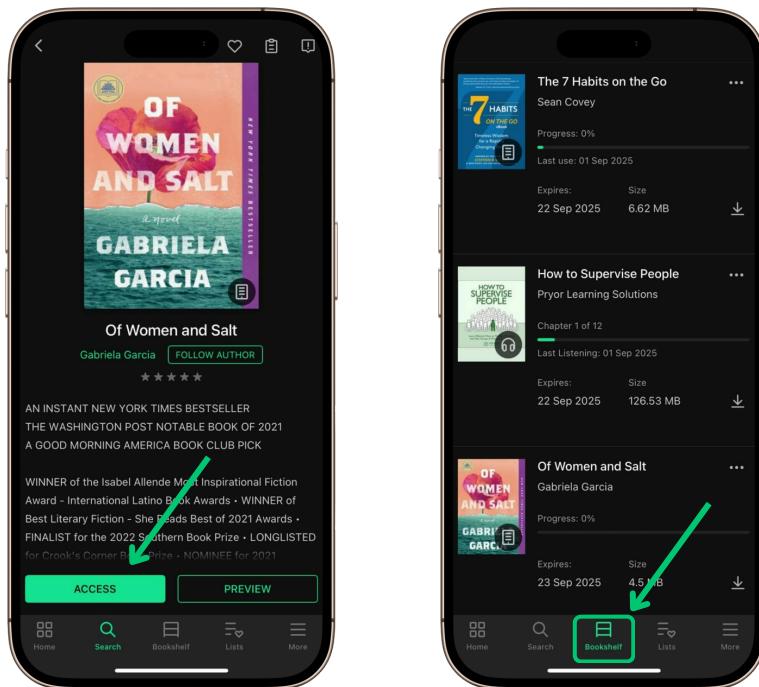


### 1.6 Access content

Once you've found the resource you're interested in, tap on its cover to access its information area, where you'll see relevant details such as a description, author, language, and a preview.

To access the resource, tap **Borrow** or **Access**. If the title is not available, the **Place a hold** button will appear. For more details see the **Holds** section.

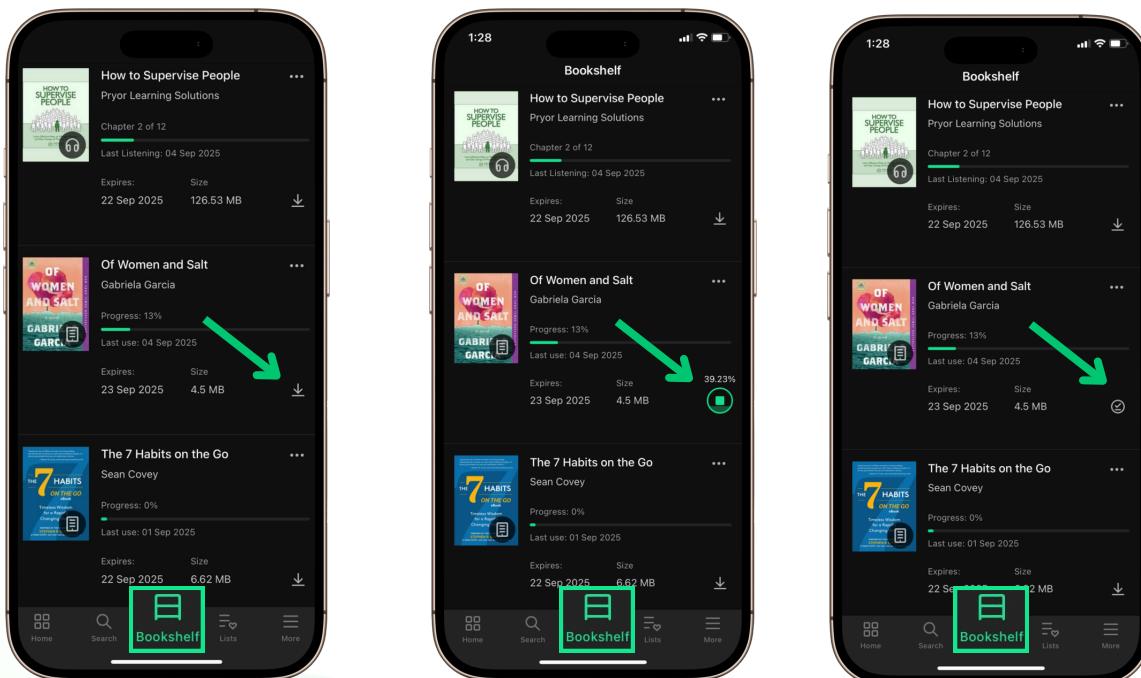
When you access the title, it will be automatically added to your **Bookshelf** (showcasing all your active resources). Once you are redirected by the app, simply select the title to start using.



Every content in your **Bookshelf** will indicate an expiration date. This period may vary depending on the resource and the policy defined by the institution. When a resource's usage time has expired, it will be automatically returned and will no longer appear in the **Bookshelf**. If you wish to use the resource again, you can find it in the catalog.

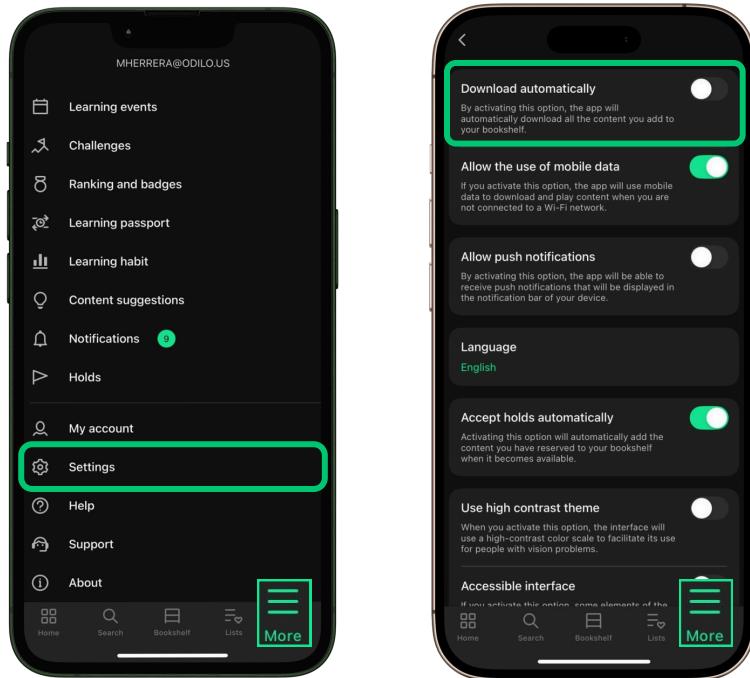
### 1.6.1 Access without an internet connection

From the Bookshelf, you can download available resources to access them offline by tapping the arrow icon.

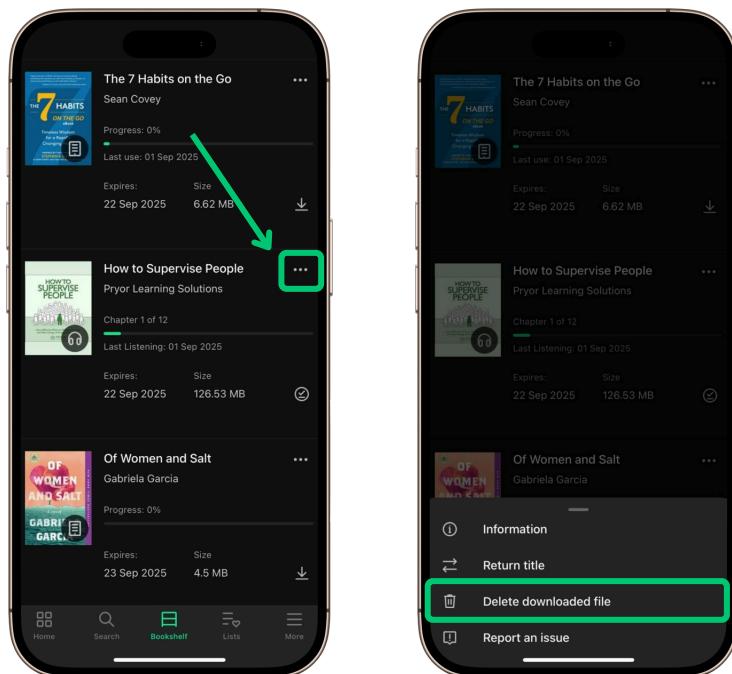


**Important:** If you choose to access the app offline, you'll only have access to your Bookshelf and previously downloaded titles. Please note that each download will increase the size of your app on your device.

If you prefer titles to be downloaded automatically when added to your **Bookshelf**, you can adjust the app settings to activate this option (see section **Settings**).

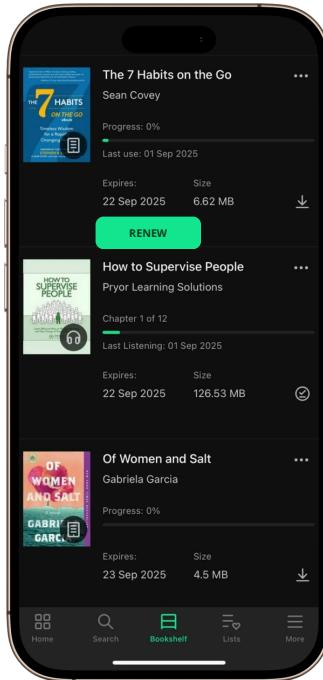


If you want to free up space in the app, you can delete a downloaded title. To do so, tap the three-dot icon on the right of the title entry and select **Delete downloaded file**.



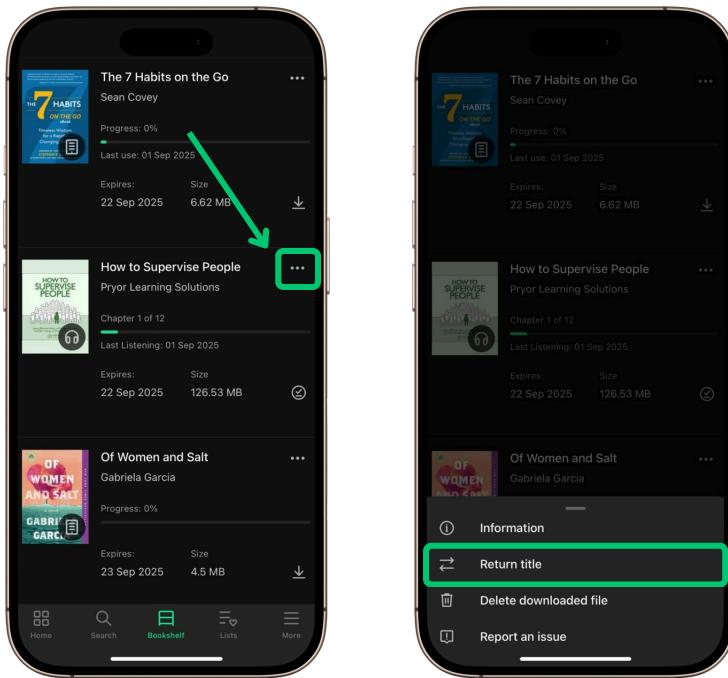
## 1.6.2 Renew content

If renewals are available on the platform, you will be able to renew your content once there are three days or fewer left on your loan. A **Renew** button will appear in your **Bookshelf**, by tapping it, you can extend the resource's availability. Please note that each title can only be renewed once.



## 1.6.3 Return content

When the usage period ends, the content will automatically be removed from your **Bookshelf**. However, if you wish to return it before the due date, tap the three dots next to the resource. A menu will appear where you can select the option **Return title**.



## 1.6.4 Holds

If a title is unavailable because the access or loan limit has been reached, the **Borrow/Access** button will change to **Place a hold**. Selecting this option will place you on a waiting list with other users interested in the same resource.

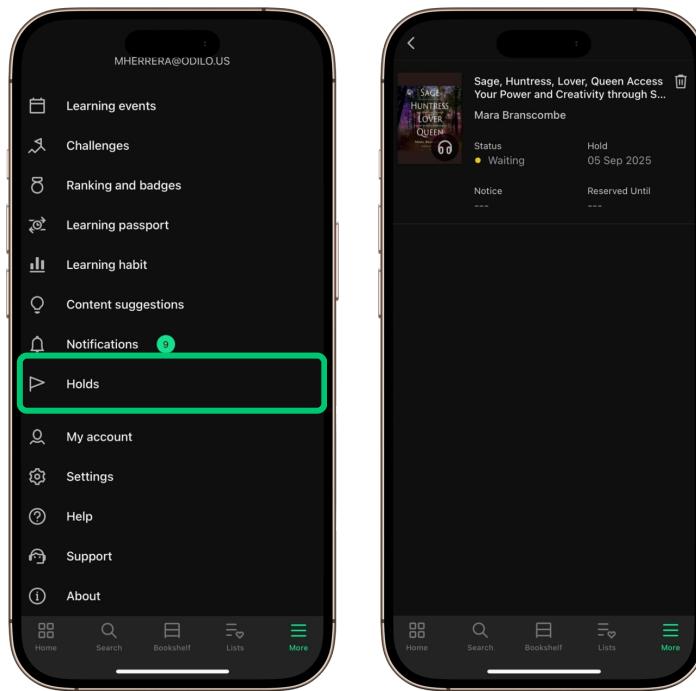
When the title is returned, the list moves forward and users are notified in turn. You will receive a notification as soon as it is your turn and the title becomes available.



The app automatically accepts reservations. This way, when you log in, the title will already be available in your **Bookshelf**.

If you prefer to manage them manually, you can change this in the **Settings**. Typically, you have two days to accept the reservation. If you don't accept it within that time, it will expire and the title will be available to the next user.

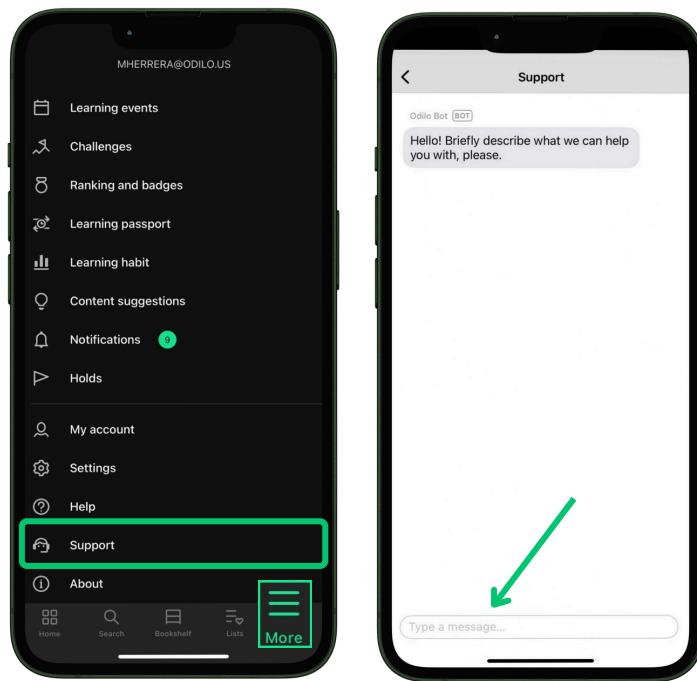
To accept a reservation manually, select **More** from the menu bar, access the Holds section and tap **Borrow/Access**. The title will be added to your **Bookshelf**.



## 1.7 Support

If you need help with how the app works, select **More** from the menu bar and access **Support**. From there, you can start a conversation to receive personalized assistance regarding technical issues.

Please note that this support is exclusively dedicated to resolving technical issues related to the app.



