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/Configurationso   Reportso   CMS User Accountso   Website User Accountso   Workflows/Approval Cycleso   Security Roleso   Departmentso   Trash Cano   Social Media Accountso   System Variableso   Custom Contento   Custom Fieldso   Friendly URL Redirecto   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!