



Warees Halal Limited

Step-by-Step Guide to Access LG & Guidebook

For GNOWBE Learners

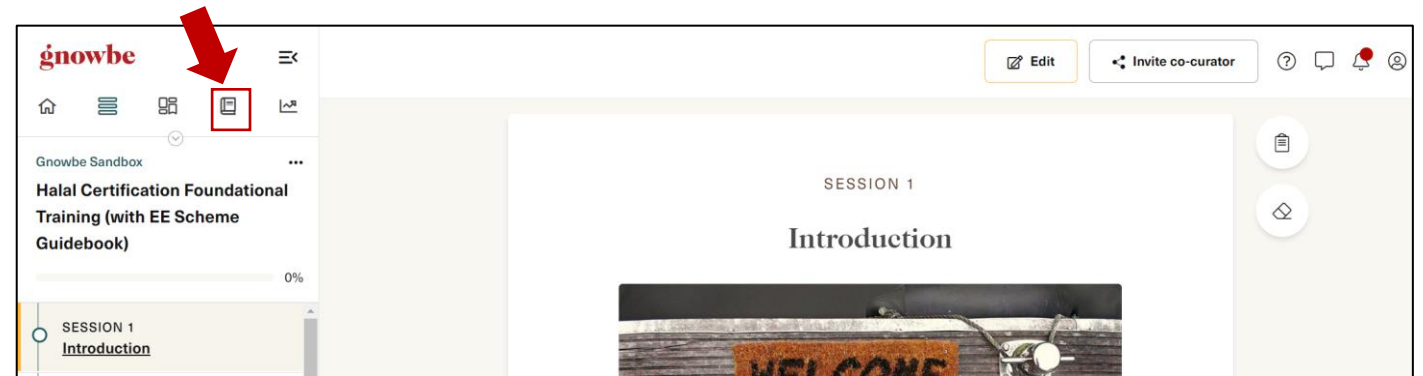


Access to WHL's Additional Materials

Learners that have successfully completed the HCT/ HCR may be provided with the following resources:

1. Learners' Guide

- Learners can download the workbook after you complete the online learning. To do so, go to **web.gnowbe.com** on a web browser. There is an icon at the top. Click on it and scroll all the way down to download the pdf. It will contain the content of the online module as well as your answers.



