

# Agility Training Site Setup and Logon Instructions

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# Instructions for System Administrator

You can define user records to access the product training segments via the DMSi customer support website. Manage user records for the training site via the **Training Administration** option off the **Training** menu.

The screenshot shows a Windows Internet Explorer browser window displaying the support.dmsi.com website. The browser's address bar shows the URL http://support.dmsi.com/auth/. The website has a blue header with the DMSi Software logo and a navigation menu on the left. The main content area features an article titled "Cherokee Wood Products Reaching Goals with Agility" with a sub-image of the Cherokee Wood Products building. A dropdown menu is open over the "Training" link in the navigation menu, listing options such as "DMSi Training Home", "DMSi Training Schedule", "Agility Implementation Training Program", "New System Manager Training Program", "Training Administration", "Agility Online Training", "DMS+ Online Training", "Training Site Logon", "Frequently Asked Questions", "Hotel Guide", and "Submit Training Suggestion". The "Training Administration" option is highlighted. Below the article, there are sections for "UPDATES & CHANGES...", "RELEASE INFORMATION...", and "DOCUMENTATION...". On the right side, there are sections for "DMSi Focus" and "Training News". The browser's status bar at the bottom shows "Done", "Internet | Protected Mode: On", and "100%".

The **Training Maintenance** page contains a list of student records and various menu options to manage students and report on their activity/usage. The system displays all active (non-expired) student records upon initial display.

**Agility Online Training Administration**

Use this page to manage user accounts for your employees so they may access the [Agility Online Training website](#).

**New!** A new feature has been added to the DMSi Training Administration pages that groups segments into sub-categories. This new feature makes finding training segments easier than ever before as segments are grouped based on similar topics within a training module. You'll find this new feature available on the View Master Catalog page. [\[edit\]](#)

[Instructions for Use](#)    [Add Student](#)    [View Master Catalog](#)  
[Training Site FAQ](#)    [Define Training Groups](#)    [View Access Log Report](#)  
[Training News](#)    [Mass Update](#)

Show only active users

Student	Last Activity	Expires	Actions
Ann King	5/12/2010 9:12:32 AM	9/9/2010	
Brandon	3/18/2010 10:47:06 AM	7/16/2010	
Casimiro Rangel	3/15/2010 10:40:26 AM	7/13/2010	
Chris	3/26/2010 10:38:45 AM	6/30/2010	
Cindy	2/4/2010 10:57:30 AM	6/25/2010	
Dane Tyler	4/20/2010 9:07:21 AM	8/18/2010	
DMSi user from intranet	4/28/2010 1:35:47 PM	5/27/2010	
Jason Roletad	3/19/2010 12:30:13 PM	7/30/2010	

### Show/Hide Inactive Users

In order to present an easy-to-read list of users, expired user accounts are hidden by default when you visit the page. If you want to view expired users as well as active users, unselect the box marked **Show only active users**.

### Actions Column Icons

Use the **Actions** column to manage existing user records and review the list of training segments accessed by each user. The icons in the Actions column perform the following functions:

- View/edit information for an existing student.
- View the activity log for an existing student.
- Send an e-mail to a student which includes the student's logon ID and password.
- Copy student settings to create a new student account.
- Create/edit custom student training checklist.
- Delete the student from the database.
- Renew/reset student account subscription.

## Add Student

Select the blue **Add Student** button to create a new user record. Create a user record for each individual user or user group you want to assign access, along with the specific modules / segments which they access. For example, if you are setting up an account for an accounts receivable clerk, you may choose to assign only the Accounts Receivable category to the user.

The screenshot shows a web browser window with the URL `http://support.dmsi.com/auth/training/mms/new_student.asp`. The page title is "Add a Student". On the left is a blue sidebar with the DMSi Software logo and a menu with items: Support, Agility, BLOCS, DMS+, Migrating to Agility, Training, and Contact DMSi. Below the menu are links for [site map | policies] and [Report a broken link], and a copyright notice © 2010 DMSi. A "Tip of the Day" box contains text about reviewing the Agility Release Schedule and upcoming mods, with a link to the "Agility Releases" page.

The main form area has the following fields and sections:

- Client:** A dropdown menu with "MOBILE BATCH DOWNLOAD - DMSI" selected.
- Name:** A text input field.
- E-mail:** A text input field.
- Training Group:** A dropdown menu.
- Create Logon User ID:** A text input field.
- Create Password:** A text input field.
- Address:** A text input field.
- City:** A text input field.
- State:** A text input field.
- Phone:** A text input field.
- Subscription Period:** A dropdown menu set to "90 Days".
- Save Changes:** A button at the bottom of the form.

Below the form fields is a section for category selection:


The list on the left shows the categories available for assigning to this user. When this user logs into the training site they will only see the categories that are shown in the Selected Categories list below. Select one or more categories then move over to the Selected Categories list on the right. Internet Explorer users can double click a category name to move it to the other list, otherwise, highlight desired categories then use the left or right buttons to move to the other list. Or move all the categories with the "all" buttons.

Available Categories	Selected Categories
A/P Reconciliation	
Accounts Payable	
Accounts Receivable	
Branch Transfers	
Conversions Processing	
Customer File	
Drywall and Sheet Good Processing	
F9 Financial Reporting	
General Ledger	

The available training categories are listed in two small windows on the page. The **Available Categories** field displays the categories to which the user may subscribe. The **Selected Categories** field displays the categories which the user is currently subscribed (when the user logs on the training website, these are the only categories that the user sees and can access).

Move each category to the desired field then select the **Save Changes** button to finalize any changes you made. Upon saving the record you can return to the Student Maintenance screen to send an automatic e-mail to the student with the registration information via the **Actions** toolbar icon.

## Notifying New Students

When a new student account has been created, use the  email icon on the *Agility Online Training Administration* page associated with the user account to send that student a custom email which contains their username and password along with instructions for logging in to the online training website. The email body content may be edited prior to sending if you need to include additional information for a particular student.