## 2 Interaction with resources

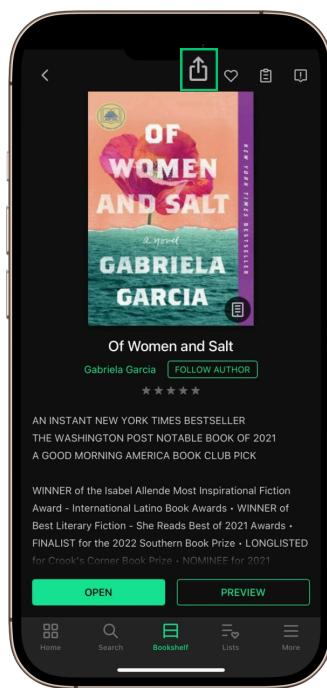
### 2.1 Content information area

You will be able to interact with the content from its information area once you tap on its cover. From here, you will find some interactions, such as adding it to your favorites, following the author, or sharing on social networks.



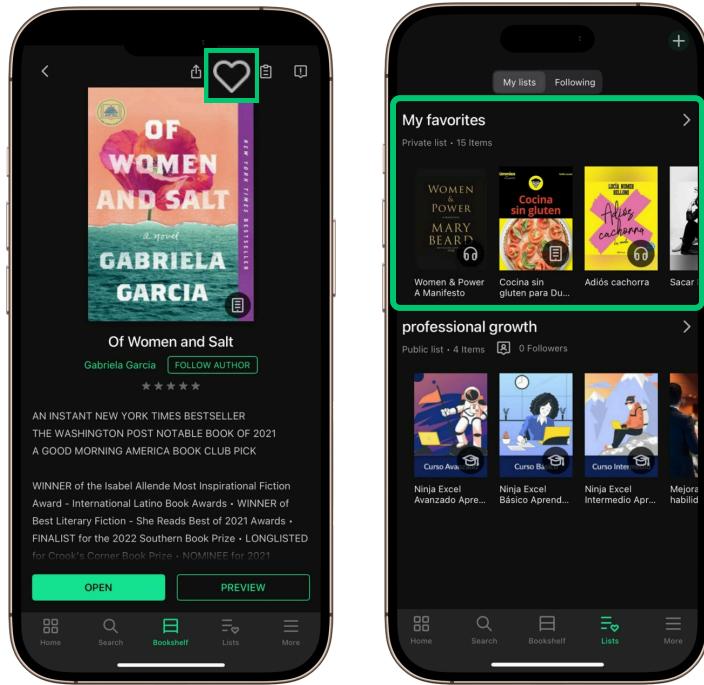
## 2.1.1 Share a content

In the information area of a content, just above the cover, you will see an arrow icon . By tapping it, you can share the resource via messaging apps or copy the link. Whoever receives the link will be able to view the content information in the app, but they will only be able to access it if they log in with a valid account.



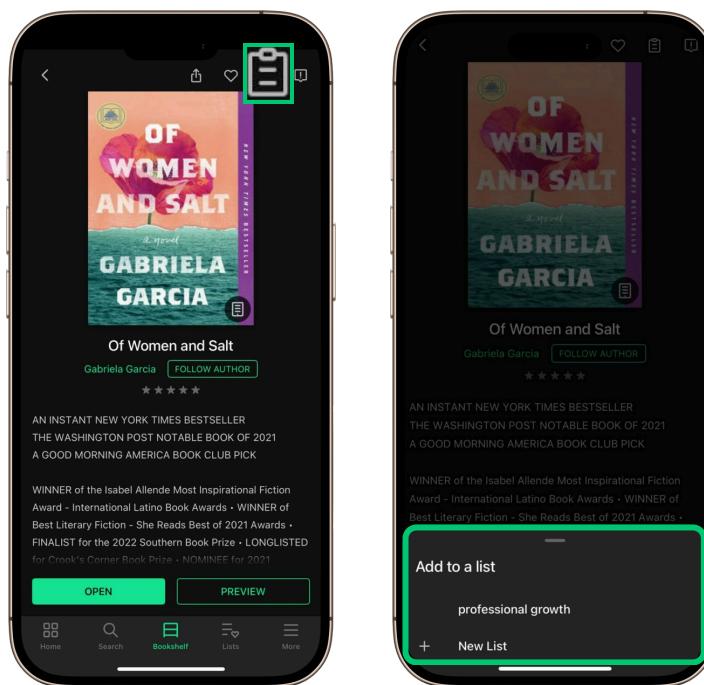
## 2.1.2 Add to favorites

In the information area of a piece of content, above the resource cover, you'll see a heart icon . Tapping it will add the resource to your favourites, allowing you to easily find it and access it later. To view your favourites, go to **Lists** from the bottom panel of the app.



### 2.1.3 Add content to a list

Add the content to your custom list from the list icon  above the resource's cover from its information area.



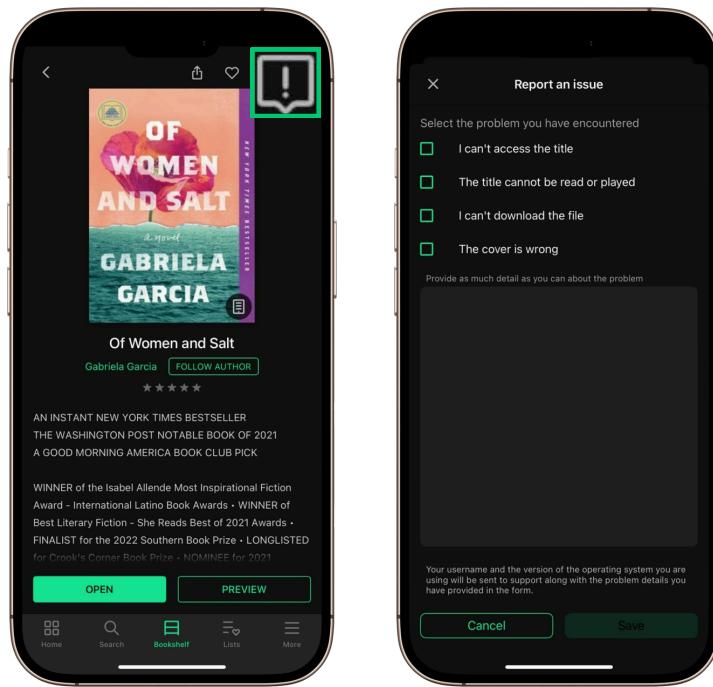
When you tap it, a pop-up menu will open where you can select the list you want to add it to. If you want to remove it, just tap the same list again.

To learn how to create lists and learn more about how to use them, see the **Lists** section.

## 2.1.4 Report problems with resources

If you encounter any issues when accessing a resource (e-book, audiobook, video, or other content), you can report it from the resource's information area. Tap the exclamation mark icon ! above the cover to report.

A form will open where you can describe the problem. Once submitted, our support team will review the case and work to resolve it as quickly as possible. Please note that this report is one-way and you will not receive notifications about its status.



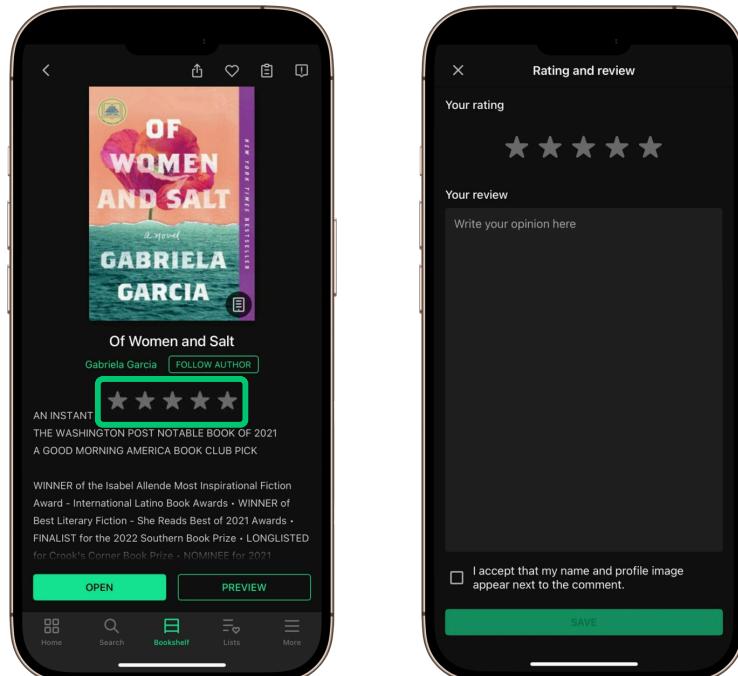
## 2.1.5 Follow authors

If you wish to follow an author and receive notifications when new content related to that author is added. Tap on the **Follow author** button located under the resource's cover.



## 2.1.6 Rating and review

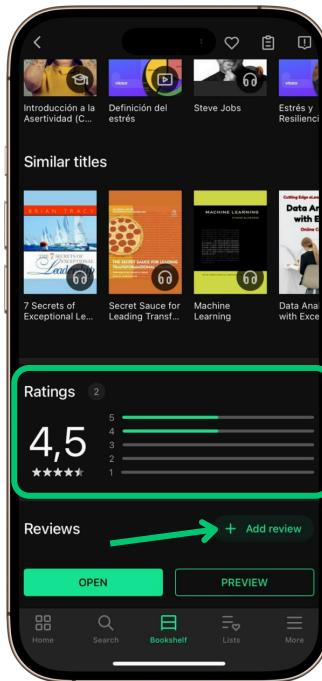
Below the cover, you'll see stars showing the average rating given by other users. If you tap on the stars, you can give your own rating. Once submitted, the stars will show your rating instead of the average. You can change it at any time by tapping on them again. Scroll down, to see a graph detailing the rating the title has received.



Add a written review to any content. Tap **Add review** at the bottom of the title's information area and share your opinion on the content.

If there are multiple reviews, a carousel will display the most recent comments. You can tap **See all reviews** to view the full list, read them in detail, and mark the ones you liked. If your platform allows it, you can also delete your own reviews from this screen.

You can submit a rating, a review, or both.



When you manually delete a resource from your Bookshelf, the app will also offer you the possibility of rating and reviewing it.

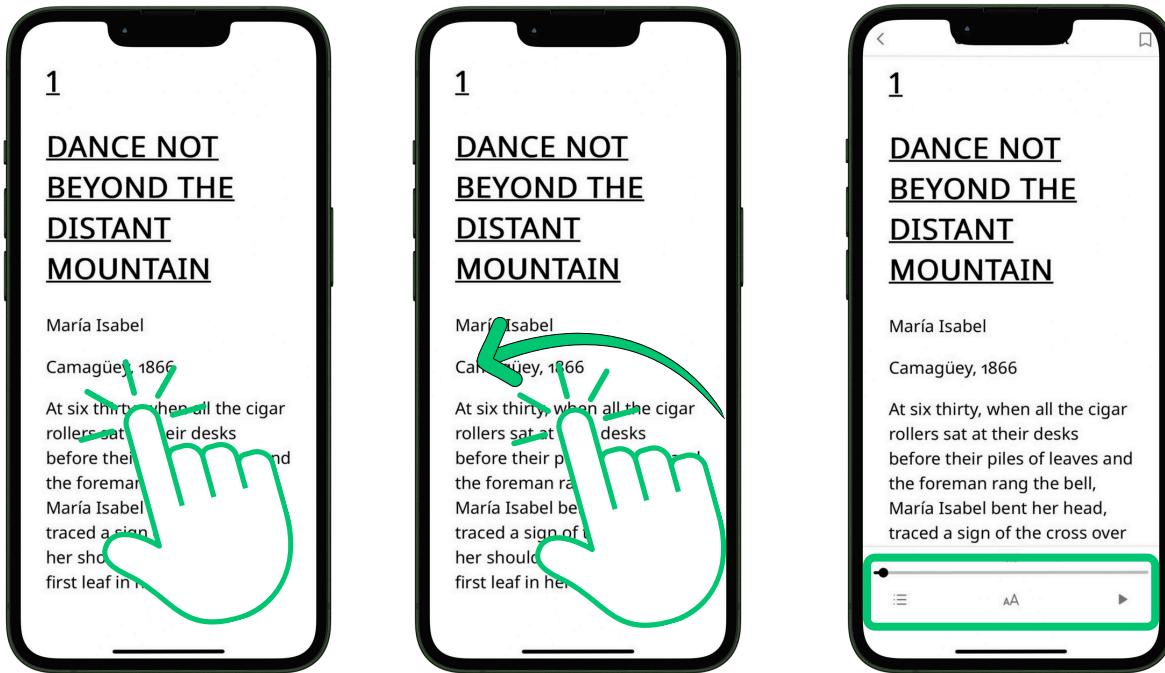
## 2.2 Access an e-book

### 2.2.1 Turn the page and synchronize reading

Tap an e-book from the Bookshelf to open for reading. The functionality is the same whether you're downloading the book or reading it online. Keep in mind that an internet connection is required for online reading.

You can move forward and backward in three ways:

- Touching the right or left margin.
- Swiping your finger to the right or left.
- Touching the center to display the menu and dragging the reading point on the progress bar.



**Important:** Some devices may have specific gestures that interfere with these movements. If this is the case, check your operating system settings.

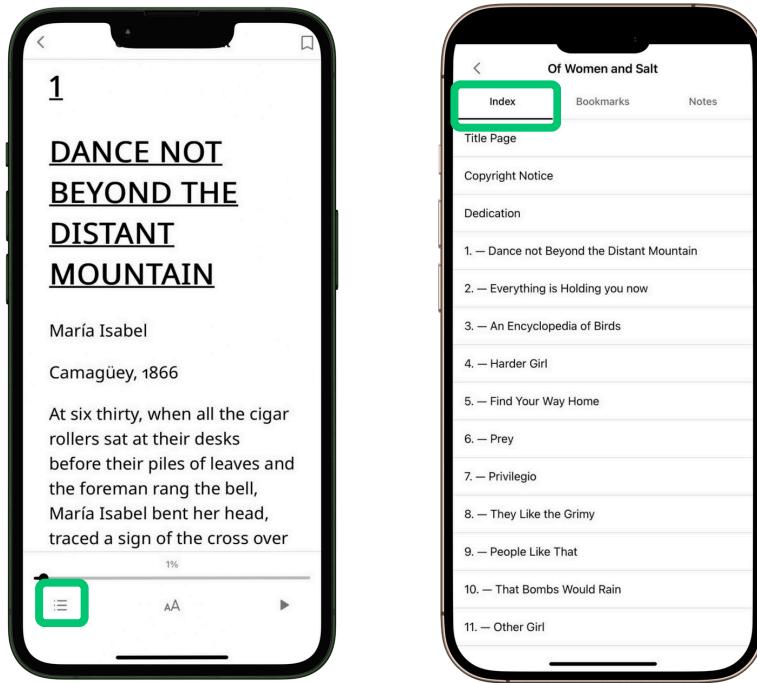
To close the book and return to the **Bookshelf**, tap the center of the screen and press the arrow in the upper left corner.

To ensure your reading progress is saved correctly and you can resume it from the same page on any device, **make sure to close the book when you finish**. If your account is linked to multiple devices, they will sync automatically.

### 2.2.2 Navigating through chapters

To navigate the book by chapters, tap the center of the page to show the bottom bar. Then, tap the first icon in the bar (three horizontal lines) to open the menu.

From there, select **Index** to see the list of chapters. Tap any chapter to jump directly to that section.