2. Guidebook

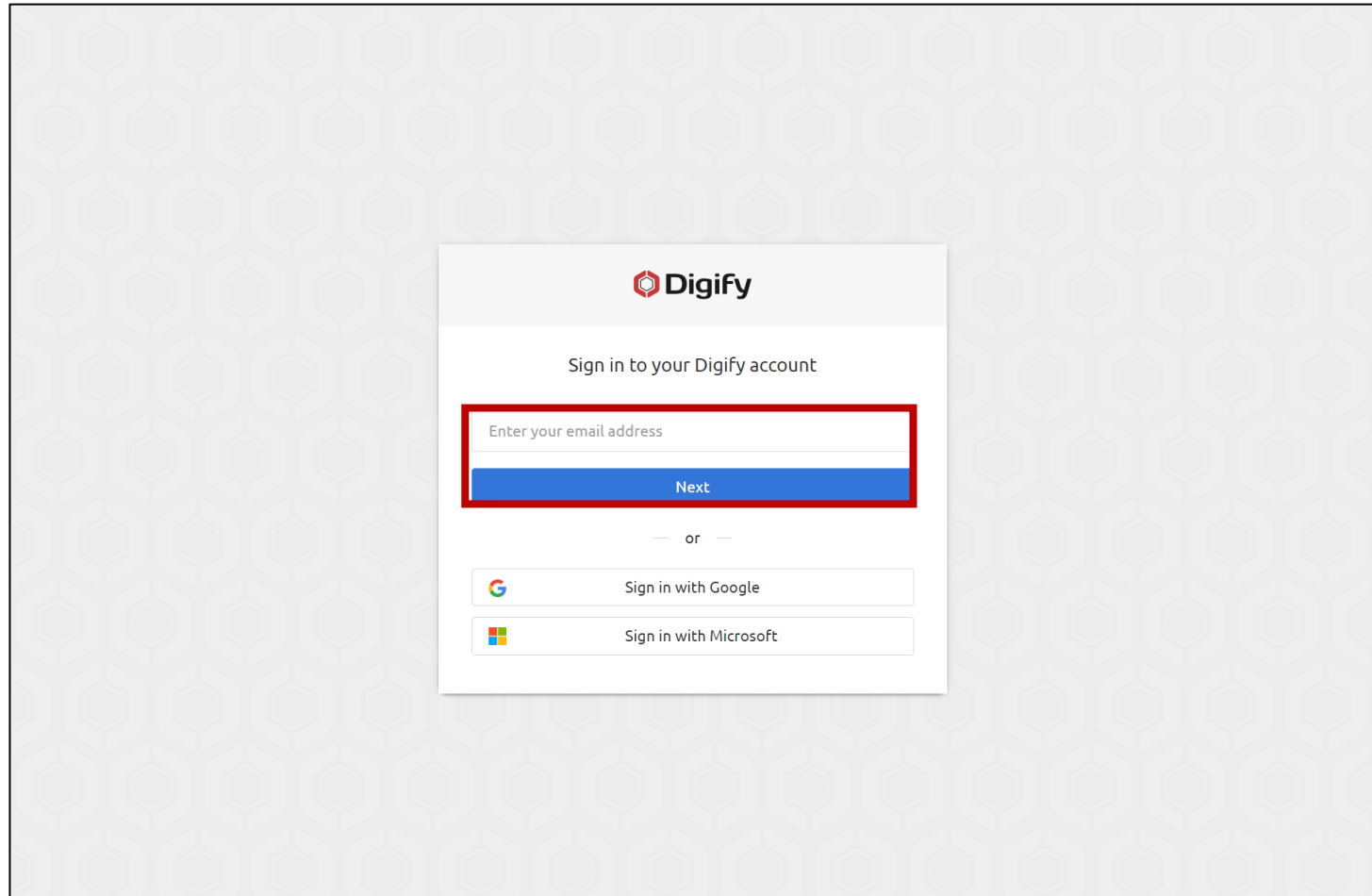
- Learners can follow the guide below to access the either one of the following guidebook depending on the type of course:
 - **HCT-FL** : Understanding on Muis Halal Certification Conditions
 - **HCR-FL** : Updates on Singapore Halal Certification Requirements

Guidebooks



Access the Guidebook(s)

