

# Solutio Training

## Schedule

- Prayer
- Intros
- Why were are here & purpose of site
- Schedule for the day
- Overview of Site
  - Point out Ads and Synergy
- Login to Admin and Change

## Password

- Articles
  - Simple Add
  - Article Manager and Search
  - Article Ordering
  - Publish and Unpublish
  - Erasing Formats and Formats
  - Linking and Buttons
  - Add PDF Link
  - Add Video
  - Add Pictures
  - Alert
  - Article Versions
  - Table Templates
- Documents & Removing Documents
- Canva & Rotator
- Photo Gallery
- Forms & Signing up for Updates
- Google Analytics & Monthly Updates
- Solutio University
- Launch Tips
- Setup Launch Date
- Follow Up Training Date

## Specialty Items

- Linked Up Calendar
- JotForm
- Podcast
- Social Media plugins - connect up

## Advanced

- User Manager - Action Logs
- Menu Manager
- Module Manager

## For the Sales Team

- Who is the best person for our sales team lead to have the leads conversation with \_\_\_\_\_

## Client Code

## Follow Up Training Date

## Launch Date

## Prayer Intentions