



Asite Project Workflow - Refresher Training Course Agenda

Overview

This course is designed to give users an opportunity to refresh their knowledge of the Project Workflow application and its core functionality. This course is intended for users who have already attended an Induction training course or who are familiar with using the application.

Agenda

- ➔ Welcome and Introductions
- ➔ Core Exercises
- ➔ Optional Exercises

Core Learning Objectives

By the end of the session you will be able to:

- ➔ Find documents by browsing or searching folders
- ➔ Find documents that you must action
- ➔ View documents
- ➔ Comment on documents
- ➔ Publish your own documents and distribute actions to others
- ➔ Revise your own documents
- ➔ Download documents
- ➔ View the audit trail of documents
- ➔ View Comments on your documents
- ➔ Complete actions on documents
- ➔ Group documents within the basket for action

Optional Objectives

Additional objectives that can be added to the session

- ➔ Create and Save Mark-ups on documents
- ➔ Find forms by searching or browsing form listings
- ➔ Find forms you must action
- ➔ Respond to forms
- ➔ Create new forms

Duration and Format

The course will be for approximately 2 hours depending on group capabilities. The course is a 'hands on' training session allowing all candidates attending to use Asite Project Workflow under the guidance of the instructor.