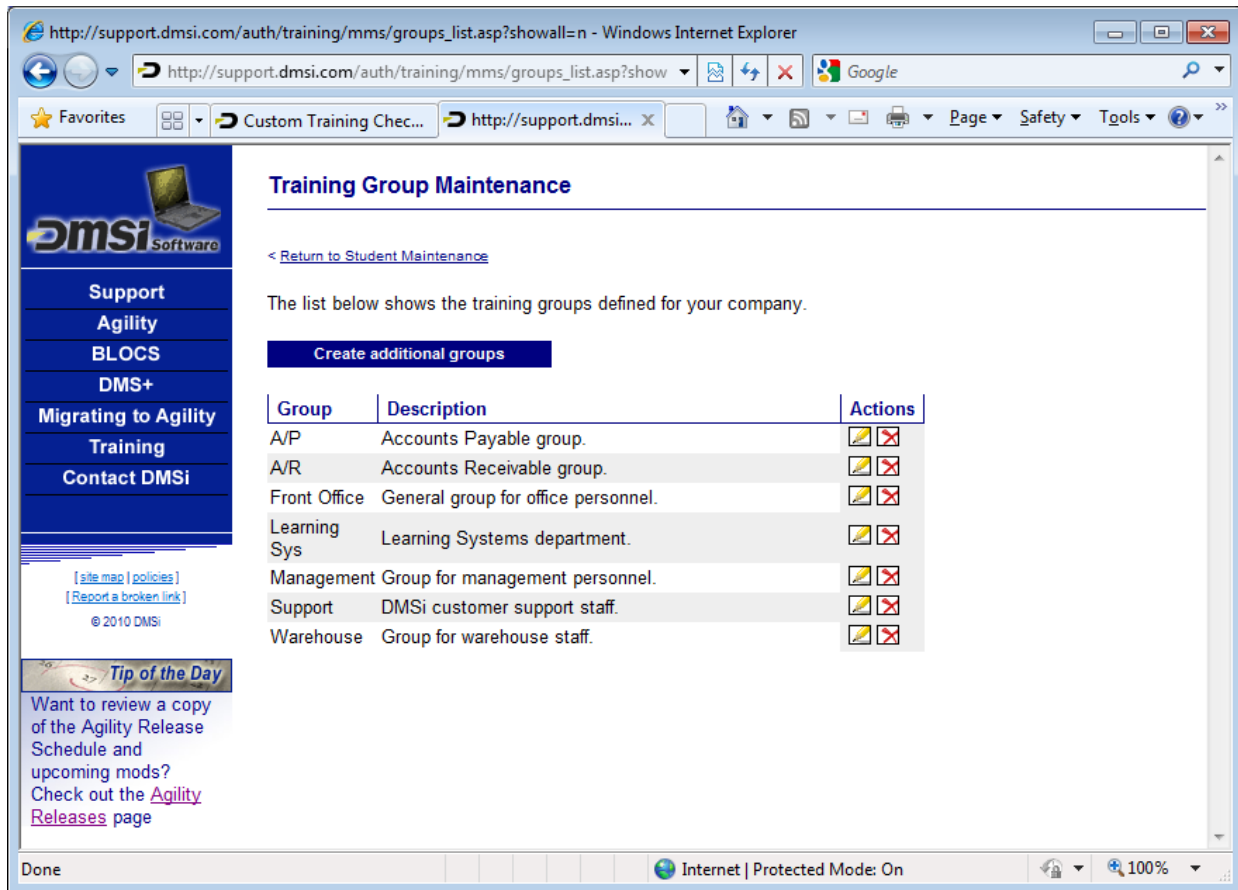
## Logging in to the Online Training Website

Accessing the Agility online training website can be done from various DMSi website locations. Use one of the following methods that is most convenient for your organization:

- **Direct URL** – Go directly to the training website by visiting <http://training.dmsi.com>.
- **Main DMSi site** – The <http://www.dmsi.com> website offers two locations from which users can enter their username and password to log in to the training site:
  - Visit [www.dmsi.com](http://www.dmsi.com) then navigate to **Products** → **Agility** and use the *Online Video Login* form.
  - Or, visit [www.dmsi.com](http://www.dmsi.com) then navigate to **Customer Service** → **Training** and use the *Online Video Login* form.
- **From the support website** – For those who have access to the DMSi customer support website (<http://support.dmsi.com>), typically limited to system administrators and owners, the training site may be accessed by logging in to the DMSi customer support website (either by visiting <http://support.dmsi.com> or logging in at the top of any page at <http://www.dmsi.com>) then navigate to **Training** → **Agility Online Training**.

## Define Training Groups

Select the blue **Define Training Groups** button to create training groups to which you can later assign students.