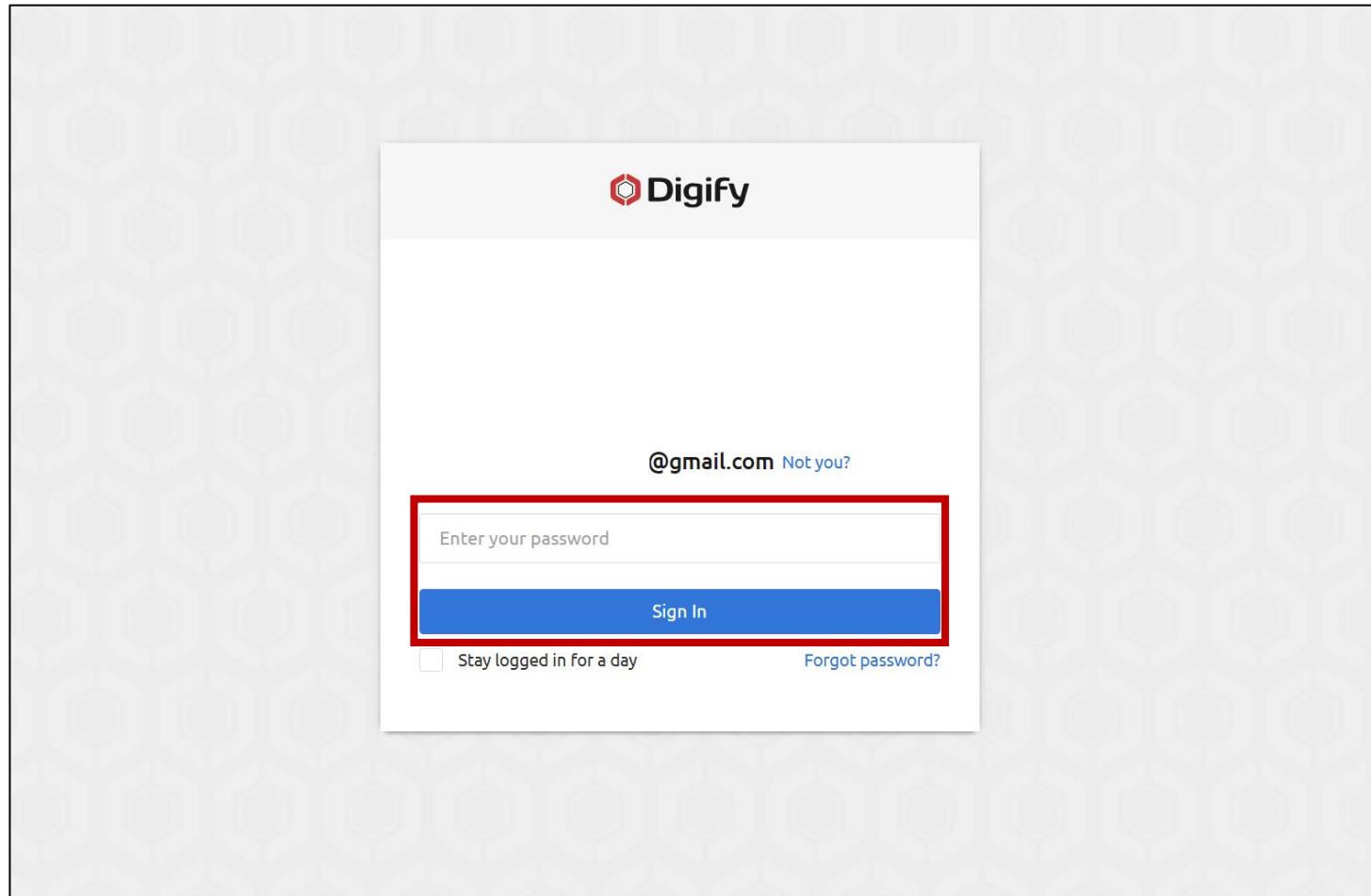
Step 1: Go to digify.com to **sign in** to your Digify account to view the file by inputting your **email address** (*this is referring to the same email address used to login to GNOWBE*) > click **Next**



The screenshot shows the Digify sign-in interface. At the top is the Digify logo. Below it, the text "Sign in to your Digify account" is centered. A text input field with the placeholder "Enter your email address" is highlighted with a red border. Below the input field is a blue button labeled "Next", also highlighted with a red border. Underneath the "Next" button is a separator "— or —". At the bottom, there are two buttons: "Sign in with Google" and "Sign in with Microsoft".

Access the Guidebook(s)

Step 2: Create or input your password > Click **Sign In**



The screenshot displays the Digify login interface. At the top, the Digify logo is visible. Below it, there is a text input field for an email address, currently containing "@gmail.com" and a link for "Not you?". The password input field, labeled "Enter your password", and the blue "Sign In" button are highlighted with a red rectangular border. Below the password field, there is a checkbox for "Stay logged in for a day" and a link for "Forgot password?".

