



Onsite Training Schedule

Client: Portsmouth RI .

Day One - Administrative Training

Time	Topic	Attendance
9:00 am - 10:00 am	Website Introduction System Admins	
10:00 am - 10:30 am	Group Administration	
10:30 am - 11:00 am	User Administration	
11:00 am - 12:00 pm	Site Tools	
12:00 pm - 1:00 pm	Lunch	
1:00 pm - 1:30 pm	Website Intro	
2:00 pm - 2:30 pm	Document Center	
2:30 pm - 3:00 pm	Notify Me	
3:00 pm - 3:30 pm	Calendar	
3:30 pm to 4:00 pm	New Flash	

Day Two

Time	Topic	Attendance
9:00 am - 12:00 pm	Editing Pages / Pages	
Lunch		
1:00 pm - 2:00 pm	Finishing pages (making time available in case of questions and any special issues)	
2:00 pm - 2:30 pm	FAQs /Quick Links	
2:30 pm -3:00 pm	Alert Center	
3:00 pm - 4:00 pm	Q and A	

Day Three

Time	Topic	Attendance
9:00 am - 10:30 am	Forms Center	
10:30 am - 11:30 am	Request Tracker	
11:30 am - 12:00 am	Staff and Resource Directory	
12:00 pm - 1:00 pm	Lunch	
1:00 pm - 2:00 pm	Agenda Center	
2:00 pm - 3:00 pm	Jobs and Bids	
3:00 pm - 5:00 pm	Follow Up Q&A or any modules that are requested.	