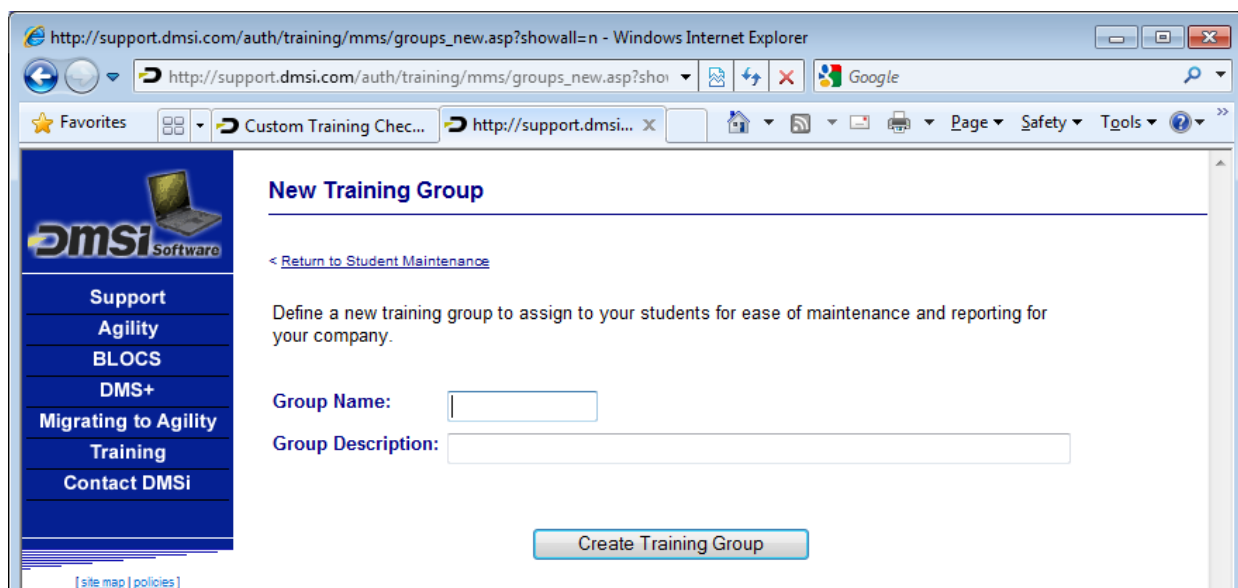


The screenshot shows a web browser window displaying the "Training Group Maintenance" page. The page title is "Training Group Maintenance" and it includes a navigation menu on the left with options like "Support", "Agility", "BLOCS", "DMS+", "Migrating to Agility", "Training", and "Contact DMSi". The main content area features a link to "Return to Student Maintenance" and a message: "The list below shows the training groups defined for your company." Below this is a blue button labeled "Create additional groups". A table lists existing training groups with columns for "Group", "Description", and "Actions".

Group	Description	Actions
A/P	Accounts Payable group.	[Edit] [Delete]
A/R	Accounts Receivable group.	[Edit] [Delete]
Front Office	General group for office personnel.	[Edit] [Delete]
Learning Sys	Learning Systems department.	[Edit] [Delete]
Management Group	Management Group for management personnel.	[Edit] [Delete]
Support	DMSi customer support staff.	[Edit] [Delete]
Warehouse	Group for warehouse staff.	[Edit] [Delete]

You can edit descriptions for existing groups, or delete existing groups. **Tip:** If you need to rename a group, first delete the group then create a new group with the desired name.

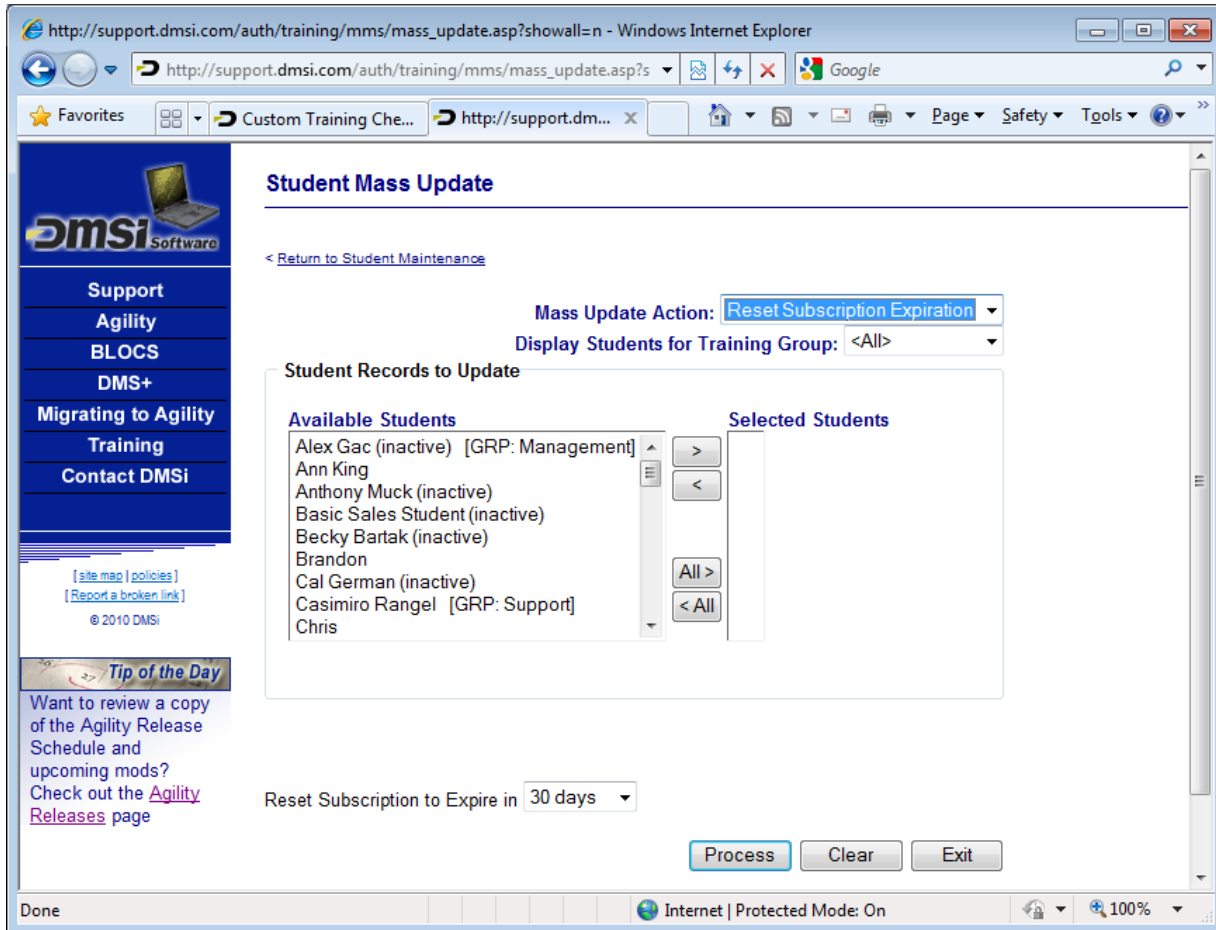
To create a new group, select the **Create additional groups** button.



The screenshot shows a web browser window displaying the "New Training Group" page. The page title is "New Training Group" and it includes a navigation menu on the left with options like "Support", "Agility", "BLOCS", "DMS+", "Migrating to Agility", "Training", and "Contact DMSi". The main content area features a link to "Return to Student Maintenance" and a message: "Define a new training group to assign to your students for ease of maintenance and reporting for your company." Below this are two input fields: "Group Name:" and "Group Description:". At the bottom of the form is a blue button labeled "Create Training Group".

## Student Mass Update

Select the blue **Mass Update** button to quickly change settings for multiple users. Changes include resetting the subscription expiration dates, add or remove training categories, copy custom training checklists, and delete custom training checklists.



