

Please find our tentative site visit schedule as follows:

Day 1 AM: Resolve outstanding tech issues (if any) and perform configuration checks

Day 1 PM: Data conversion

Day 2: End-user training (computer lab set-up)

- User Training Basic Info (training session 1):
- How to get to the Launch page
- How to launch
- How Search works
- Profile record – what's there, where to find data.
- Mass Emails
- Reports
- Alerts
- How Batching works
- How RTI works

Day 3 AM: End-user Training (computer lab set-up)

- Admin Info (training session 3):
- User Management
- On-going Configurations
- E-Form Management
- Checklist Management

Day 3 PM: Resolve any outstanding questions/concerns with training and have users return to their office to use sunapsis while developer is onsite to answer questions

Thanks!

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