The following are agendas we typically follow for the material in the Basic and Advanced trainings, respectively. Please look it over and provide your input on these agendas.

Most importantly, for the Advanced Training agenda, under **Site Content**, please select your 5 “must have” components and your 3 “like to have.”

You can reach me by email or phone at your convenience.

|  |  |
| --- | --- |
| Basic Training (Content Managers) 3 hours   * Intro and overview of Homepage * Interior page overview * Introduction to visionLive Content Management System (CMS) * Dashboard and administration interface overview * Help Menu * Site Content   + Pages     - Page Template overview     - Adding, editing and deleting     - Publishing   + Image Library   + Document Central   + Calendar   + News * Review of Concepts * Discussion | Advanced Training (Super Users) 3 hours          Administration/Configurations  o   Reports  o   CMS User Accounts  o   Website User Accounts  o   Workflows/Approval Cycles  o   Security Roles  o   Departments  o   Trash Can  o   Social Media Accounts  o   System Variables  o   Custom Content  o   Custom Fields  o   Friendly URL Redirect  o   Advanced Mega Menus (If applicable)  o   Page Templates          **Site Content (Components A-Z)**  o   **Business Directory**  o   **eNotifications**  o   **RFPs**  o   **Social RSS Feeds**  o   **Staff Directory**  o   **Form/Survey Tool**  o   **Online Polls**  o   **Online Payment**  o   **Facility Directory**  o   **FAQ**  o   **Job Posts**  o   **Photo Album**  o   **Service Directory**  o   **Service Requests** |

Thank you!