### Mass Update: Reset Subscription Expiration

The **Student Mass Update** page defaults to a **Mass Update Action** of “Reset Subscription Expiration”. To reset expiration dates for one or more students, move student names to the **Selected Students** field. All student records display in the list, both active and inactive. If a student belongs to a training group, the group is listed in square brackets next to the student’s name, such as [GRP: Management].

Select a training group in the **Display Students for Training Group** field to mass update only those student records which belong to a training group.

Next, choose the number of days the selected student accounts are to be active before expiring in the **Reset Subscription to Expire in** field. You can choose to have the accounts expire in 30, 60, 90, or 120 days from today. An account expires if the user does not log in within the assigned timeframe from their last successful login. For example, if their expiration was set for 30 days, if they log in at least once every 30 days, their account will not expire.

Select the **Process** button to update the expiration dates for the selected students.

After the mass update has occurred, a red notice displays at the top of the page to confirm the update. You may make additional changes or select the **Exit** button to return to the main Training Maintenance page.

## Mass Update: Update Training Categories

To add or remove training categories for students, choose the “Update Training Categories” option from the **Mass Update Action** field. The page changes to display the Training Segments Categories section.

The screenshot shows a web browser window displaying the 'Student Mass Update' page. The page has a blue header with the DMSi Software logo and a navigation menu on the left. The main content area is titled 'Student Mass Update' and includes a 'Return to Student Maintenance' link. Below this, there are two dropdown menus: 'Mass Update Action' set to 'Update Training Categories' and 'Display Students for Training Group' set to '<All>'. The 'Student Records to Update' section contains two columns: 'Available Students' and 'Selected Students'. The 'Available Students' list includes: Alex Gac (inactive) [GRP: Management], Ann King, Anthony Muck (inactive), Basic Sales Student (inactive), Becky Bartak (inactive), Brandon, Cal German (inactive), Casimiro Rangel [GRP: Support], and Chris. There are arrow buttons between the columns and 'All >' and '< All' buttons. Below this is the 'Training Segments Categories' section with an 'Action Type' field containing radio buttons for 'Add Categories' (selected) and 'Remove Categories'. It also has 'Available Categories' and 'Selected Categories' columns. The 'Available Categories' list includes: A/P Reconciliation, Accounts Payable, Accounts Receivable, Branch Transfers, Conversions Processing, Customer File, Drywall and Sheet Good Processing, F9 Financial Reporting, and General Ledger. At the bottom of the page are 'Process', 'Clear', and 'Exit' buttons.

Choose the students for this mass update by moving students from the **Available Students** field to the **Selected Students** field.

In the **Action Type** field, select Add Categories or Remove categories. Next, move training categories from the **Available Categories** field to the **Selected Categories** field.

If a student is already subscribed to a selected category when the update is made, no change is made to that user's account. A user's account is only affected if a change is required based on your selections.

Select the **Process** button to add/remove training categories from the selected students.

**Note:** If you want to completely reset the categories for a group of students, add/remove all categories, process the request, then re-select categories accordingly.

After the mass update has occurred, a red notice displays at the top of the page to confirm the update. You may make additional changes or select the **Exit** button to return to the main Training Maintenance page.

## Mass Update: Copy Training Checklist

To copy an existing custom training checklist from one user to one or more other users, choose the “Copy Training Checklist” option from the **Mass Update Action** field. The page changes to display the copy checklist fields.

The screenshot shows a web browser window with the URL [http://support.dmsi.com/auth/training/mms/mass\\_update.asp?showall=n](http://support.dmsi.com/auth/training/mms/mass_update.asp?showall=n). The page title is "Student Mass Update". On the left is a navigation menu with items: Support, Agility, BLOCS, DMS+, Migrating to Agility, Training, and Contact DMSi. Below the menu are links for [site map | policies] and [Report a broken link], and a copyright notice © 2010 DMSi. A "Tip of the Day" box contains text about reviewing the Agility Release Schedule. The main content area has a "Return to Student Maintenance" link. Below that are two dropdown menus: "Mass Update Action:" set to "Copy Training Checklist" and "Display Students for Training Group:" set to "<All>". A section titled "Student Records to Update" contains two columns: "Available Students" and "Selected Students". The "Available Students" list includes: Alex Gac (inactive) [GRP: Management], Ann King, Anthony Muck (inactive), Basic Sales Student (inactive), Becky Bartak (inactive), Brandon, Cal German (inactive), Casimiro Rangel [GRP: Support], and Chris. Between the columns are navigation buttons: ">", "<", "All >", and "< All". Below this is a "Copy checklist from" dropdown menu set to "Choose Student" and a link "View selected checklist". A "Copy Options" section contains two radio buttons: "Copy/Replace Checklist - Replaces the Selected Student(s) checklist (s) with the checklist from the 'copy' student field. All activity previously logged for the selected student(s) is cleared." (which is selected) and "Append Checklist - Merges the 'copy' student checklist with the checklists of the selected students. Previously logged activity for the student is retained." At the bottom are three buttons: "Process", "Clear", and "Exit". The browser status bar shows "Internet | Protected Mode: On" and "100%" zoom.

Choose the students for this mass update by moving students from the **Available Students** field to the **Selected Students** field.

Choose the student from the **Copy checklist from** field to use as the source checklist (copy from). Student names that are prefixed with TEMPLATE are DMSi created template users which you can use to set up students for various typical department roles. Or you may choose any of your other students to copy the checklist from.

Next, in the **Copy Options** section, select **Copy/Replace Checklist** to remove any existing checklists for your selected students and replace with the source student’s checklist. Choose the **Append Checklist** option to keep your students’ checklists intact, but add on the checklist items from the source student.

Select the **Process** button to complete the checklist copy action.

After the mass update has occurred, a red notice displays at the top of the page to confirm the update. You may make additional changes or select the **Exit** button to return to the main Training Maintenance page.

## Mass Update: Delete Training Checklist

To remove an existing custom training checklist from one user, choose the “Delete Training Checklist” option from the **Mass Update Action** field. The page changes to display the delete student checklist fields.

