



www.escribecorporate.com 905-305-3424

eSCRIBE Administrator Training

TRCA



Training Outline – Day 1

☑ Training Day 1 – Part 1:

- High-Level eSCRIBE Overview
- eSCRIBE Portal Orientation
- eSCRIBE Administration Review
 - User Management
 - Meeting Management
 - Attendee Management
 - Other Administrative Functions
- Group Activity: Set-up eSCRIBE Meeting Type
- Group Activity: Set-up eSCRIBE Attendee Group



Training Outline – Day 1 (Cont'd)

☑ Training Day 1 – Part 2:

- Activity: Meeting site Creation
- eSCRIBE Meeting Site Overview
 - Layout & Orientation
 - High-Level Features
- Activity: Adding Agenda Items
- Agenda Package Preparation
- Activity: Prepare the Agenda
- Activity: Publish the Meeting



Training Outline – Day 2

☑ Training Day 2 – Morning:

- Review, Question & Answer
- Pre-Meeting Tasks Deep Dive
 - Resolutions
 - Tasks
 - Pre-populating minutes
- Activity: Pre-Populate Meeting Site
- Advanced Agenda Preparation (Addendums, Merged Packages, Etc)
- Activity: Add Items, prepare Addendum



Training Outline – Day 2 (Cont'd)

☑ Training Day 2 – Afternoon:

- Conducting Meeting Overview
- Activity: Conduct the Meeting
- Post-Meeting Tasks Overview
 - Minutes Review/Preparation
 - Notifications & Tasks
- Activity: Finalize Meeting Site
 - Review/Prepare Minutes
 - Send Notifications & Tasks
- Review & Practice



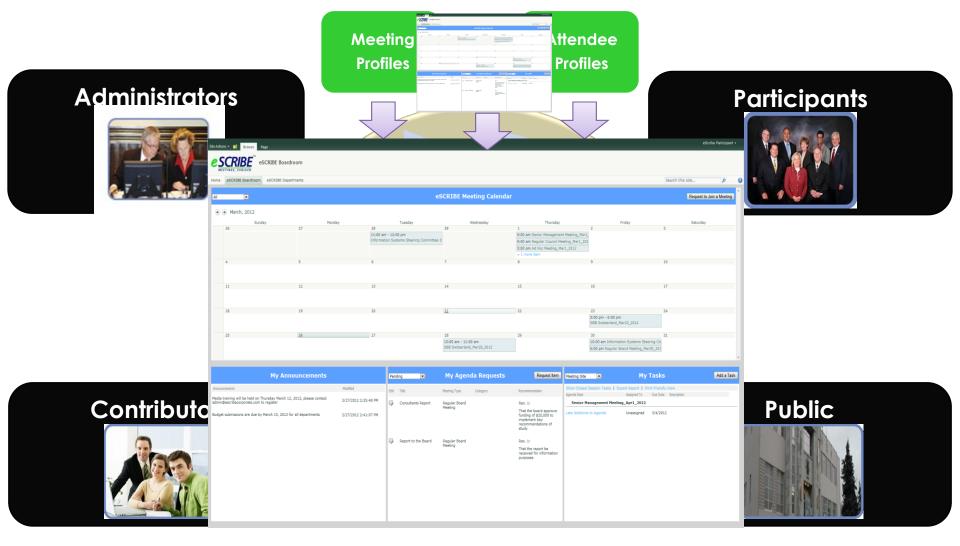
Training Outline – Day 3

Training Day 3

- Report Manager
- Configuring Report Templates
- Developing Approval and Submission Workflows
- Activating Templates and Workflows
- Review & Practice



Overview - What is eSCRIBE?









Thank you!

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