Basic Training (Content Managers) 3 hours

* Dashboard and administration interface overview
* Support Menu and Help buttons
* Intro and overview of Homepage
* Interior page overview
* Site Content tab
  + Pages
    - How to find pages in the back end or 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 and how to Create an Event
  + News- Overview of the component and how to Create a News Story
* Review of Concepts
* Discussion