The screenshot shows a web browser window displaying the 'Student Mass Update' page. The page title is 'Student Mass Update'. On the left is a navigation menu with links for Support, Agility, BLOCS, DMS+, Migrating to Agility, Training, and Contact DMSi. The main content area has a 'Return to Student Maintenance' link. Below that are two dropdown menus: 'Mass Update Action' set to 'Delete Training Checklist' and 'Display Students for Training Group' set to '<All>'. A section titled 'Student Records to Update' contains two columns: 'Available Students' and 'Selected Students'. The 'Available Students' list includes: Alex Gac (inactive) [GRP: Management], Ann King, Anthony Muck (inactive), Basic Sales Student (inactive), Becky Bartak (inactive), Brandon, Cal German (inactive), Casimiro Rangel [GRP: Support], and Chris. There are arrow buttons between the columns to move students. Below the lists are 'All >' and '< All' buttons. A 'Delete Student Checklist' section contains a checkbox labeled 'Yes, delete the training checklist for the Selected Students.' and a note: 'Note: Checking the box and selecting the Process button deletes the Student Training Checklist for each of the selected students above. There is no "undo" function to reverse this action. Verify the students selected are correct before deleting their checklists. This function only deletes the training checklist and does not delete the actual student account.' At the bottom are 'Process', 'Clear', and 'Exit' buttons.

Choose the students for this mass update by moving students from the **Available Students** field to the **Selected Students** field.

Set the checkbox marked “Yes, delete the training checklist for the Selected Students” to confirm the deletion process.

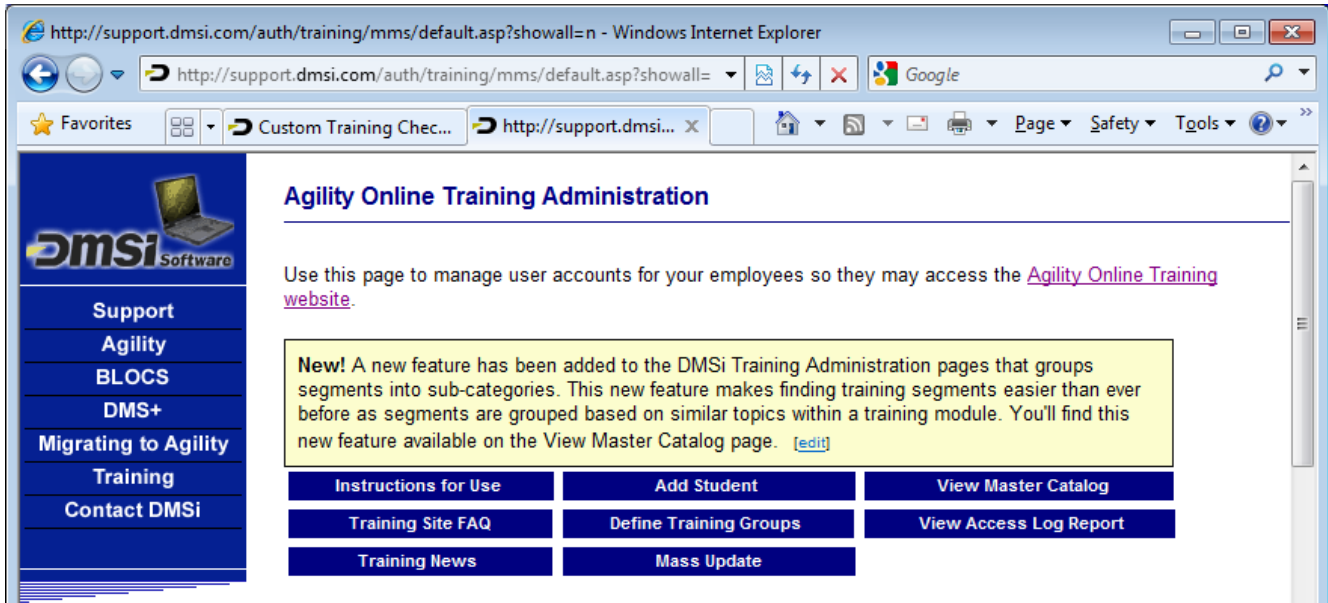
Note: there are no methods for reversing this action. Verify the affected students to ensure this action should apply to them before proceeding.

Select the **Process** button to complete the checklist copy action.

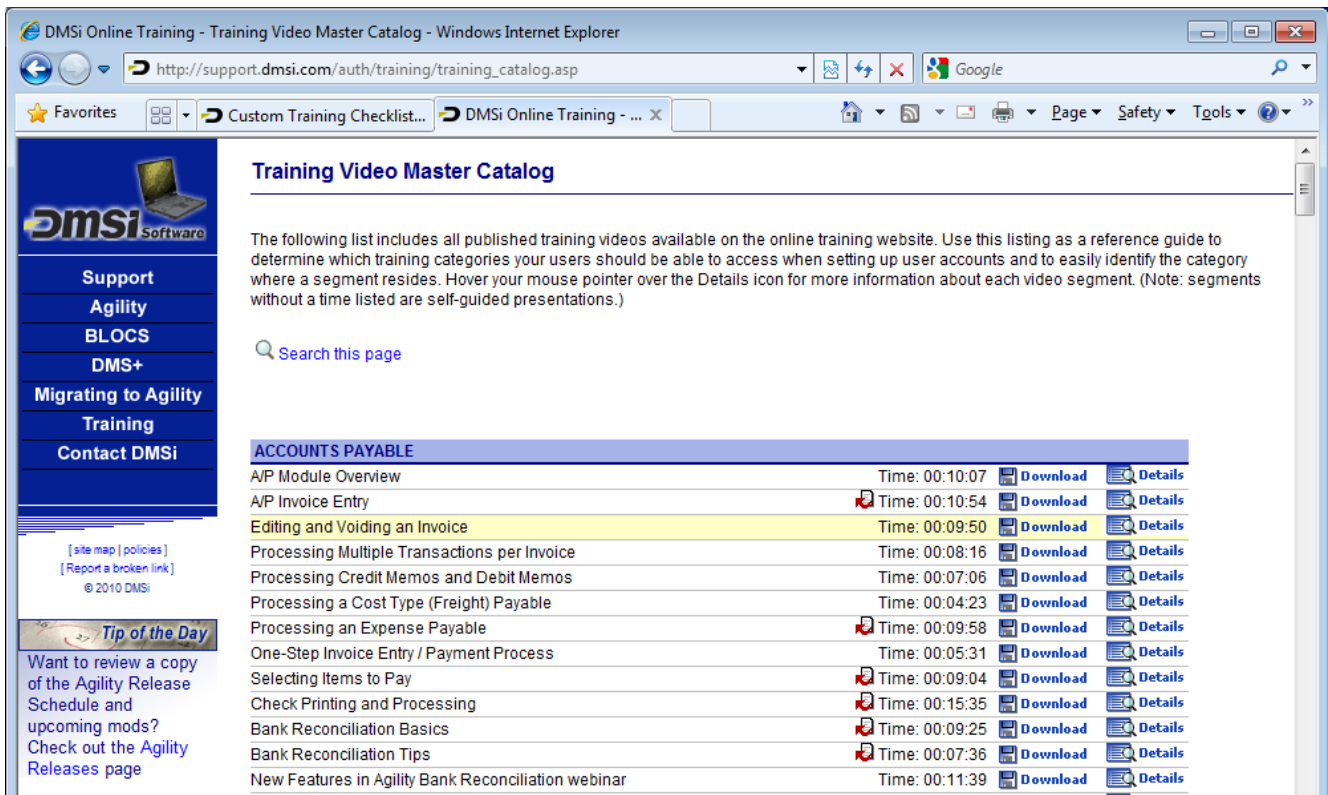
After the mass update has occurred, a red notice displays at the top of the page to confirm the update. You may make additional changes or select the **Exit** button to return to the main Training Maintenance page.


