



Onsite Training Schedule

Client:

Day One

Time	Topic	Attendance
	System Setup	
9:00 am - 12:00 pm	Site Tools: User/Group Administration Permissions: Modules/Categories/Pages Introduction of Website Intro to Pages	Admin
12:00 pm - 1:00 pm	Lunch	
1:00 pm - 4:00 pm	Intro to Website: Creating Practice Pages Content Widgets Module Widgets	All Users

Day Two

Time	Topic	Attendance
9:00 am - 12:00 pm	Document Center Archive Center Notify Me Calendar News Flash/ Questions Over all	All Users
Lunch 12:00-1:00 pm	Lunch	
1:00 pm - 4:00 pm	Alert Center FAQ's Quick Links Photo Gallery Forms Center	All Users

Day Three

Time	Topic	Attendance
9:00 am - 12:00 pm	Agenda Center Request Tracker Jobs Bids Facilities	All Users
12:00 pm - 1:00 pm	Lunch	
1:00 pm - 4:00 pm	Work Groups	