### 2.2.3 Add bookmarks

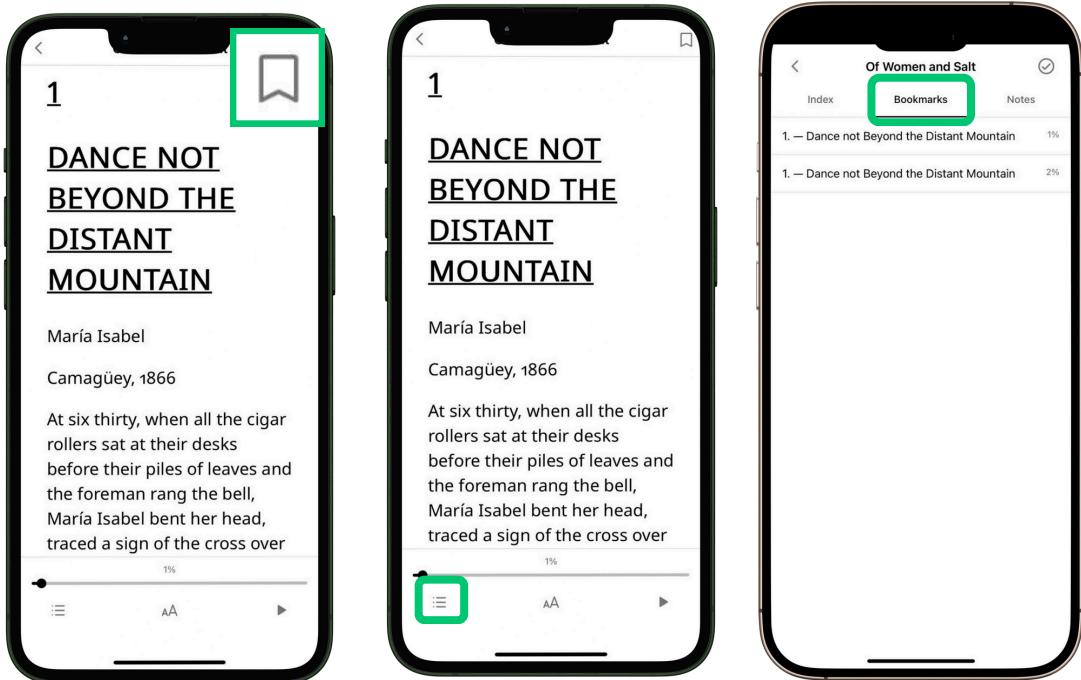
Although the app automatically saves your progress so you can always pick up where you left off, there may be parts of the book you'll want to return to later. You can add a bookmark in two ways:

- By tapping the top right corner of the page.
- Tap the center of the screen to display the toolbar, then tap the bookmark-shaped button in the upper right corner.
- To access your bookmarks, tap the center of the page to show the bottom bar. Then, tap the first icon in the bar (three horizontal lines) to open the menu.

In the Bookmark tab, you'll see a list of the ones you've added, along with the chapter and progress percentage.

To return to a bookmarked page, select the corresponding bookmark.

To remove it, select the bookmark icon again to uncheck it.



**Important:** For your bookmarks to sync successfully, it's essential that you close the viewer after finishing your reading session. This way, your bookmarks will automatically sync across all devices where you're logged in to your account.

## 2.2.4 Highlight texts and add annotations

The app allows you to mark sections of text so you can revisit them. To do this, you have to long-press on the text you want to highlight until text selectors and a floating menu appear.

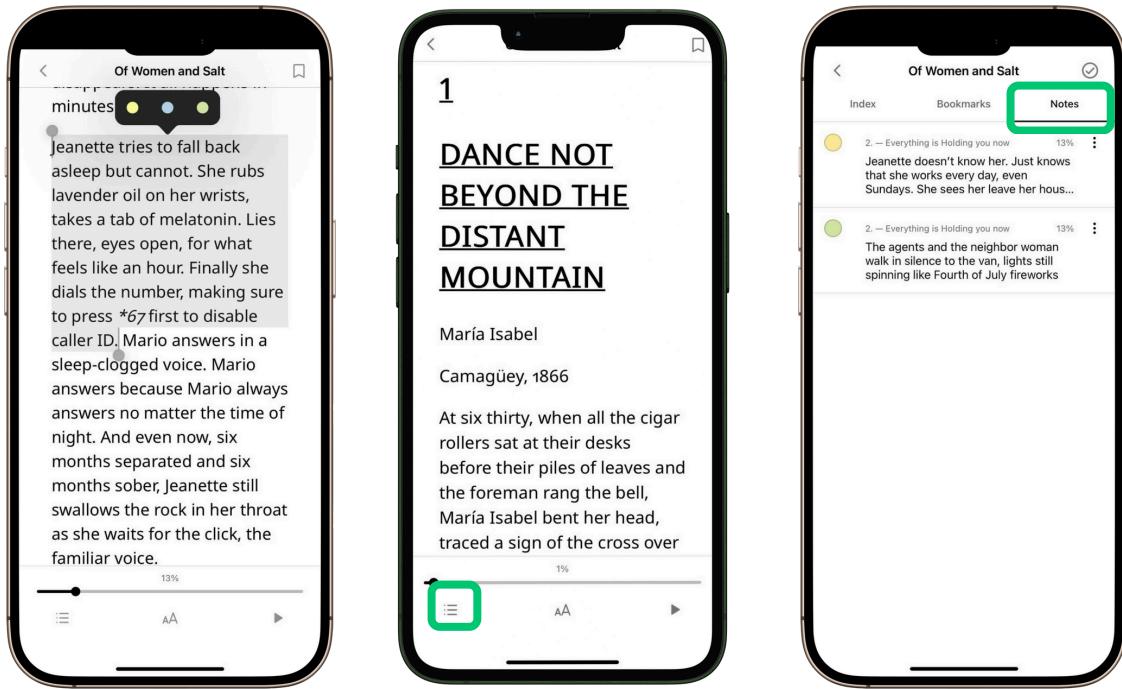
Use the text selectors to fine-tune your selection, and once you've highlighted all the text you're interested in, select an underline color from the pop-up menu.

You can also add a note related to the selected text by selecting the note icon in the pop-up menu. The default color is yellow. If you want to change it, tap the highlighted text again and choose a different color.

You can access all your bookmarks and notes by tapping the center of the screen and tapping on the menu bars. In the **Notes** tab, you'll find all the highlights and annotations you have made in that book. Tap any note to go directly to its page.

To edit a note or add one to a highlighted text:

- Tap on the highlighted text on the book and then tap on the note icon in the floating menu.
- From the **Notes** tab, choose the option **Edit**, by tapping the three dots.



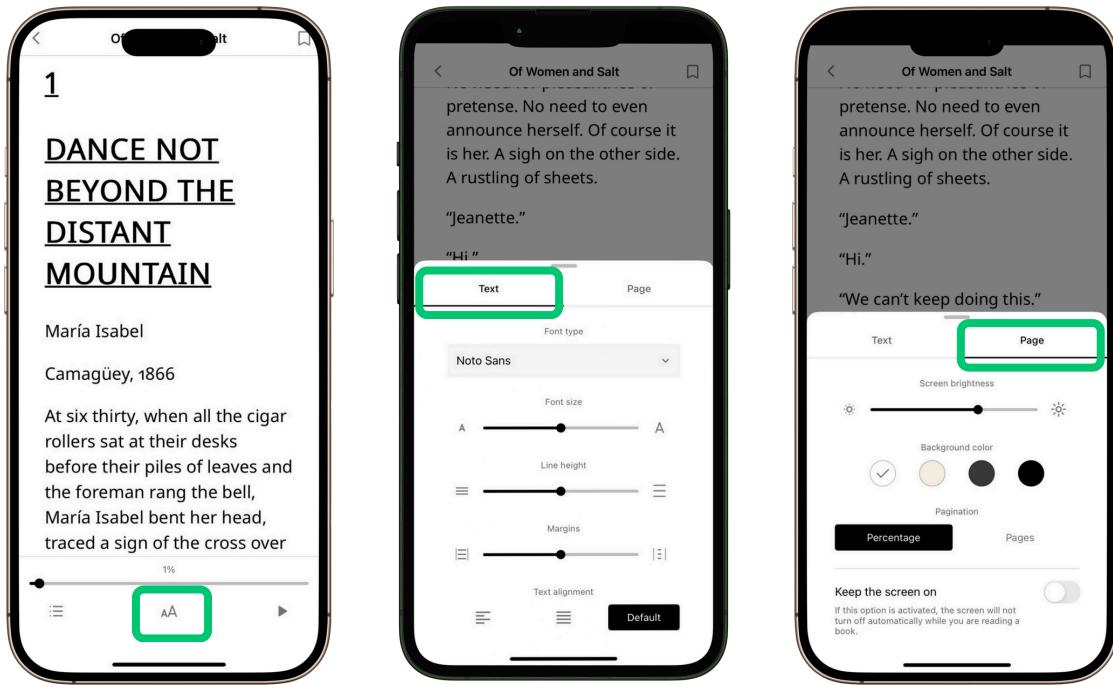
## 2.2.5 Change text style and screen settings to your preferences

To change the text style or page appearance, tap the center of the screen and select **Aa**, in the bottom bar.

In the **Text** tab, you can change the font type and size, line spacing, margins, and alignment. The source **OpenDyslexic**, designed to make reading easier for people with dyslexia, is available in text settings as an accessibility option.

**Important:** Please note that some books do not allow you to change these settings. In this case, you will see an informational message.

In the **Page** tab, you can change the background color, adjust the brightness, view content in one or two columns, choose between pagination by number or percentage, and decide whether to keep the screen on while reading.



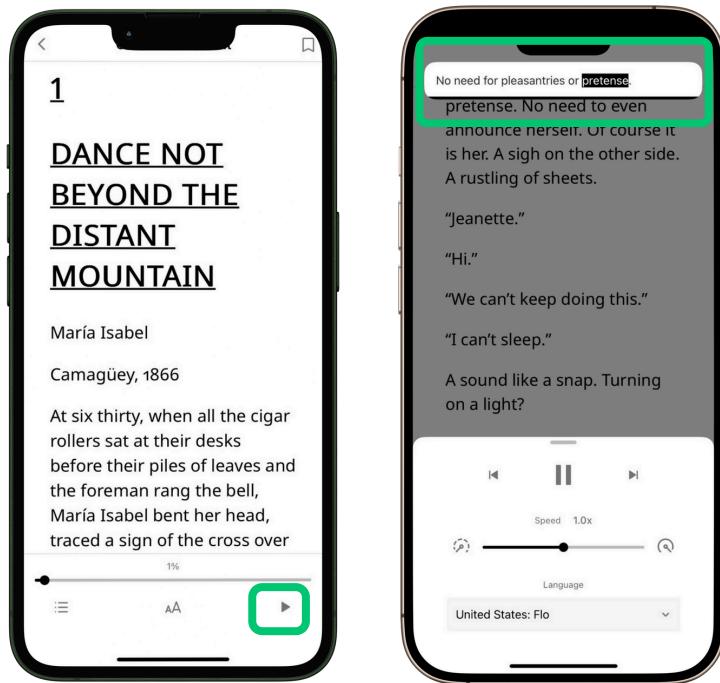
## 2.2.6 Auto-Narration and Text-to-Speech

To have the book read aloud, tap the centre of the screen. A triangle icon will appear in the bottom bar; tapping it will start reading the text aloud. As you scroll, the words being read will be highlighted.

You'll see a player at the bottom of the screen, where you can adjust the playback speed and select the accent for the language you want to hear the text in.

If you use an **Android device** and the text is not read correctly or is not in the correct language, check your device settings to make sure it is using Google's read aloud option, as some manufacturers include their own option that may not be supported.

**Important:** Some e-books don't allow this action. If the book's format doesn't allow this feature, an informational message will appear.



This feature is intended as an accessibility tool, so the voice may sound slightly synthetic. If you prefer an audiobook with a more fluid and natural voice, you can choose a resource in that format directly from the catalog.

## 2.3 Access multimedia content

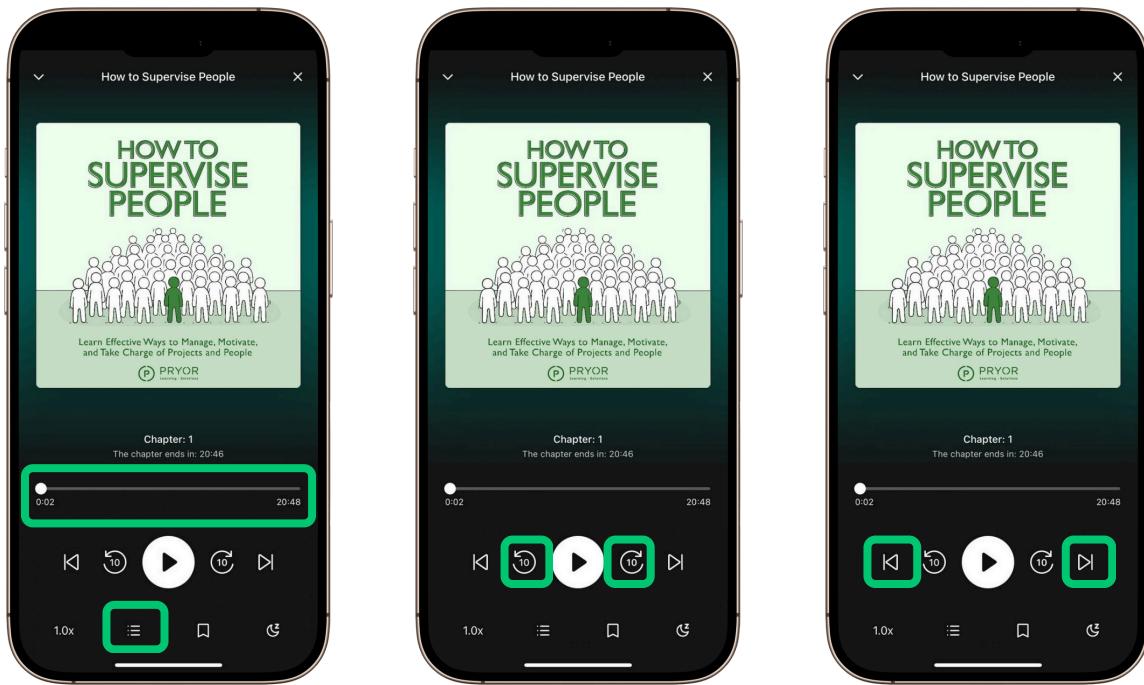
### 2.3.1 Fast forward, rewind, and sync media

Tap an audio or video on the Bookshelf to open the media player and start listening or watching.

Playback works the same whether you access the content online through the app or offline after downloading it. Keep in mind that an internet connection is required if the content hasn't been downloaded.

You can skip forward or backward in several ways:

- Slide your finger along the progress bar at the bottom to jump to any point in the audio or video.
- Tap the list icon to view chapters. If multiple chapters are available, select the one you want to watch or listen to.
- Use the 10-second forward or rewind buttons to skip quickly ahead or back.
- Tap the triangle buttons to move to the next chapter or return to the previous one.



When you want to stop listening or watching content, tap the center of the screen to bring up the controls. Press the pause button (■ ■) and then tap the close icon (x) in the top left corner. An arrow will appear, allowing you to return to the **Bookshelf**.

If you use your account on multiple devices, the app will automatically remember where you left off so you can pick it up later, no further action required.

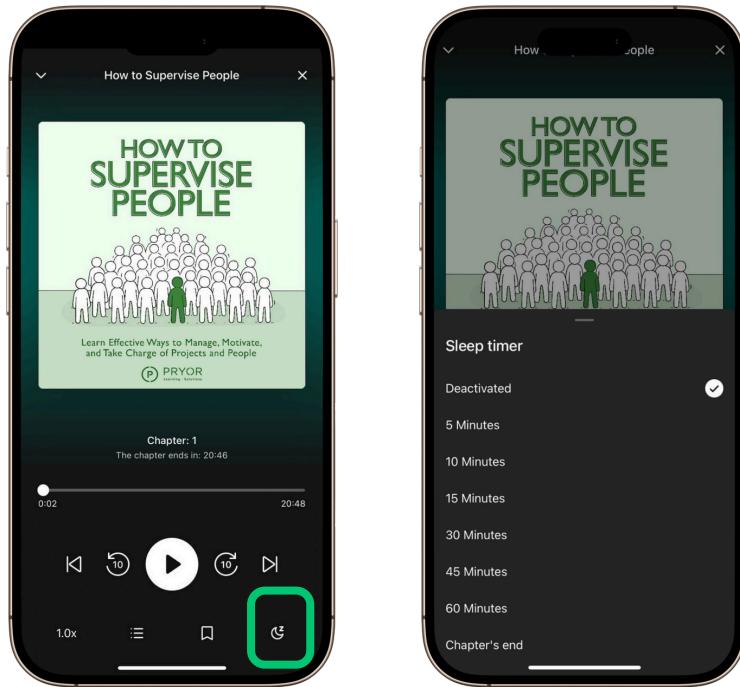
### 2.3.2 Using the timer

When you're watching a video or listening to an audio content, you can set the timer to stop automatically after a certain amount of time. This is useful if, for example, you listen to something before bed or want to limit the playback time.

