

All trainings are at least 3 hours long

The Super User agenda is not rigid- by request the trainer can focus on client specific aspects- (**Don't** want to spend time on the Admin and Configuration tabs- **Do** want to focus on an assortment of Components... etc)
* please notate these requests*

<p><u>Basic Training</u> (All Users and Editors)</p> <ul style="list-style-type: none"> • Dashboard and administration interface overview • Support Menu and Help buttons • Intro and overview of Homepage • Interior page overview • Site Content tab <ul style="list-style-type: none"> • Pages <ul style="list-style-type: none"> • How to find pages in the back end of the CMS • Adding, editing and deleting • Saving, Archiving and Publishing • Image Library- How to Upload • Document Central- How to Upload • Calendar- Overview of the component, how to Create an Event • News- Overview of the component, how to Create a News Story • Review of Concepts / Discussion <p>Basic Training follows these Three Objectives:</p> <p>Trainee will be able to...</p> <ol style="list-style-type: none"> 1. ...Navigate/find their content. 2. ...Edit/publish their content. 3. ...Organize content within the components to display within widgets on the proper pages <p>During a Basic Training the Trainer will also cover elements of:</p> <ol style="list-style-type: none"> 1. SEO- Search Engine Optimization 2. WCAG 2.0 AA <p>This is a hands-on training, all participants are expected to have their own workstation and will be building content through the exercises</p>	<p><u>Super User Session</u> (Super Users must be present for a Basic class prior to this session) Administration/Configurations Tabs</p> <ul style="list-style-type: none"> • Reports • CMS User Accounts • Website User Accounts • Workflows/Approval Cycles • Security Roles • Departments • Trash Can • Social Media Accounts • System Variables • Custom Content • Editing the Home Page • Friendly URL Redirect <p>If applicable- some clients have:</p> <ul style="list-style-type: none"> • Advanced Mega Menus • Custom Fields • Splash Page Manager • SSL Settings • Search Management • Page Templating <ul style="list-style-type: none"> • Build a new Page Template- Edit Available Page Templates in the Component • Effect a Page Template by adding widgets at the Page level <p>If time is available- Site Content (Components A-Z)</p> <ul style="list-style-type: none"> • Business Directory • eNotifications • Facility Directory • FAQ • Form/Survey Tool • Job Posts • Online Polls • Photo Album • RFPs • Social RSS Feeds • Service Directory • Service Requests • Staff Directory <p>By PM Request Only</p> <ul style="list-style-type: none"> • Job Application Manager • Online Payment • Meetings Manager
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