## View Master Catalog

To see a full list of training segments available under each category, select the blue **View Master Catalog** button. This option helps you determine which categories your users should be subscribed.



The **Training Video Master Catalog** page lists every training category in alphabetical order as well as the training videos available under each category. Hover over the Details icon next to a video title to view a description of the video.



On the Training Video Master Catalog page, an icon may appear next to the training segment title. The icon, , indicates a Training Aid is available for the training segment which is used to help reinforce a user's understanding of the topic. When you see these icons, direct your users to the Training Aids menu option (or click the icon itself) on the Agility Online Training website for activities to complete after watching the training segment. Training Aids are available in the Adobe PDF format so users can easily print the training aids and complete the exercises.

Note: When accessing Training Aids via the icon, this activity is not recorded in user activity log files. If you require such activity to be recorded in the logs, recommend to your users that they should use the Training Aids main menu option (on the training website) instead of the shortcut icon.

## View Access Log Report

To see a list of student activity for the training website, select the blue **View Access Log Report** button.

**Agility Online Training Access Log Summary**

< [Return to Student Maintenance](#)

This list shows the last date and time each user in your company accessed a training video. Select up to 20 students to run a combined student checklist status report (using the Run Checklist Report). The Export this Page to Excel and Print this Page functions include all students shown in this list regardless of checkbox status.

[View all user activity](#) | Click column headings to sort.  [Run Checklist Report](#) [Export this Page to Excel](#) [Print this Page](#)

User	Active	E-mail	User ID	Group	Last Video Access
<input type="checkbox"/> <a href="#">Alex Gac</a>	No	<a href="mailto:agac@dmsi.com">agac@dmsi.com</a>	agac	Management	9/18/2009 4:00:17 PM
<input type="checkbox"/> <a href="#">Ann King</a>	Yes	<a href="mailto:aking@dmsi.com">aking@dmsi.com</a>	aking@dmsi.com		1/11/2010 11:25:27 AM
<input type="checkbox"/> <a href="#">Anthony Muck</a>	No	<a href="mailto:amuck@dmsi.com">amuck@dmsi.com</a>	amuck		3/26/2009 10:46:25 AM
<input type="checkbox"/> <a href="#">Basic Sales Student</a>	No	<a href="mailto:kblusys1@dmsi.com">kblusys1@dmsi.com</a>	DMSI Sales		
<input type="checkbox"/> <a href="#">Becky Bartak</a>	No	<a href="mailto:bbartak@dmsi.com">bbartak@dmsi.com</a>	bbartak@dmsi.com		

The initial summary report shows the last time that user accessed a training video specifically (*Last Video Access* column) along with their active/inactive status and assigned training group. Select the student's name to drill down into that user's full access log report.

**Agility Online Training User Detail Log: Dan Vogt**

<< [Return to company activity log](#)

This report shows only the dates and times the user accessed a training.dmsi.com resource. This does not track duration or any other information.

View the last  day(s).

Click column headings to sort list. [Export to Excel](#) [Print this page](#)

Activity Date	Module	Segment	Activity
9/11/2009 9:37:33 AM			Student subscription date reset to 120 days via Student Mass Update by System Administrator
6/17/2009 7:09:43 AM	System Administration	Tech Related Preparedness: Hosted Environments	Accessed training segment

To view multiple training checklists across your students, return to the Training Access Log Summary report page then set up to 20 checkboxes next to the students' names you wish to report on. With the desired students checked, select the **Run Checklist Report** link.

DMSi Online Training - Student Checklist - Windows Internet Explorer

http://support.dmsi.com/auth/training/mms/master\_checklist.asp

Google

Favorites DMSi Online Training - Student Checklist

Page Safety Tools

### Master Student Checklist Report

[Close Report]

#### Student Checklist: Kerry Blusys

Conversions Processing		HH:MM:SS	
Legacy to Agility Conversion Overview	00:08:25		●
DMS+ to Agility Conversion Overview	00:08:13		●
F9 Financial Reporting		HH:MM:SS	
F9 Overview	00:10:38		●
Inventory File		HH:MM:SS	
Inventory Structure	00:08:47		●
Millwork and Bill of Materials Processing		HH:MM:SS	
Millwork BOM Overview	00:12:18	●	Accessed: 5/15/2007 1:00:08 PM
CAFE Overview	00:12:33	●	Accessed: 5/15/2007 1:12:39 PM
Millwork - Product Configurator	00:05:05	●	Accessed: 5/15/2007 1:25:28 PM
Standard BOM Setup	00:10:22		●
CAFE BOM Setup	00:12:20	●	Accessed: 9/12/2007 10:51:42 AM
Reman BOM Setup	00:06:59		●
Work Order Completion	00:03:35	●	Accessed: 5/15/2007 1:30:48 PM
Parent BOMs on POs	00:12:55		●

This feature provides a quick way to view multiple student custom training checklists at once.