To activate it, tap the icon in the player bar. Then, choose how many minutes you want to wait before it stops.

If you prefer to stop at the end of the chapter, press the **Chapter's end** option.

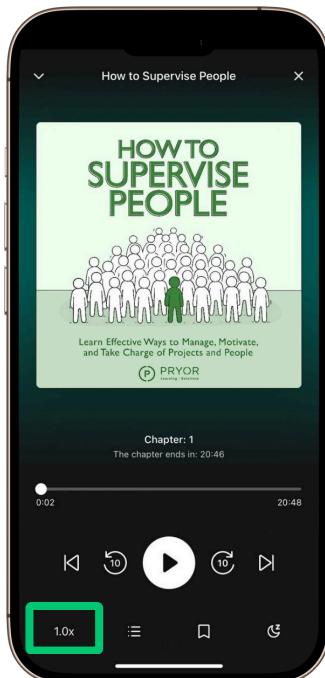
To remove the timer, tap the icon again and choose **Eliminate**.



### 2.3.3 Increase or decrease speed

You can adjust the playback speed of audiobooks or videos. In the player menu, tap the button with the text **1x** to modify the speed.

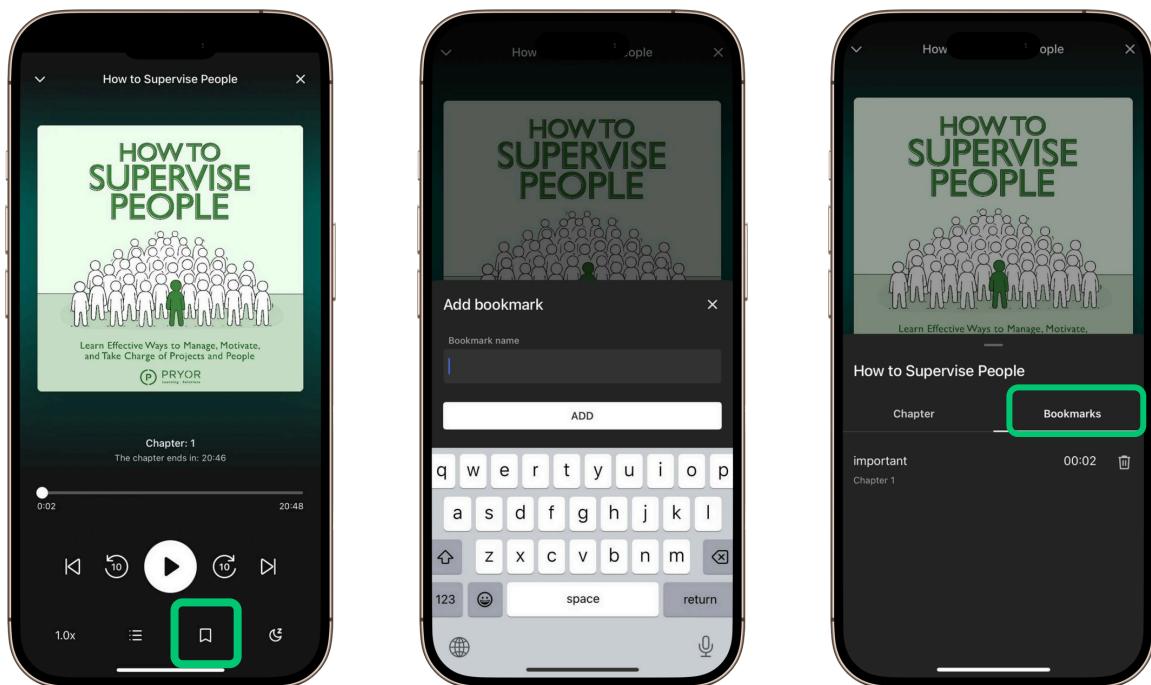
Normal speed is 1x. Each time you tap the button, the speed will increase in 0.25 increments until it reaches 2x. If you continue tapping, the speed will restart at 0.5x and increase again.



### 2.3.4 Add bookmarks in multimedia content

If you need to return to a specific point in an audio or video, you can add a mark to easily return later.

While listening or watching the resource, tap the bookmark icon in the player menu. A window will appear where you can give it a name. You can create as many marks as you need.

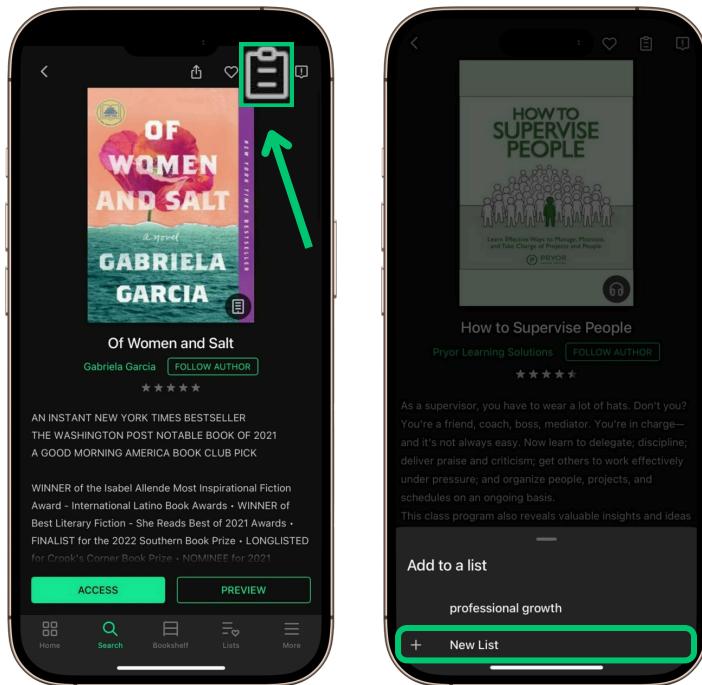


### 2.4 Lists of Contents

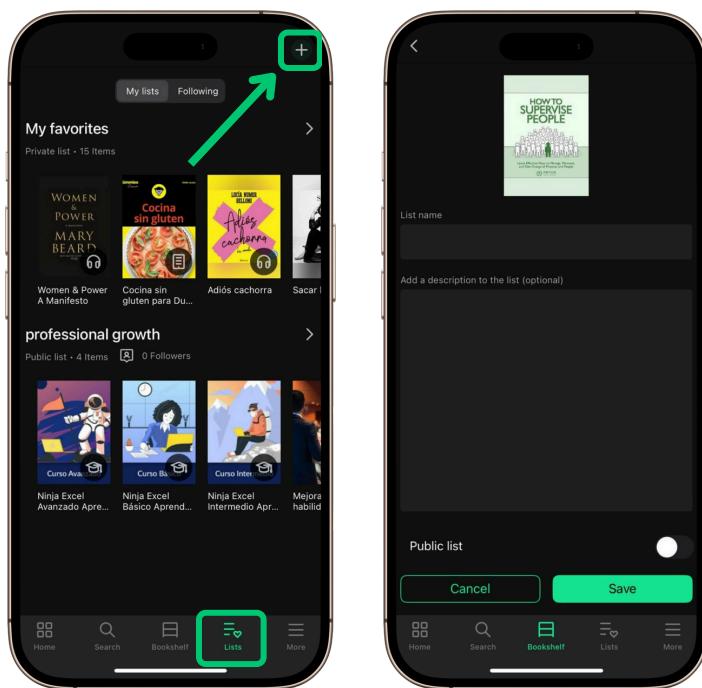
#### 2.4.1 Create lists

To organize your resources, you can create custom lists on any device. There are two ways to do this:

- **From the information area of a resource:** At the top of any content's information area, tap the list icon and select **New list**.



- **From the Lists section:** Access the Lists section from the bottom menu of the app and press the + symbol in the upper right corner.



In both cases, a form will open where you have to:

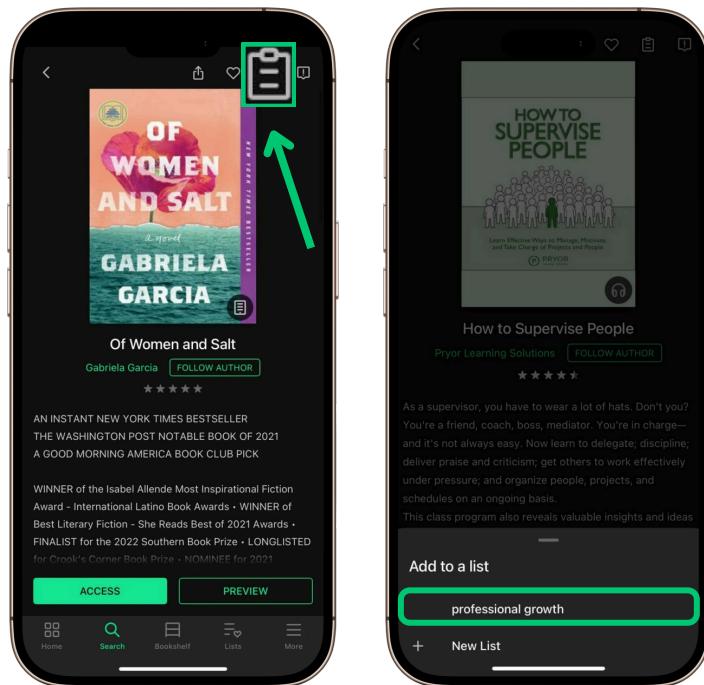
- Enter the name of the list (required)
- Add a description (optional)
- Choose whether you want the list to be public or private
- 

**Important:** Public lists will appear in the catalog and can be viewed, followed, and shared by other users.

Private lists will only be available to you in the Lists section and will not be displayed in the catalog or shared.

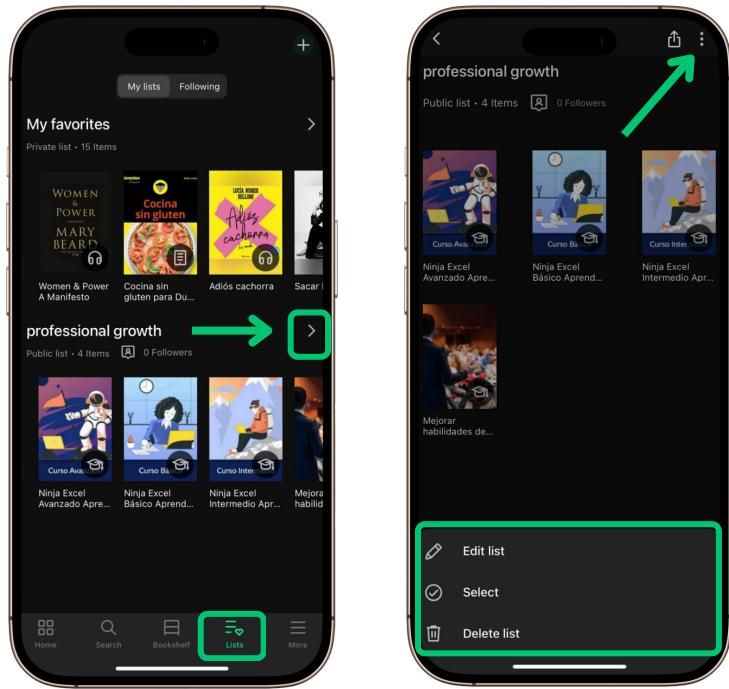
Once you've created your list, you can start adding resources to it. To do so:

- Tap the list icon in the information area of the resource you want to add.
- A menu will open where you can select the list you want to add the title to.
- If you tap on the list again, the resource will be removed from it.



To manage your lists, go to the Lists section and tap the arrow next to a list to view its contents and descriptions.

Tap the three-dot icon to open a menu where you can edit the list, remove titles, or delete the entire list.

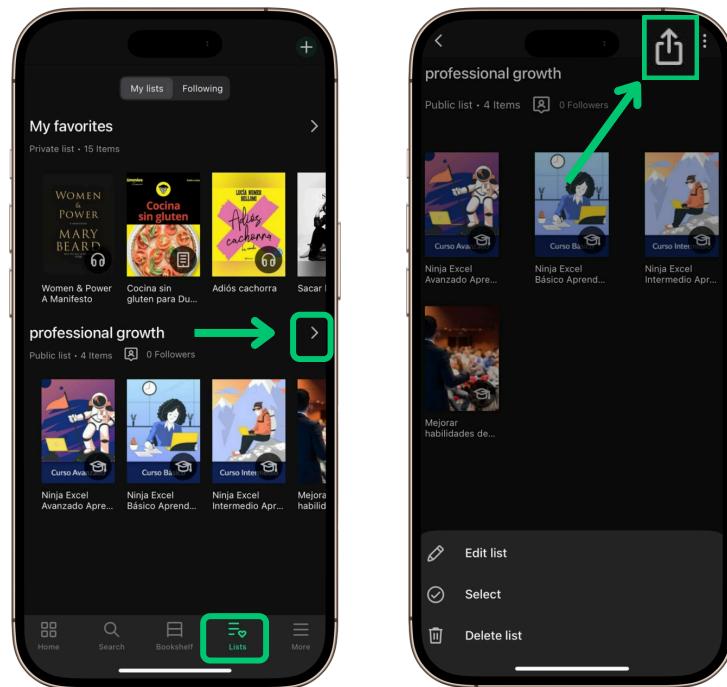


## 2.4.2 Share lists

If you want other people to be able to see, follow, or share your lists, make sure they're marked as public. **Only public lists can be shared.**

To share a public list:

- In the bottom menu of the app, go to the **Lists** section.
- Tap the side arrow next to the list name. This will open the view with the titles and descriptions included.
- Tap the arrow icon in the top right corner to open the sharing options. You can copy the link or choose the app you want to share from (messaging, social media, etc.).

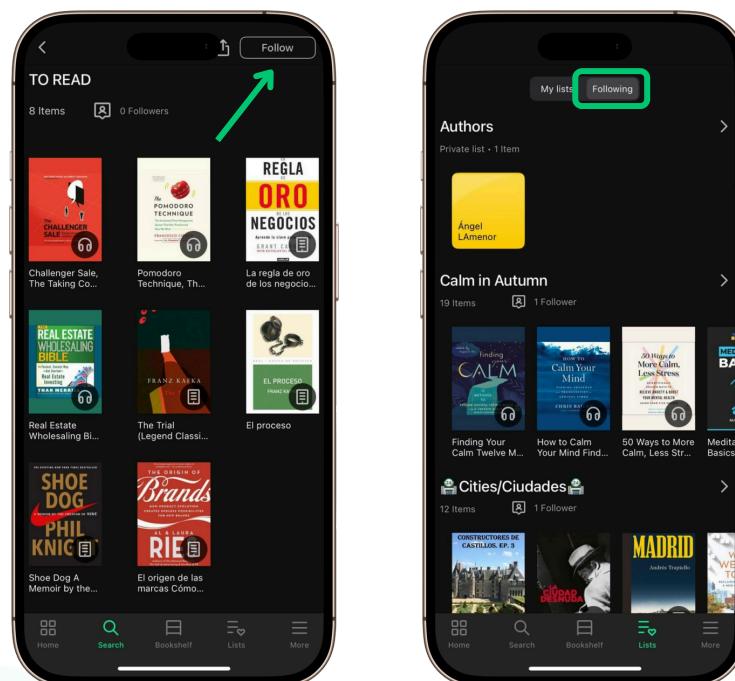


### 2.4.3 Follow lists

In the app's resource catalog, you can discover public lists created by other people.

