CMS Training Outline

Oklahoma City, OK
Instructor - Joe Capucini, Training Manager

Wednesday & Thursday, March 23 & 24

Basic Training (Content Managers) 3 hours

- 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 (Image Sizing and Resolution)
  - Document Central
  - Calendar
  - News
  - FAQ setup and display*
  - Form/Survey Tool*

- Review of Concepts
- Discussion

*=Indicates potential overview/demo of topic. Potentially no hands-on instruction will take place due to time limitations.