## Create a Custom Training Checklist

As a System Administrator, you have the option of creating unique training checklists for each of your users. Select the **Edit Custom Checklist** icon from the Actions toolbar for a student in the list.

The **Student Checklist** page displays for that user.

The screenshot shows the 'Student Checklist: Ann King' page in Internet Explorer. The page title is 'Student Checklist: Ann King' and the training group is '[none]'. There is a navigation menu on the left with options like Support, Agility, BLOCS, DMS+, Migrating to Agility, Training, and Contact DMSi. The main content area includes a 'Notes to student' field with the text 'View these segments by the end of the month. Thanks!' and an 'Update Checklist' button. Below this, there are checkboxes for 'Show only assigned training segments' and 'Set all segments displayed'. A table lists training segments under two categories: 'Accounts Payable' and 'General Ledger'. Each segment has a checkbox, a duration, a 'Details' link, and a status icon (red, yellow, or green).

Accounts Payable		HH:MM:SS			
<input checked="" type="checkbox"/>	Editing and Voiding an Invoice	00:09:50	<a href="#">Details</a>		●
<input checked="" type="checkbox"/>	Processing Credit Memos and Debit Memos	00:07:06	<a href="#">Details</a>		●
<input checked="" type="checkbox"/>	Processing a Cost Type (Freight) Payable	00:04:23	<a href="#">Details</a>		●
<input checked="" type="checkbox"/>	One-Step Invoice Entry / Payment Process	00:05:31	<a href="#">Details</a>		●

General Ledger		HH:MM:SS			
<input type="checkbox"/>	General Ledger Module Overview	00:15:10	<a href="#">Details</a>		●
<input type="checkbox"/>	GL Account Structure	00:07:57	<a href="#">Details</a>		●

This page displays a list of all training segments for the training modules to which the student is currently subscribed (from the Student Profile page).

**Note:** If you used the Mass Update feature to copy a checklist a checklist to this student, you may see training videos displayed here that belong in categories that the student is not subscribed to. In this scenario, the mass update feature gives the student access only to those particular training segments and not the entire training category (unless the user is explicitly subscribed to that category).

Place a check mark in the box next to each training video you want the student to view.

You may also send a brief note to the user for them to view, perfect for sending instructions such as "View these segments by the end of the week." Enter the note in the **Notes to student** field.

Select the **Update Checklist** button to save your checklist changes. The next time the student logs in to the training website, they are then directed to their training checklist to view the training segments you have chosen.

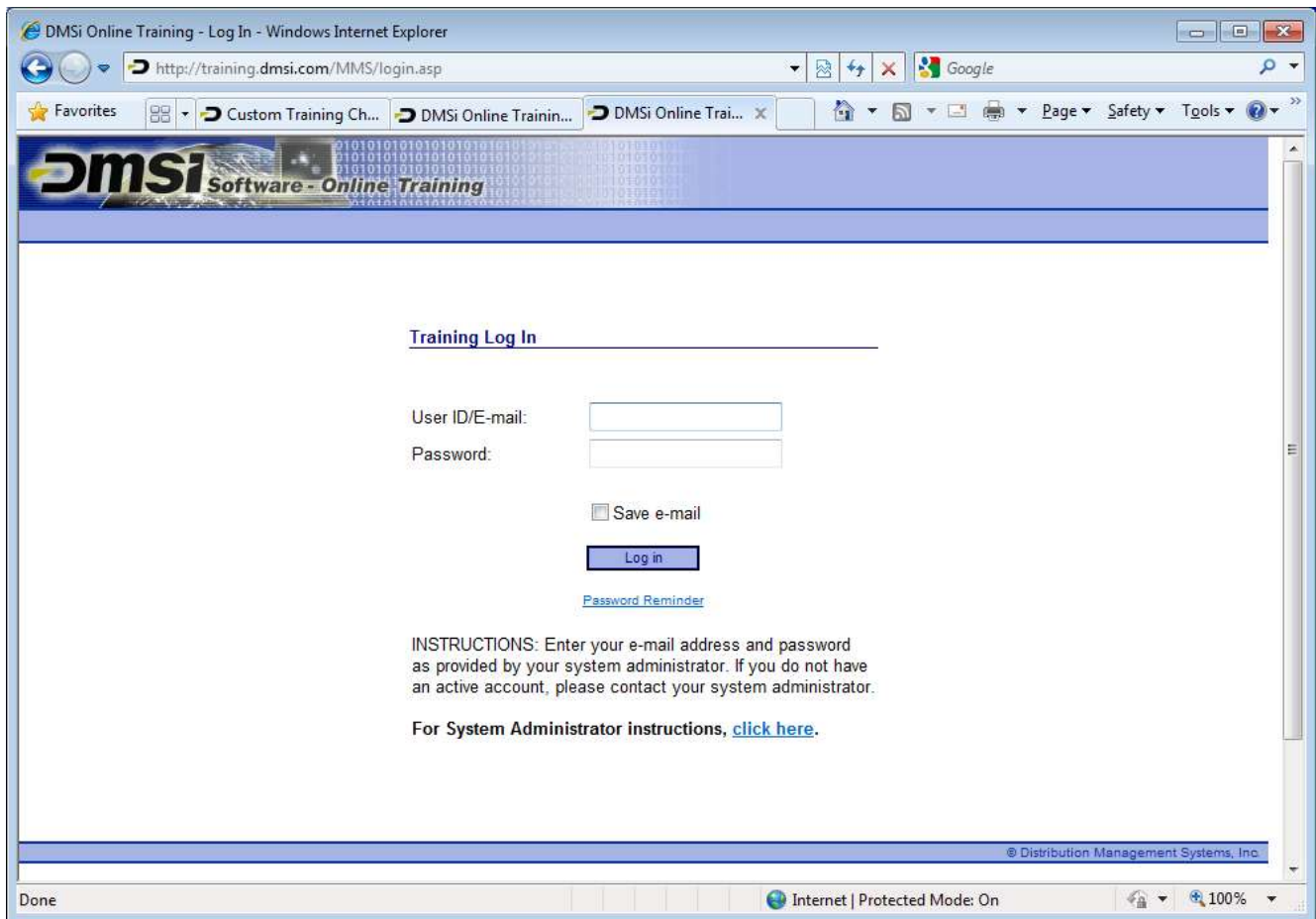
To check on your student's progress, three possible status icons display to the right of each training segment on the Student Checklist page. These icons tell you immediately how your student is progressing through the checklist.