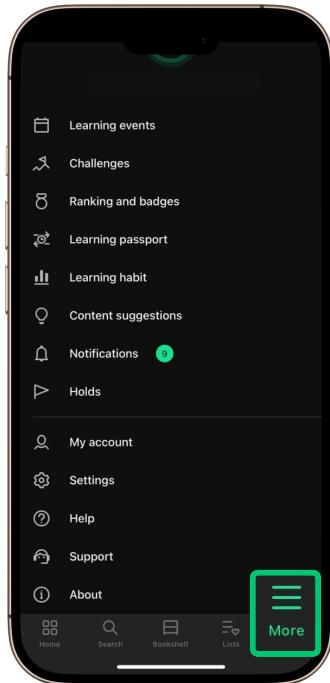
When you access a list, its name, a description (if available), and a **Follow** button are displayed. When you follow a list, you'll receive notifications whenever it's updated.

All lists and authors you follow can be found in the **Following** tab within the **Lists** section of the app's bottom menu.



## 3 User area

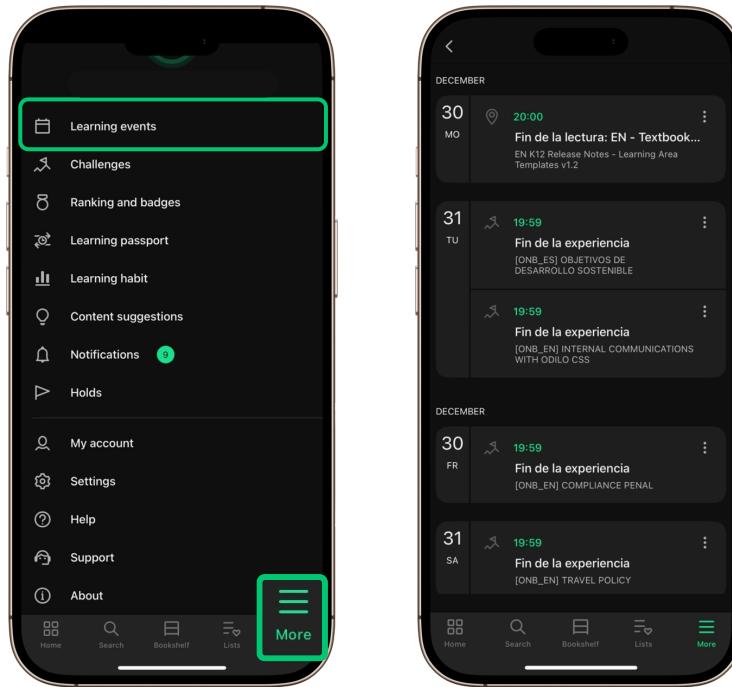
Tap "More" in the app's bottom menu to access your user area.



### 3.1 Learning events

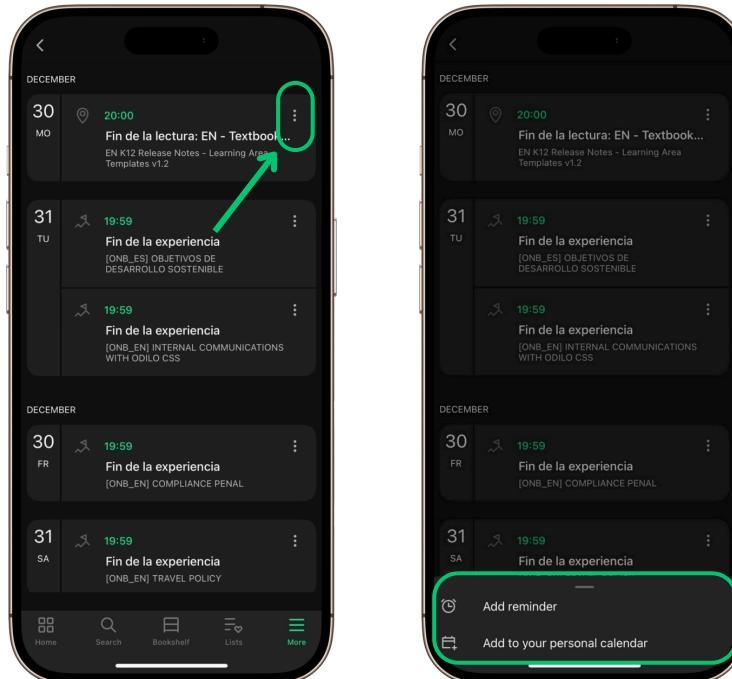
This section shows the scheduled events linked to the Learning experiences that you actively follow. If the experience includes this information, you'll see it here:

- The start and end dates of the experience.
- The start and end dates of the catalog contents that are part of it.
- Scheduled video calls.



Tap on an event to go directly to the experience.  
You can also tap the three-dot icon to:

- Add a reminder.
- Add the event to your personal calendar.



**Important:** Some experiences don't have associated events. If there are no scheduled details, this section will appear empty.

## 3.2 Learning experience

In this section, you'll find the Learning Experiences you've accessed and are currently participating in. To access them, tap **More** in the app's bottom menu and select **Learning experiences**.

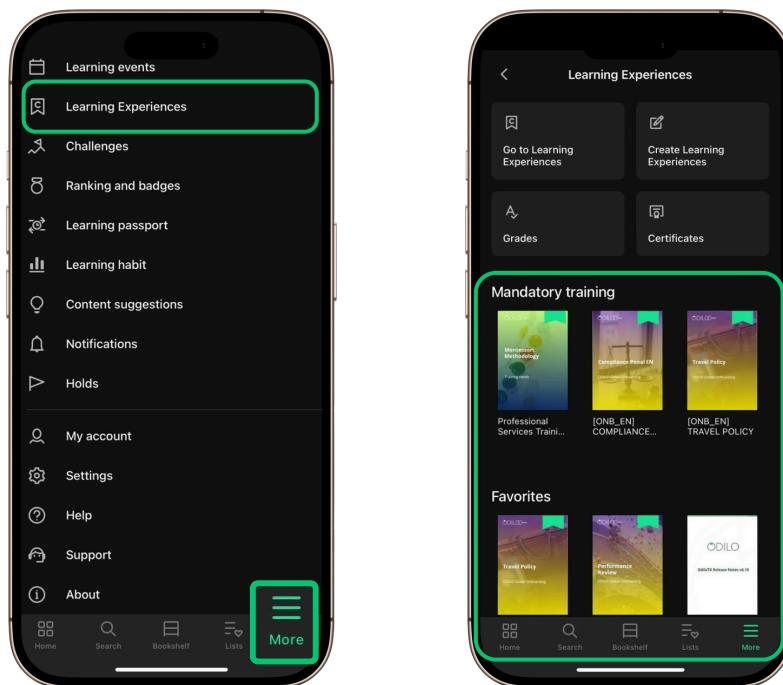
The experiences are organized into different carousels according to their type:

**Favorites:** shows the experiences you have marked with the heart icon to save them as favorites.

**Self-learning:** Includes public experiences you've initiated independently. Users can freely join these activities to expand their knowledge.

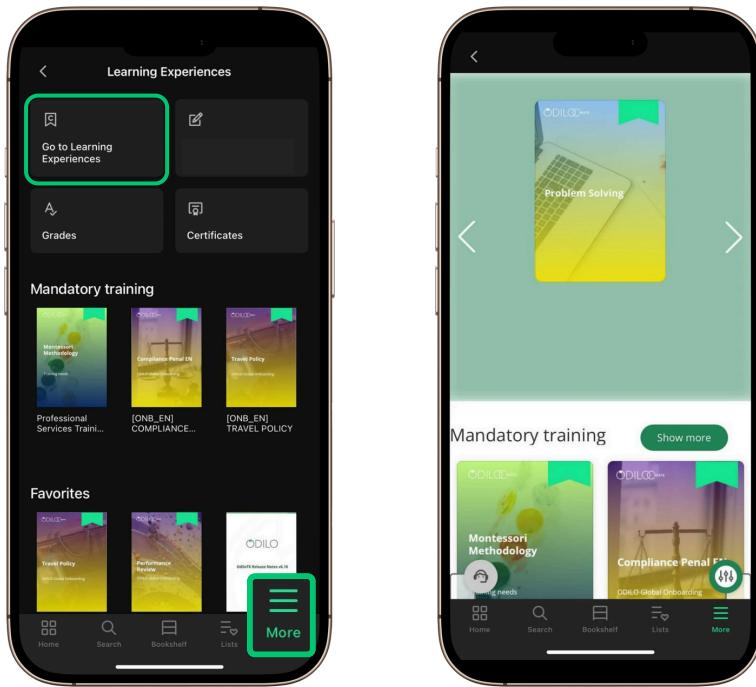
**Formal learning:** your organization's private experiences. Access is limited to registered users, allowing for a more targeted approach to learning.

**Mandatory training:** brings together the experiences that your organization has defined as part of your mandatory training.



### 3.2.1 Go to Learning Experiences

From this section, you can directly access the active Experiences by tapping on each one's cover. To get there, tap **More** in the app's bottom menu, select **Learning experiences** and then **Go to learning experiences**.

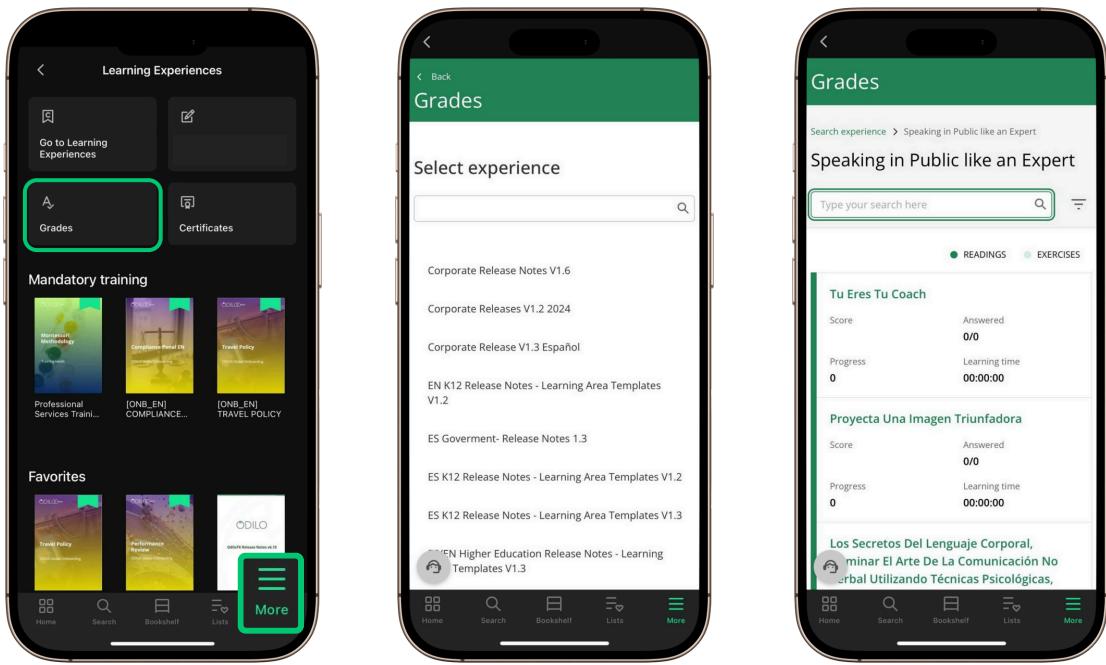


### 3.2.2 Grades

Track your progress in Learning Experiences, from the Grades area and check the achievements you have obtained.

To do this, tap **More** in the app's bottom menu, select **Learning experiences** and then tap **Grades**.

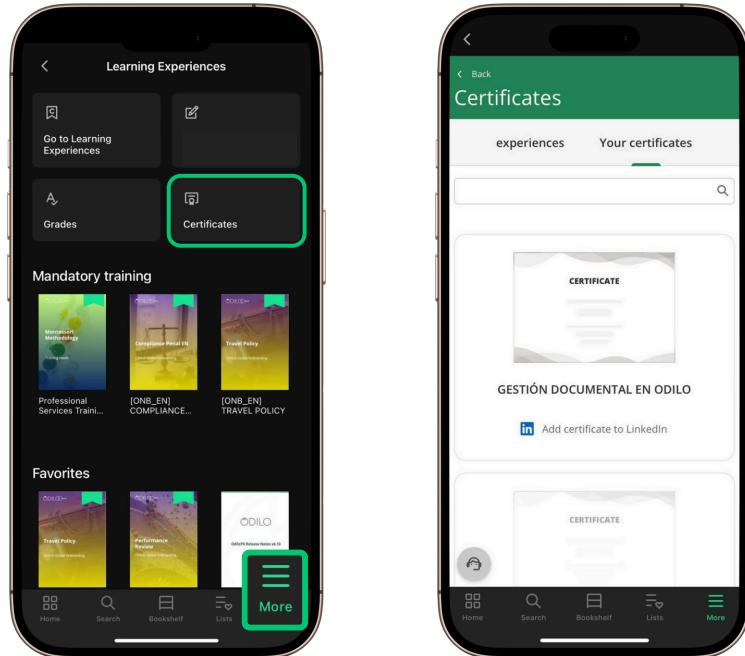
A list of all the Learning Experiences you've started or the required training assigned by your organization will open. Simply select the experience you want to review to see your results.



### 3.2.3 Certificates

If you have completed experiences that provide a certificate and want to download it, tap **More** in the app's bottom menu, select **Learning Experiences**, and then go to **Certificates**.

There you'll see all the certificates you've earned. You'll also have the option to add your certificates directly to your LinkedIn profile.



**Important:** If you want to know if a Learning Experience offers certification, you can check it in the Experience Details when you enter it.

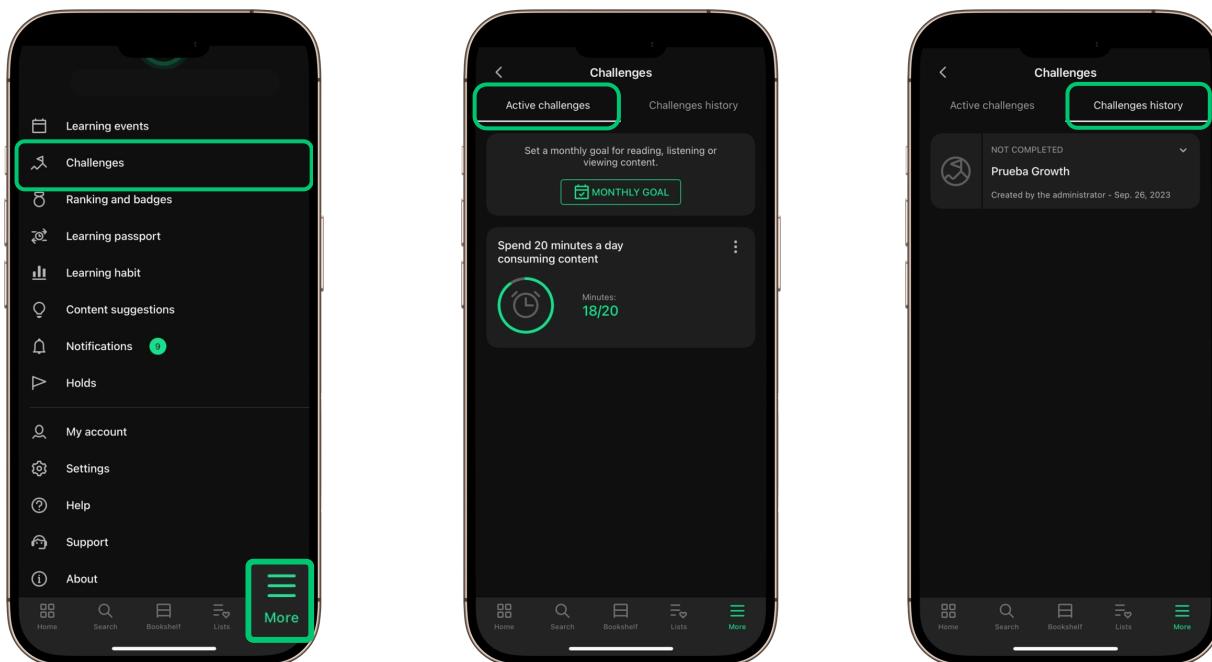
If you can't find your certificate, first check that the experience includes it and then that you completed it successfully.