Access the Guidebook(s)

Step 3: Look & Click the 'View Received Files'

The screenshot displays the Digify dashboard interface. On the left is a sidebar with the Digify logo at the top. Below the logo, the sidebar contains several menu items: 'Home', 'DOCUMENT SECURITY' (with sub-items 'Send Files', 'Manage Sent Files', and 'View Received Files'), 'DATA ROOMS' (with sub-items 'Create Data Room' and 'Manage Data Rooms'), and 'GET HELP'. The 'View Received Files' item is highlighted with a red rectangular box. The main content area is titled 'Home' and features four large cards: 'Document Security' (with a 'Send files' button), 'Data Room' (with a 'Create data room' button), 'MY SETTINGS' (with 'Edit Profile', 'Change Password', and 'Set Up 2FA' options), and 'TUTORIAL' (with 'Send Document', 'Create Data Room', and 'Set Up Team' options).

Access the Guidebook(s)

Step 4: The list of file(s) that you have access to, or you have purchased will be listed here. Proceed to click on the file.

The screenshot displays the Digify interface for viewing received files. The sidebar on the left includes the following navigation items:

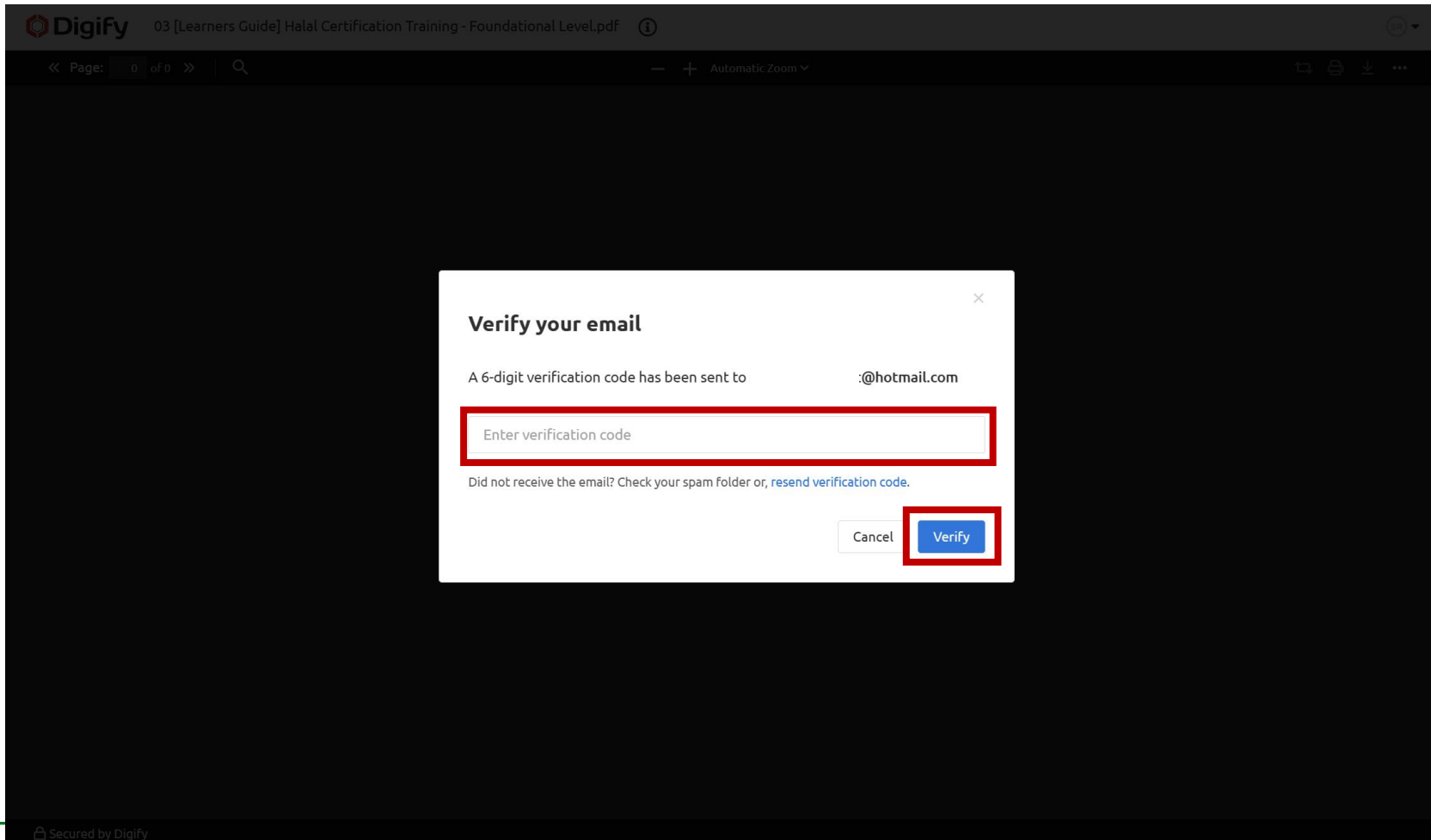
- Home
- DOCUMENT SECURITY
- Send Files
- Manage Sent Files
- View Received Files**
- DATA ROOMS
- Create Data Room
- Manage Data Rooms

