

Onsite Training—Users First



Day 1 - Plan

Time	Topic	Attendance
9:00 am -12:00pm	Introduction to the Site with a Conceptual Overview of Pages and Modules Pages Live Edit <ul style="list-style-type: none"> • How does it work? • Using Widgets <ul style="list-style-type: none"> ○ Content ○ Module • Editing Content already there • Page Versions • Creating new pages • Navigation • Moving Pages • Renaming Pages • Right Hand Feature Column • Templates 	All Users
12:00 am - 1:00 pm	LUNCH	Everyone
1:00 pm - 4:00 pm	Basic Modules and Module Widgets <ul style="list-style-type: none"> • FAQs • Newsflash • Alert Center • Document Center • Info Advanced • Quick Links 	All Users

Onsite Training—Users First



Day 2 -

Time	Topic	Attendance
9:00 am - 12:00 pm	Review (30 Minutes) Staff Directory Working with widgets Creating new pages (Work with Administrators—Permissions etc)	All Users
12:00 pm - 1:00 pm	Lunch	
1:00 pm - 2:00 pm	Calendar	All Users
2:00 pm - 2:30 pm	Bids / RFPs	Purchasing
2:30 pm - 3:00 pm	Jobs	HR
3:00 pm - 4:00 pm	Graphic Links/Home Page	

Day 3 -

Time	Topic	Attendance
9:00a - 10:00a	Agenda Center	Anyone needing to make or maintain agendas.
10:00a - 11:00a	Meet with Admins	All persons interested in building online forms.
11:00a - 12:00p	<ul style="list-style-type: none"> Review Training Progress 	Public Works and/or other depts. that will be servicing citizen requests such as Pot Holes, Water Issues, Code Violations, etc.
12:00 pm - 1:00 pm	Lunch	
1:00 pm - 4:00 pm	Work Session Users should use this time to start adding things to the site. Trainer will be on hand to answer questions as they arise.	All Users