- The modules must be completed. By tapping on **Complete and continue**, you will see your section as complete and the progress percentage updated.
- Return the resources used. If the experience uses resources from the catalog, return them from the modules or from the **Bookshelf**.
- The exercises must be submitted and approved. Make sure you've submitted all your exercises and that they meet the approval requirements.
- Tap on **Finish** to complete the experience.

### 3.3 Challenges

In this section, you can create personal challenges, whether short- or long-term. To begin, tap **More** in the app's bottom menu and select **Challenges**.

Then choose between **Daily Challenge** or **Monthly challenge** In both cases, a screen will open where you can configure the frequency with which you want to consume content. You'll receive notifications reminding you to complete the challenges according to the schedule you've established.

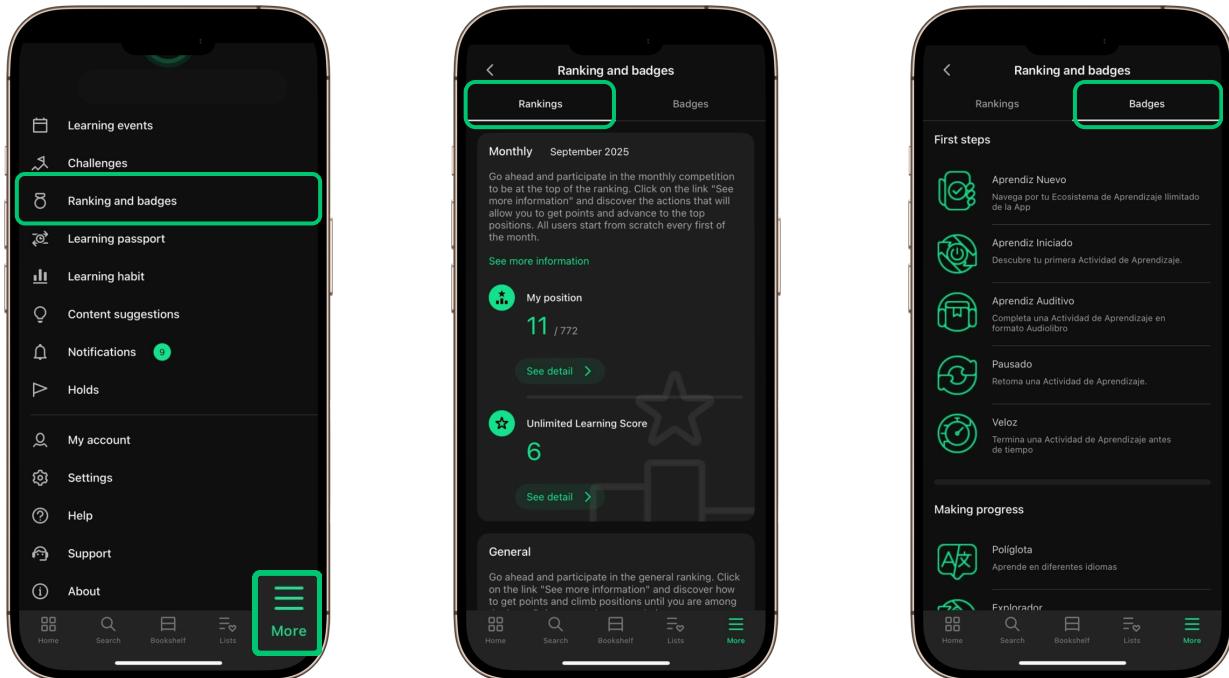


At the top you will find the **Challenge History** tab, where you can view the challenges you've already completed, including those you didn't complete. You'll also be able to see the date they were created.

### 3.4 Ranking and medals

If your ecosystem includes the option of Ranking and medals, in this section, you can view the results of your achievements and your position within the organization. To access it, tap **More** in the app's bottom menu and select **Ranking and badges**. At the top you will see two tabs: **Rankings and Medals**. In **Rankings** your monthly learning score and overall ranking are displayed, which are automatically calculated as you use the Learning Ecosystem and access different resources. In both rankings, you can tap on **See more information** to learn how points are earned.

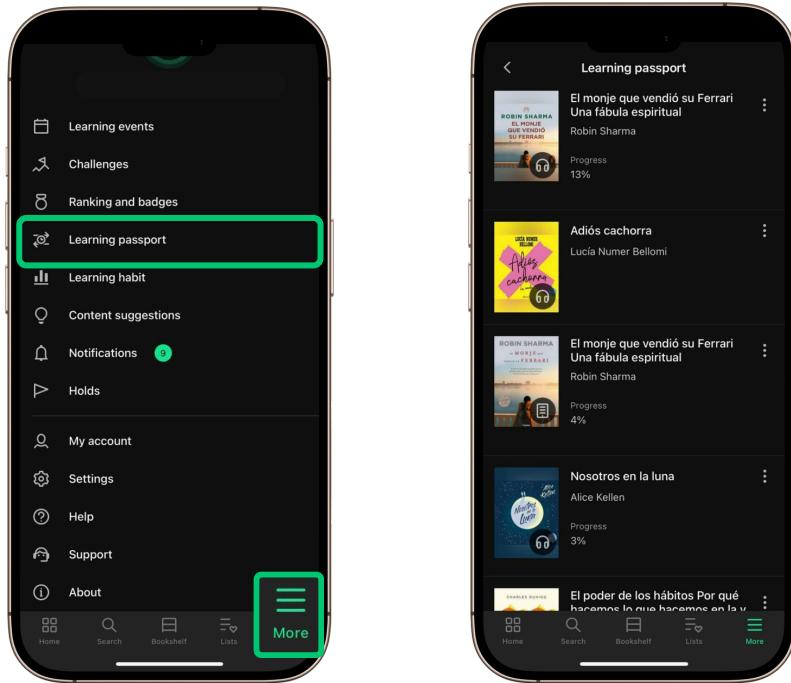
In the **Medals** tab you'll be able to see all the medals you've earned throughout your use of the Learning Ecosystem. Each medal includes a brief description explaining how to earn it. Medals you've already earned will be displayed in color, while those pending will appear in gray.



### 3.5 Learning Passport

This section shows the history of the titles you've accessed during your time in the Learning Ecosystem. To view it, tap **More** in the app's bottom menu and select **Learning passport**.

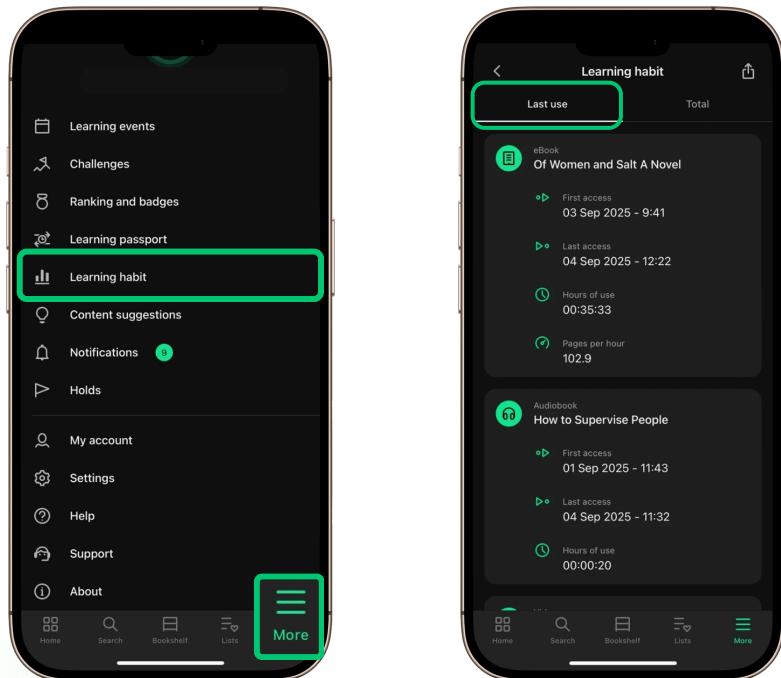
There you'll see a list of the resources you've explored, the learning time spent on each one, and the date you last accessed them. If the title is still available, the **Access** button will appear so you can review it again.



### 3.6 Learning habit / Statistics

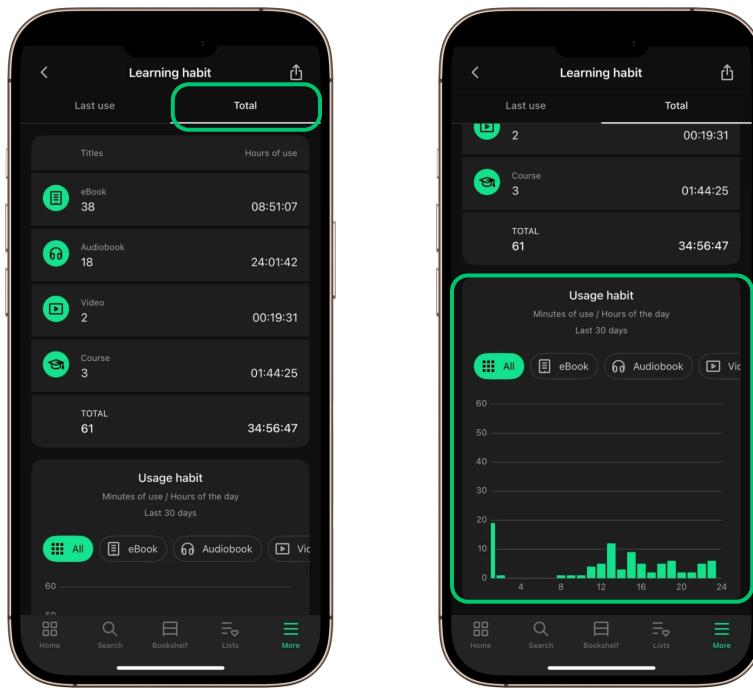
This section shows data about your use of the content. To view it, tap **More** in the app's bottom menu and select **Learning habit** or **Statistics**.

At the top you will see two tabs: **Last use** and **Total**. In **Last use**, a list of the resources you have explored is presented, along with the date of first and last access, the hours spent, and, in the case of e-books, the number of pages read per hour.



In the **Total** tab, a table is presented with a general analysis of your use of the different available formats (e-books, audiobooks, videos, courses, and others). It indicates the number of resources accessed by type and the total hours spent on each format.

Below the table, a graph is shown in the **Usage habits** section, which reflects minutes of usage by time of day. This information can help you identify when you typically access the Learning Ecosystem.

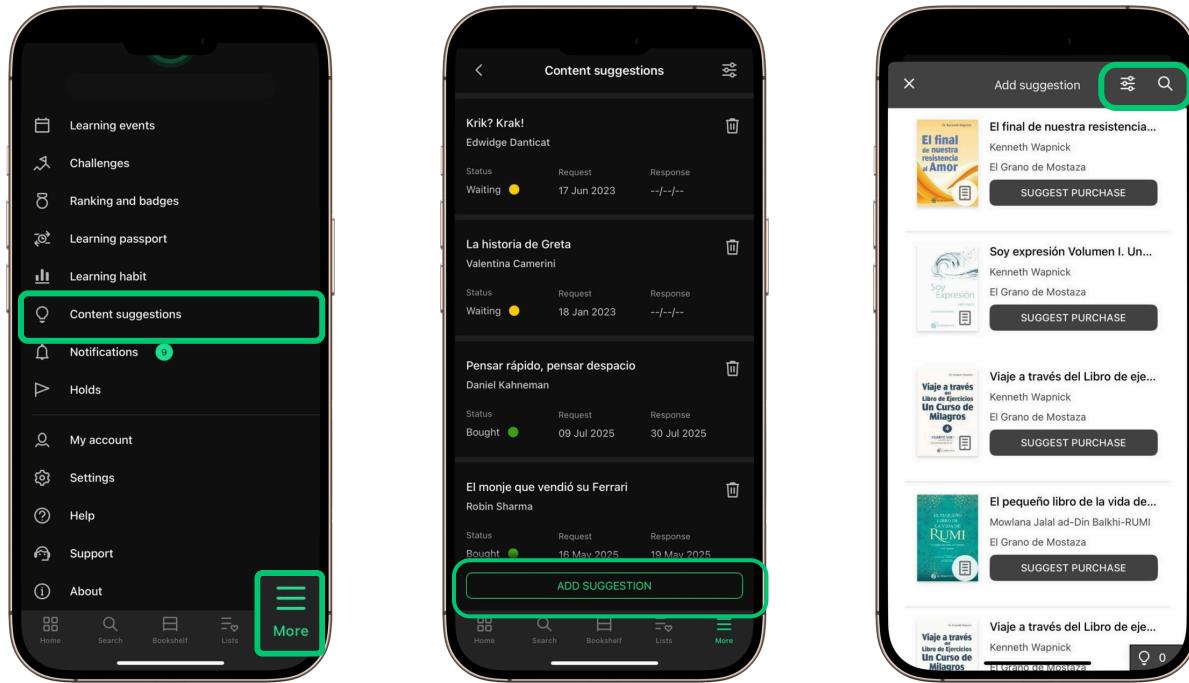


### 3.7 Content suggestions

In this section, you can suggest specific titles for purchase. To access, tap **More** in the app's bottom menu and select **Content suggestions**.

You will see the **Add suggestion** button. Tap it to search for the resource you want to suggest using the search icon in the top-right corner. You can also refine your search with the filters available through the settings icon.

Once you find the resource, tap **Suggest purchase** to start the process. You can return to this section at any time to check the status of your suggestion. If the resource is purchased, you'll receive a notification informing you that it's now available.



### 3.8 Notifications

The app will send you notifications to keep you informed about various topics related to your learning, such as upcoming expiration dates, available reservations, event changes, or new updates.

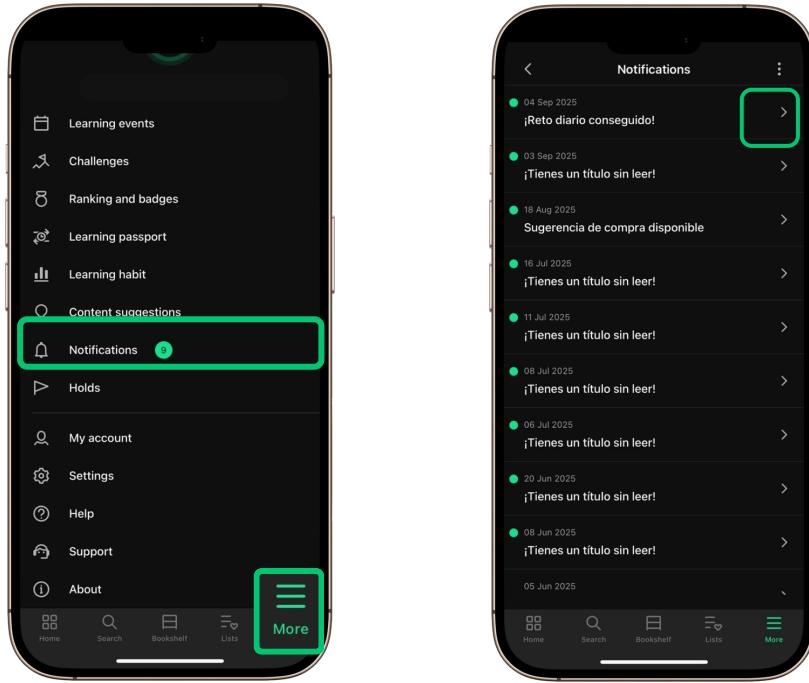
To receive these notifications, make sure notifications are enabled in your device's settings. These are the ways you'll receive notifications:

#### Notifications on your device

Notifications will appear in your device's notification bar. When you tap them, the app will open and take you directly to the **Notifications** section within the app so you can read them in full.

#### In-app notifications

You can check your notifications directly from the app. To do so, tap **More** in the app's bottom menu and select **Notifications**. You'll see a list of all your received notifications. Unread ones will be highlighted with a colored indicator in the upper left corner. Tapping on a notification will take you to its contents and mark it as read.