The main content area is titled "View Received Files" and contains a table with the following columns: NAME, OWNER, and DATE. A single file is listed, highlighted with a red box:

NAME	OWNER	DATE
03) Understanding Muis HCC (EE scheme) V1.0.pdf	Warees Halal Li...	Jun 15, 2023

Access the Guidebook(s)



Step 5: Input the 6-digit verification code that has been sent to your email address (*check spam/ junk inbox too if it does not enter your main inbox*) > Click **Verify**








The screenshot shows a PDF viewer interface with a dark background. At the top, the text "Digify 03 [Learners Guide] Halal Certification Training - Foundational Level.pdf" is visible. Below this, there are navigation controls including "Page: 0 of 0" and "Automatic Zoom". A white dialog box titled "Verify your email" is centered on the screen. Inside the dialog, it says "A 6-digit verification code has been sent to :@hotmail.com". Below this is a text input field with the placeholder text "Enter verification code". At the bottom of the dialog, there are two buttons: "Cancel" and "Verify". The "Verify" button is highlighted with a red box. A red box also highlights the text input field. At the bottom left of the PDF viewer, it says "Secured by Digify".

Access the Guidebook(s)

This is the sample email received on the one-time verification code

Your one-time verification code  


 Digify <no-reply@digify.com>
To: You

   
Wed 5/10/2023 7:21 AM



Your verification code for [@hotmail.com](#).

874967

This code can only be used once. It will expire May 10, 2023 12:21 AM (UTC).

Document Security Made Simple 

Digify is a document security and virtual data room provider. [Need help?](#)

 Reply  Forward

Access the Guidebook(s)

Step 6: Mark in the 'I agree to these terms' > Click **Agree & Continue**

Terms of Access

===== ADMIN TO EDIT SECTION BEFORE FIRST USE =====

This agreement ("Agreement") governs the disclosure of information to you for the purpose of pursuing a business opportunity or relationship ("Purpose") with [*** INSERT YOUR FULL COMPANY LEGAL NAME HERE ***] ("Company," "we" or "us"). This Agreement shall be governed by the laws of the [*** INSERT PREFERRED LOCATION HERE ***] without giving effect to its provisions regarding conflict of laws.

===== END OF SECTION =====

All information contained in these documents is confidential ("Confidential Information").

By clicking "agree" you acknowledge and agree to hold in strict confidence and not disclose to any third party any Confidential Information except as approved in writing in advance by Company, and will use the Confidential Information for no purpose other than the Purpose.

