Admin Training Trainers Talking Points

Day One Morning

* High-Level eSCRIBE Overview
* Use the admin overview and admin training outline
* eSCRIBE Portal Orientation
* Go over each link and search bar across the top and explain what the options are used for
* Go over the menu ribbon and explain the different options
* Explain the three web parts within the admin portal
* eSCRIBE Administration Review
* Who should be the administrator
* Talk about some of the admin activities that can be done in the software
* User Management
* Display the user management section and explain each column
* Add a sample test user
* Speak to the different roles and how to configure them
* Attendee Management
* Meeting Management
* Other Administrative Functions
* Group Activity: Set-up eSCRIBE Meeting Type
* Group Activity: Set-up eSCRIBE Attendee Group