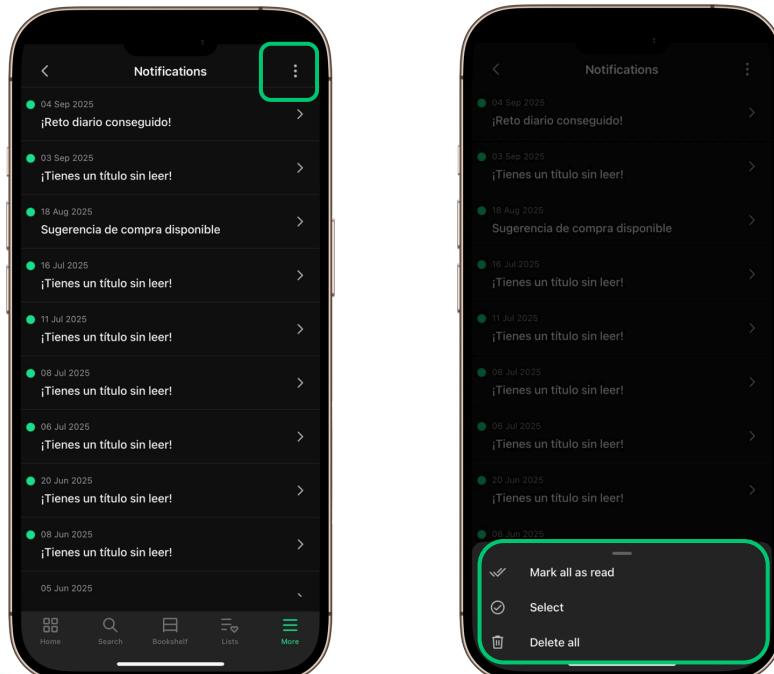


## Delete notifications

To clear notifications, tap **More** in the app's bottom menu and enter the **Notifications** section. Tap the three-dot icon in the top right corner and select one of the following options:

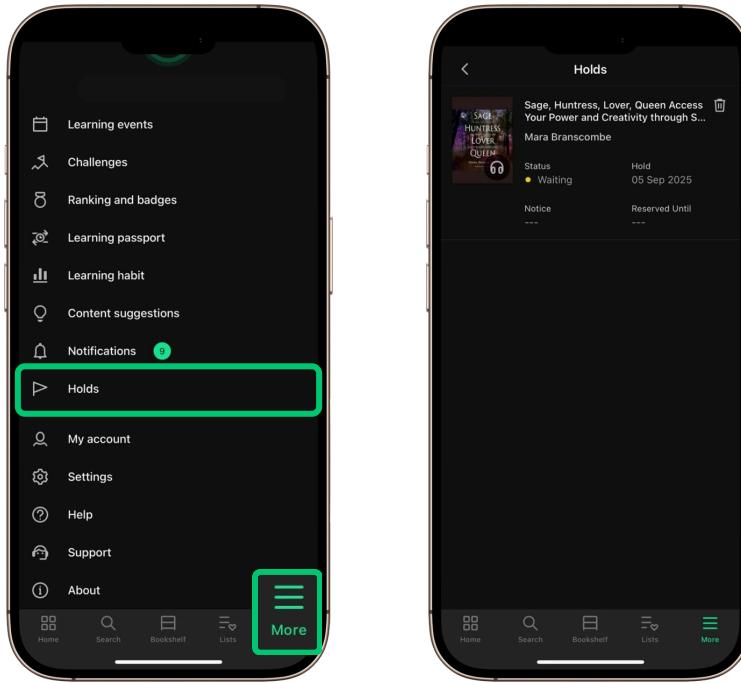
- Mark all as read
- Select and delete (allows you to select specific notifications to delete)
- Delete all

You can also delete a notification by opening it and using the trash can icon in the top right corner.



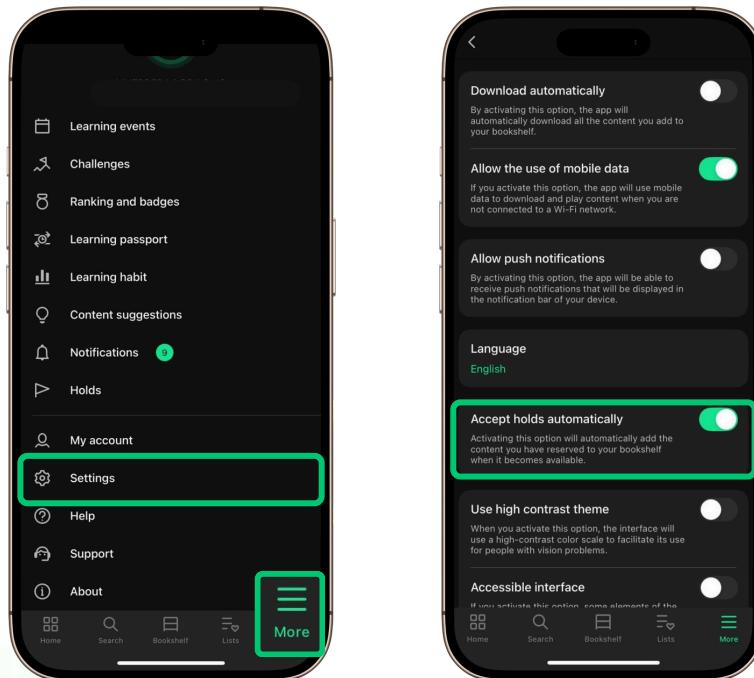
### 3.9 Holds

If a resource you want to access is unavailable (all copies are in use), the **Place a hold** button will appear. Tap it to place a loan request, which will be activated when the resource becomes available. You can view all your reserved titles in this section of your account.



The app is set to automatically accept holds. In this case, the resource will be added directly to the **Bookshelf**, and a notification will be sent when it becomes available.

This setting can be changed by accessing **More** in the app's bottom menu and selecting **Settings**. If auto-accept is disabled, a notification will be sent each time a reserved resource becomes available, and there will be a 48-hour window to access it. If the resource is not accessed within this period, the hold will be automatically canceled and offered to the next user on the waiting list.



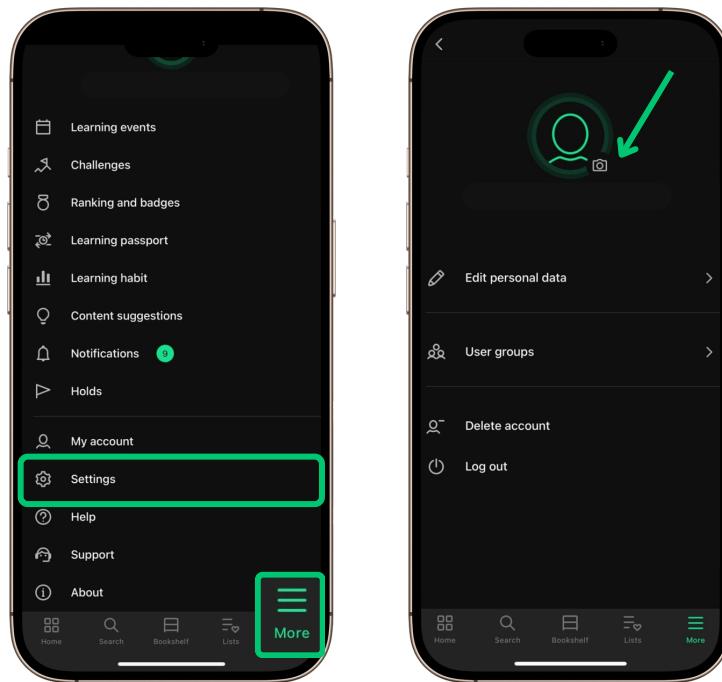
## 3.10 My account

### 3.10.1 Add a profile photo

In this section you can personalize your account by adding a profile photo.

By default, you'll see a user icon. To change it, tap **More** in the app's bottom menu, and then select **My account** and tap the camera icon that appears in the lower right corner of the image.

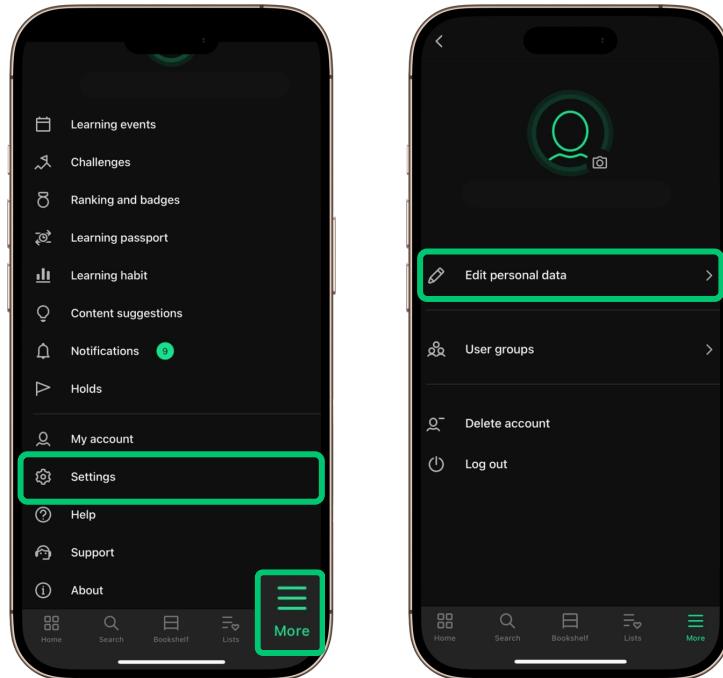
The app will ask you if you want to choose a photo from your gallery or take a new one with your device's camera. If you want to delete your photo at any time, tap the profile picture again and select **Delete**.



### 3.10.2 Edit personal data

In this section, users can update their personal information if the platform allows it.

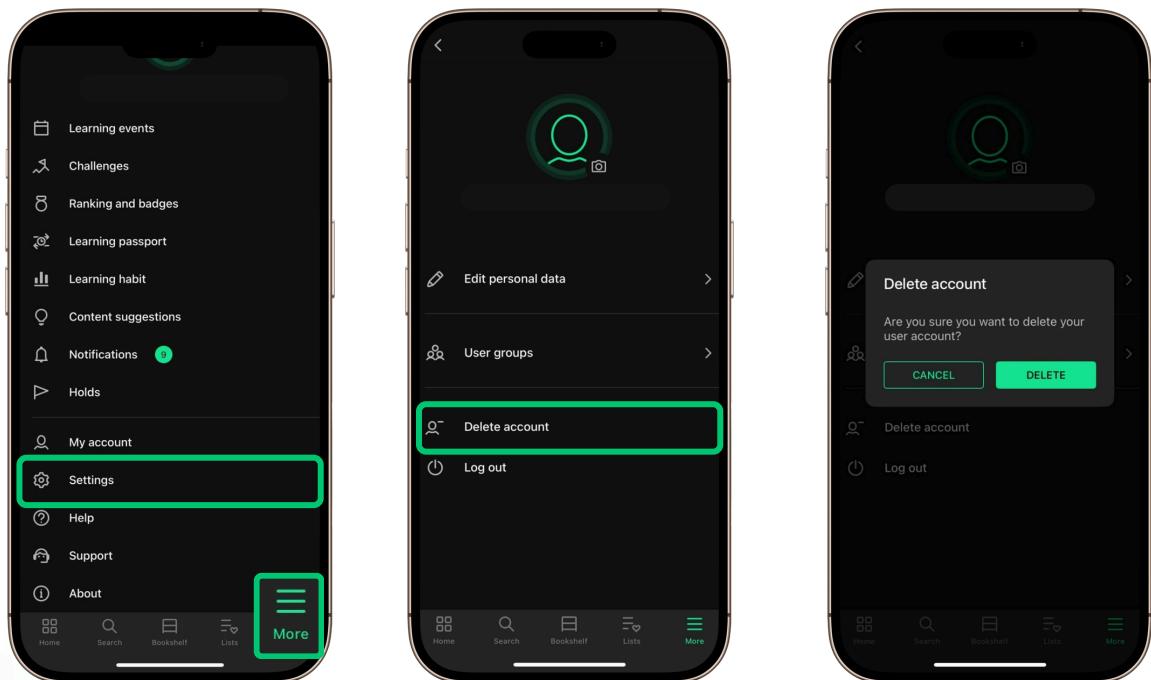
To do so, tap **More** in the app's bottom menu and select **My Account**. A form will open where personal information can be edited. Tap **Save** to apply the changes.



### 3.10.3 Delete account

In this section, users can delete their account if desired.

To do so, tap **More** in the app's bottom menu, go to **My Account**, and select **Delete Account**. Tapping this option will prompt a confirmation. Once confirmed, the account will be deleted, and access to the app with that account will no longer be possible.

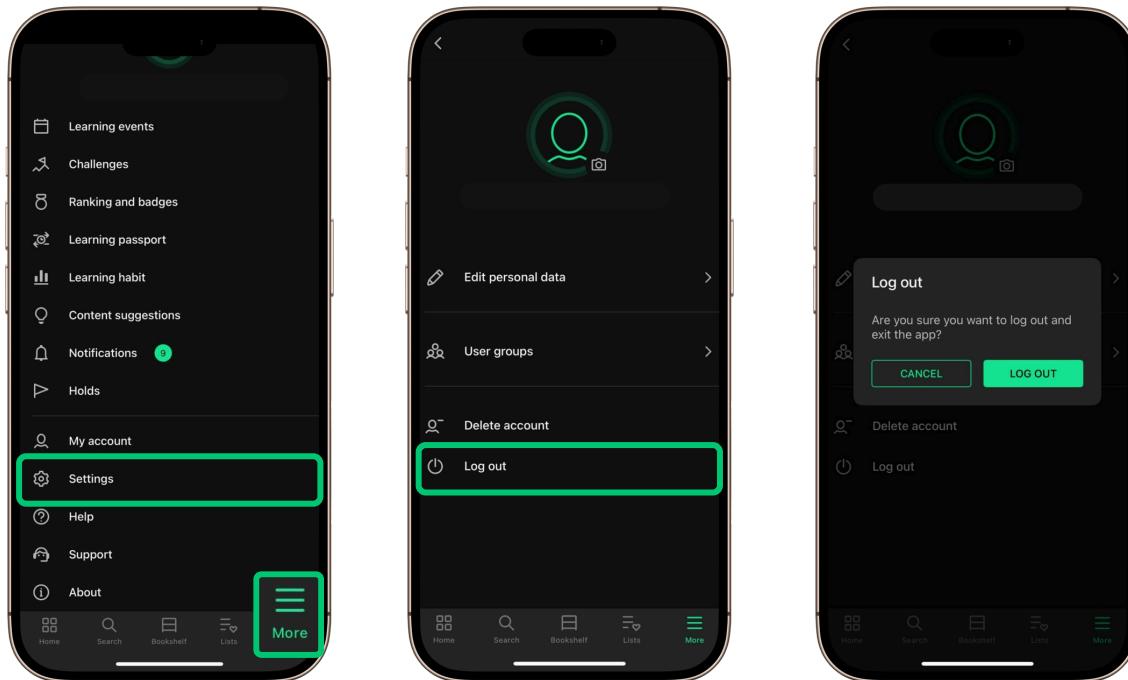


If **Delete account** is not an option, it's because your platform uses a special access system that doesn't allow you to delete accounts directly. In that case, contact your institution to request your account to be deleted.

### 3.10.4 Log out

To exit the app, tap **More** in the app's bottom menu and select **My Account**. At the bottom of the list, tap **Log Out**.

This will unlink the account from the device and close the app. Additionally, all personal information and downloaded titles will be removed from the device.