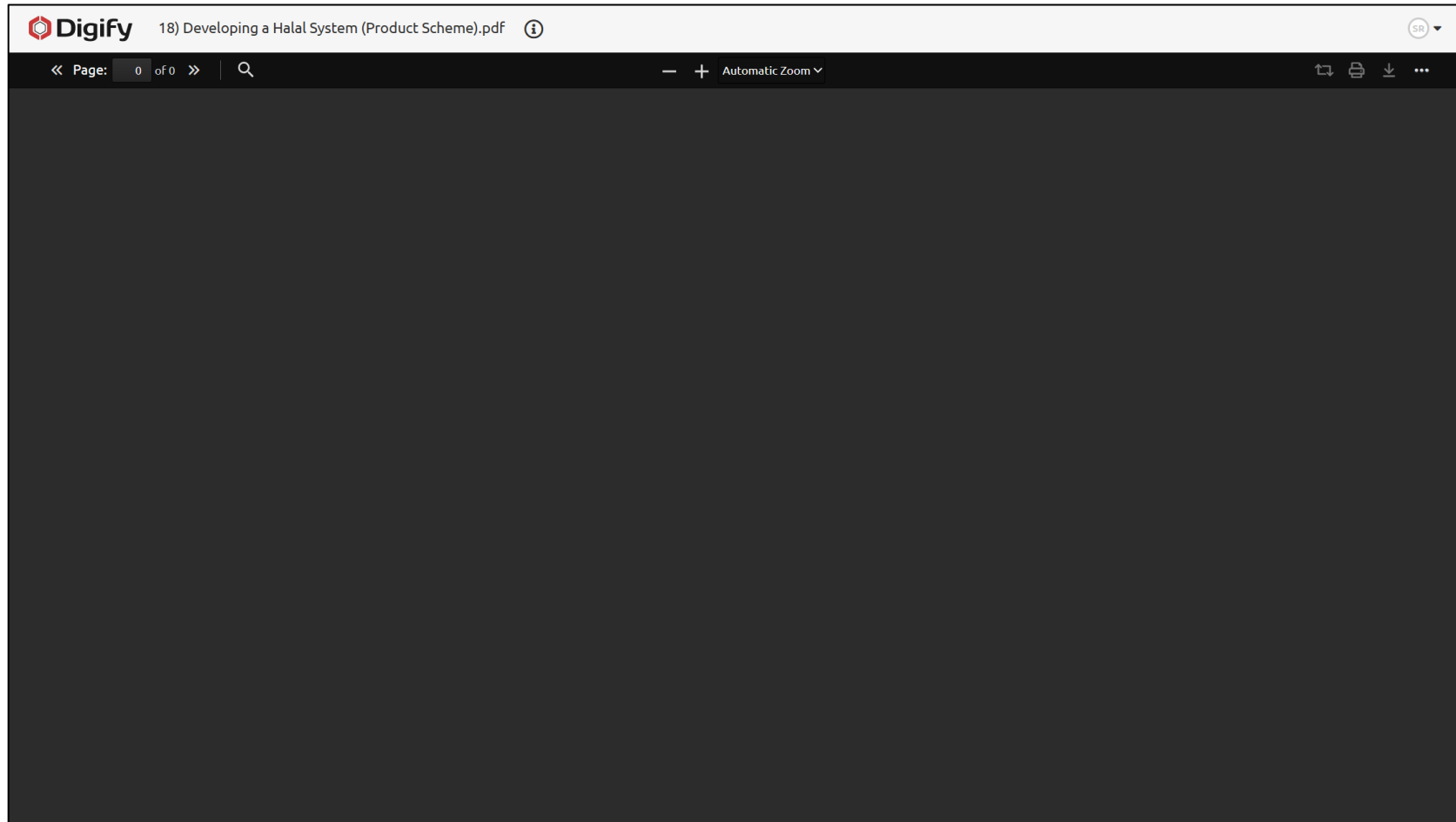
You will take normal and reasonable precautions to protect the Confidential Information so that you do not divulge Confidential Information to any third party. Upon the Company's request at any time, you shall promptly destroy or return all Confidential Information, including all copies thereof. If any notes, analyses, compilations, studies, interpretations, documents or records prepared by you contain any such

I agree to these terms.