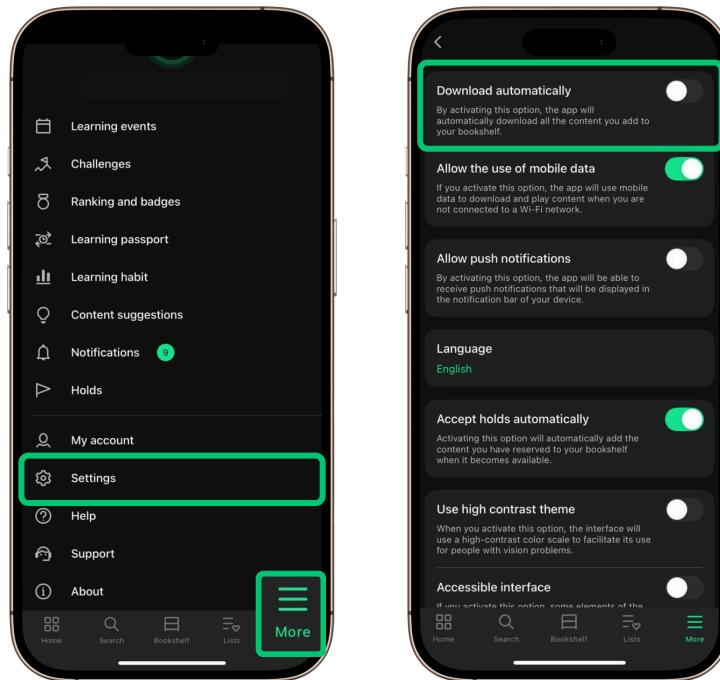
## 3.11 Settings

### 3.11.1 Download automatically

This section allows users to configure how resources in the **Bookshelf** are downloaded. When a resource is accessed or borrowed, it is added to the **Bookshelf**.

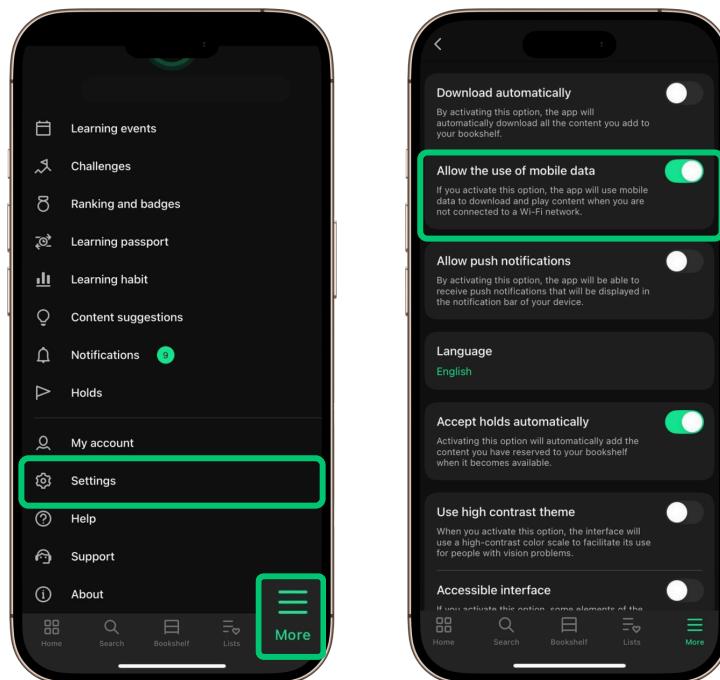
By default, resources are not downloaded automatically. To enable automatic downloads, tap **More** in the app's bottom menu, select **Settings**, and activate the **Automatic Downloads** option. Once enabled, all resources added to the **Bookshelf** will be downloaded automatically, allowing offline access.

**Important:** Each download will increase the app's size on the device.



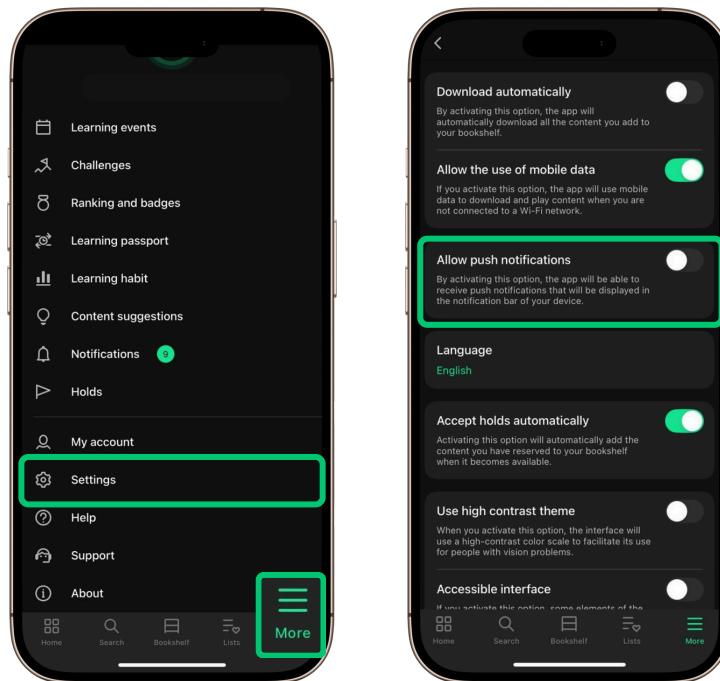
### 3.11.2 Allow the use of mobile data

This option determines whether the app can use your mobile data plan to download and play content when you're not connected to a Wi-Fi network. To manage this option, go to the **More** menu, select **Settings**, and locate the **Allow the Use of Mobile Data** switch.



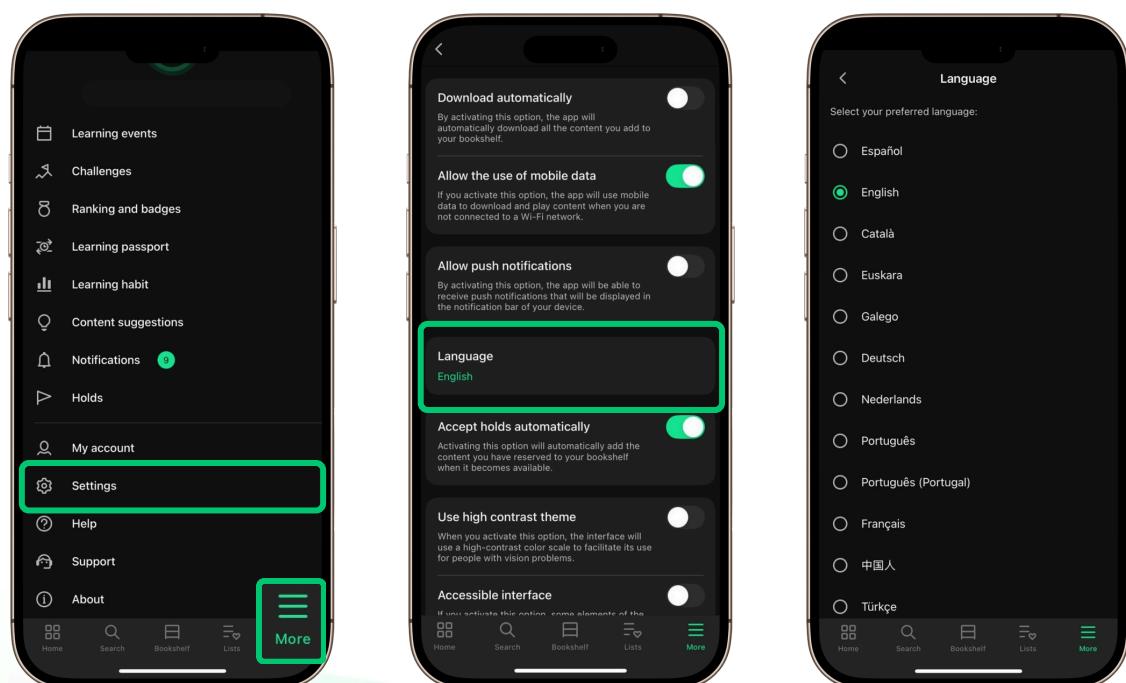
### 3.11.3 Allow push notifications

This option allows the app to send you notifications that will appear on your device's screen, even if you're not using the app at the time. To enable or disable it, go to the **More** menu, select **Settings**, and locate the **Allow push notifications** switch.



### 3.11.4 Language

To change the app's language, go to the **More** menu, select **Settings**, tap **Language**, and choose the desired language from the list of available options.

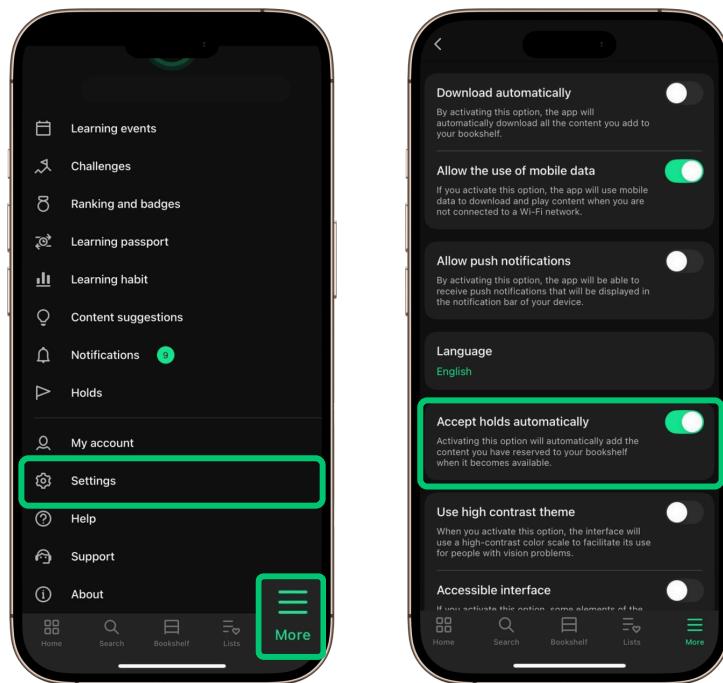


### 3.11.5 Accept holds automatically

When a resource is unavailable (all copies are in use), the **Place a hold** button will appear. Tapping it places a loan request, which will be activated once the resource becomes available.

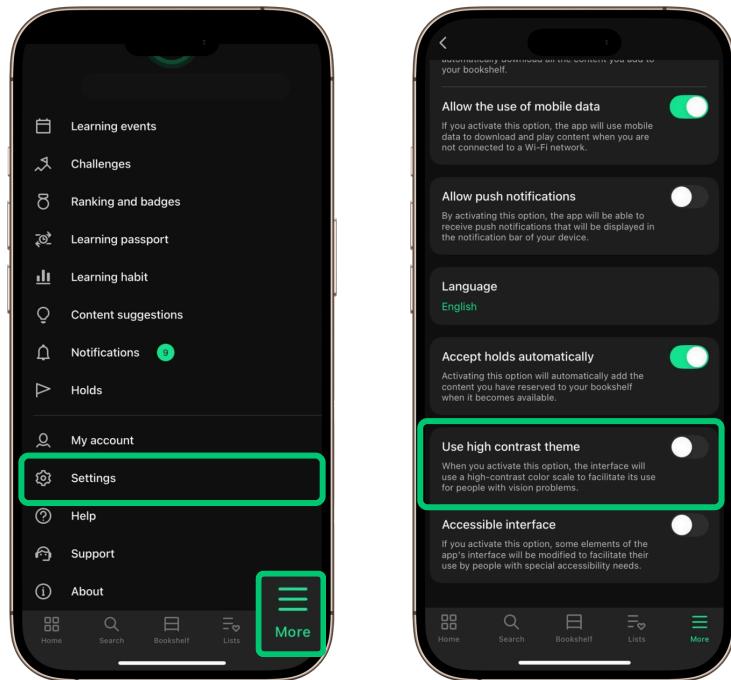
By default, the app is set to automatically accept holds. In this case, the resource is added directly to the **Bookshelf**, and a notification is sent when it becomes available.

This setting can be changed from the **More** menu by selecting **Settings**. If automatic acceptance is disabled, a notification is sent each time an on hold resource becomes available, and users have 48 hours to access it. If the content is not accessed within this period, the hold is automatically canceled and offered to the next user on the waiting list.



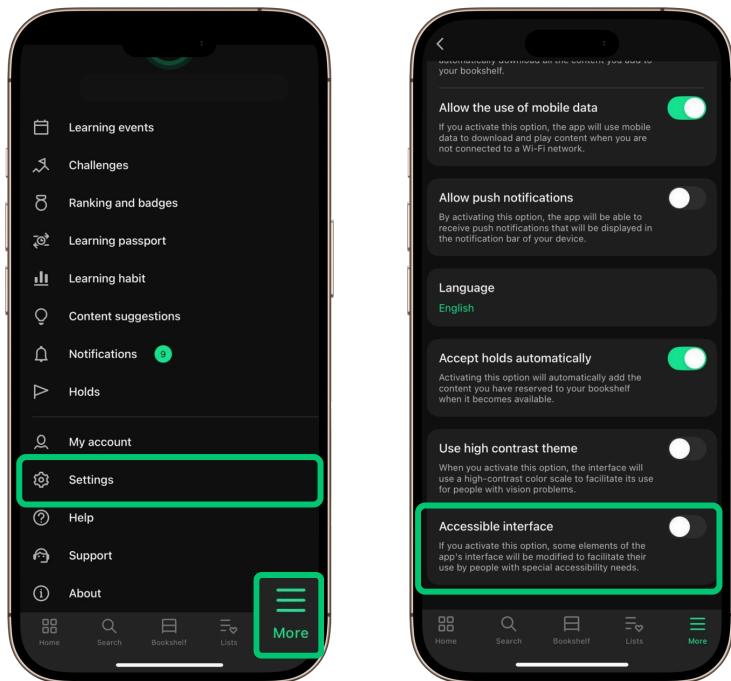
### 3.11.6 Use high contrast theme

This option applies a high-contrast color scheme to the app, making it easier for users with visual impairments. It can be enabled or disabled from the **More** menu by selecting **Settings** and toggling the **Use High Contrast Theme** switch.



### 3.11.7 Accessible interface

This option adjusts certain visual and navigation elements of the app to make it easier for users with accessibility needs. It can be enabled or disabled from the **More** menu by selecting **Settings** and toggling the **Accessible Interface** switch.



## 4 Frequently Asked Questions

### 1. What are the application compatibility requirements?

The app is compatible with Android, iOS, Huawei, and Microsoft devices. Specific compatibility may vary depending on your institution's configuration.

- iPhones and iPads running iOS 15 or later.
- Mobile phones, tablets, Chrome-books, and eReaders running Android 5.1 or higher.

### 2. How can I recover my password?

If your platform allows password recovery, you will find the link *Forgot your password?* Below the Sign In button, tap it and follow the instructions.

If this link doesn't appear, you'll need to contact your platform administrators for help resetting your password.

### 3. How can I create an account if I don't have one?

If the platform allows self-registration, you will find the Register button below the Log In button. Complete the necessary information to create your account.

If the Register button is unavailable, you'll need to contact the platform administrators for more information on how to obtain your account.

### 4. Why can't I borrow or access a title?

This message may appear if you have reached the limit for simultaneous loans or the maximum number of loans allowed in a given period.

These limitations depend on your platform's lending policies. If you return a resource from your **Bookshelf**, a space will be freed up and you can access a new content. We suggest contacting the platform's managers for more details.

### 5. Why can't I reserve a title?

Like loans, some platforms may limit the number of simultaneous reservations you can make.

For more information about your platform's booking policies, we recommend contacting the administrators.

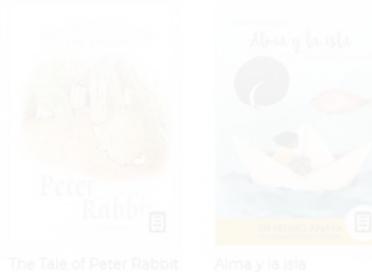
### 6. What should I do if I can't access a title due to an error?

If you're having trouble accessing a title, you can report it from the information area by tapping the exclamation mark icon on the cover. Fill out the form and Support will review it. You will not receive notifications about the status of your report. For more details, see *Report a problem with content*.

### 7. I downloaded the Odilo Unlimited Learning app but I can't find my organization in the list of libraries. What should I do?

Your institution may have its own customized app instead of using *Odilo Unlimited Learning* app. Please check your institution's platform or website to confirm the correct app name. If you don't find any information there, it is also possible that your institution does not offer an app version.

## Escritoras de renombre



## Con-Ciencia: La mujer y la niña



## Pequeños & grandes