Decline **Agree & continue**

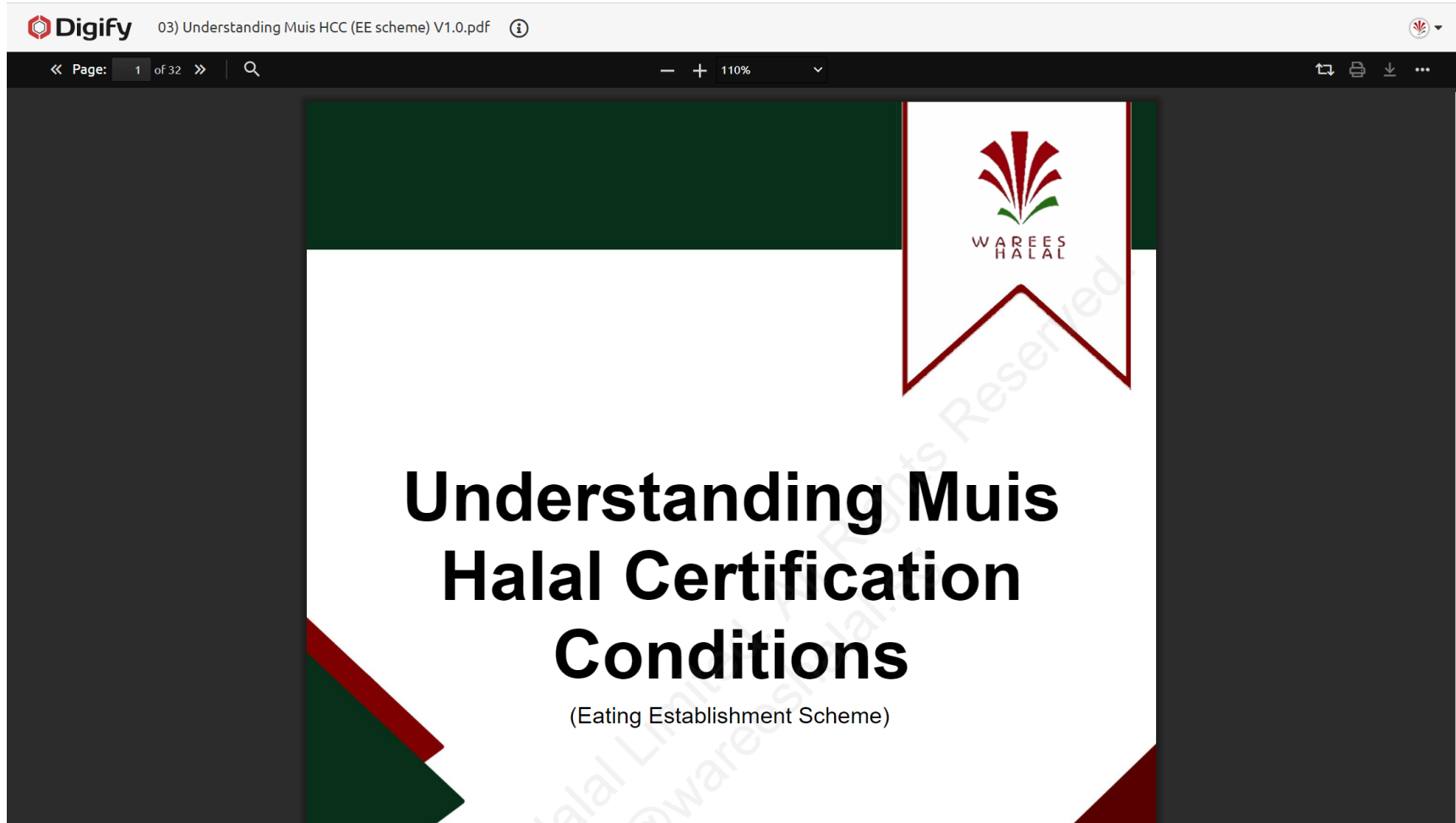
Access the Guidebook(s)

A grey/ black screen will appear. Don't panic, it will take about a **few seconds to a minute** to load, depending on the strength of your connection or size of the document.



Access the Guidebook(s)

Step 7: Proceed to access the Guidebook. Happy learning!!!



For any clarifications, please email us
at halaltraining@wareeshalal.sg or
call us at **6291 2702**.