- – Red icon indicates the user has not yet accessed the segment.
- – Yellow icon indicates the user accessed the segment but did not complete viewing it in its entirety.
- – Green icon indicates the user has successfully completed viewing the segment.

If the status icon shows either green or yellow, a date displays that corresponds to the last date and time the user accessed that training segment.

# Instructions for Users

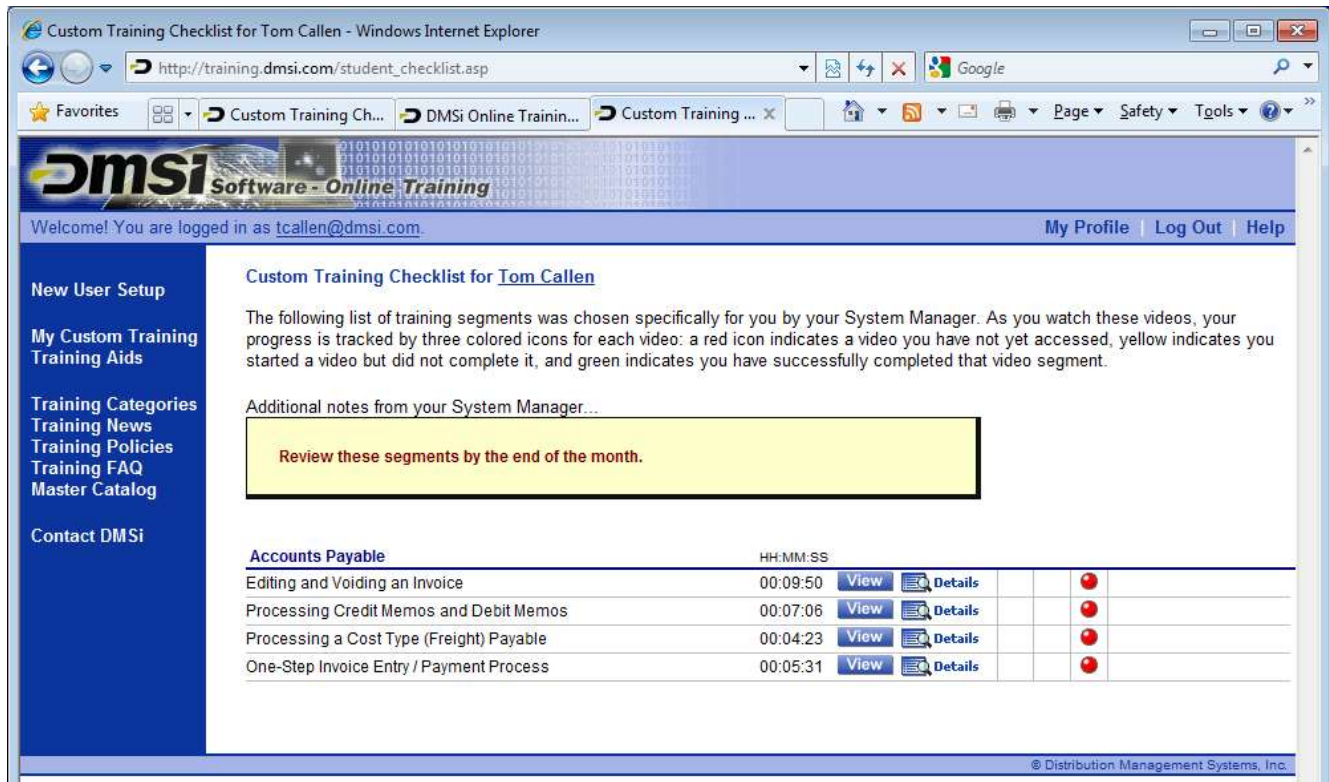
Log on to the training site either by selecting the **Agility Online Training** option via the **Training** menu on the DMSi customer support website, or by visiting <http://training.dmsi.com>.



Upon logon, the training site displays the student's subscribed training categories or the student's custom training checklist of segments depending on how the System Administrator defined access for the user.

## Training Categories

After successfully logging in to the training website, users without a custom training checklist see a listing of all categories to which the user is subscribed.



The screenshot shows a web browser window titled "Custom Training Checklist for Tom Callen - Windows Internet Explorer". The address bar shows the URL "http://training.dmsi.com/student\_checklist.asp". The page header includes the DMSi logo and the text "Software - Online Training". Below the header, a welcome message states "Welcome! You are logged in as tcallen@dmsi.com." with links for "My Profile", "Log Out", and "Help".

The main content area is titled "Custom Training Checklist for Tom Callen". It contains the following text:

The following list of training segments was chosen specifically for you by your System Manager. As you watch these videos, your progress is tracked by three colored icons for each video: a red icon indicates a video you have not yet accessed, yellow indicates you started a video but did not complete it, and green indicates you have successfully completed that video segment.

Additional notes from your System Manager...

**Review these segments by the end of the month.**

Below this note is a table of training segments:

<u>Accounts Payable</u>	HH:MM:SS				
Editing and Voiding an Invoice	00:09:50	<a href="#">View</a>	<a href="#">Details</a>		●
Processing Credit Memos and Debit Memos	00:07:06	<a href="#">View</a>	<a href="#">Details</a>		●
Processing a Cost Type (Freight) Payable	00:04:23	<a href="#">View</a>	<a href="#">Details</a>		●
One-Step Invoice Entry / Payment Process	00:05:31	<a href="#">View</a>	<a href="#">Details</a>		●

The footer of the page contains the copyright notice "© Distribution Management Systems, Inc."

Prior to using any of the training segments, review the information on the **New User Setup** menu option and download the most recent version of Microsoft *Windows Media Player*. (Windows Media Player version 9 or newer is required to view the training segments on the training website.)

After downloading the player and rebooting the system, return to the **Training Categories** page and select the **View Segments** button for the desired training category to review the list of available training segments.

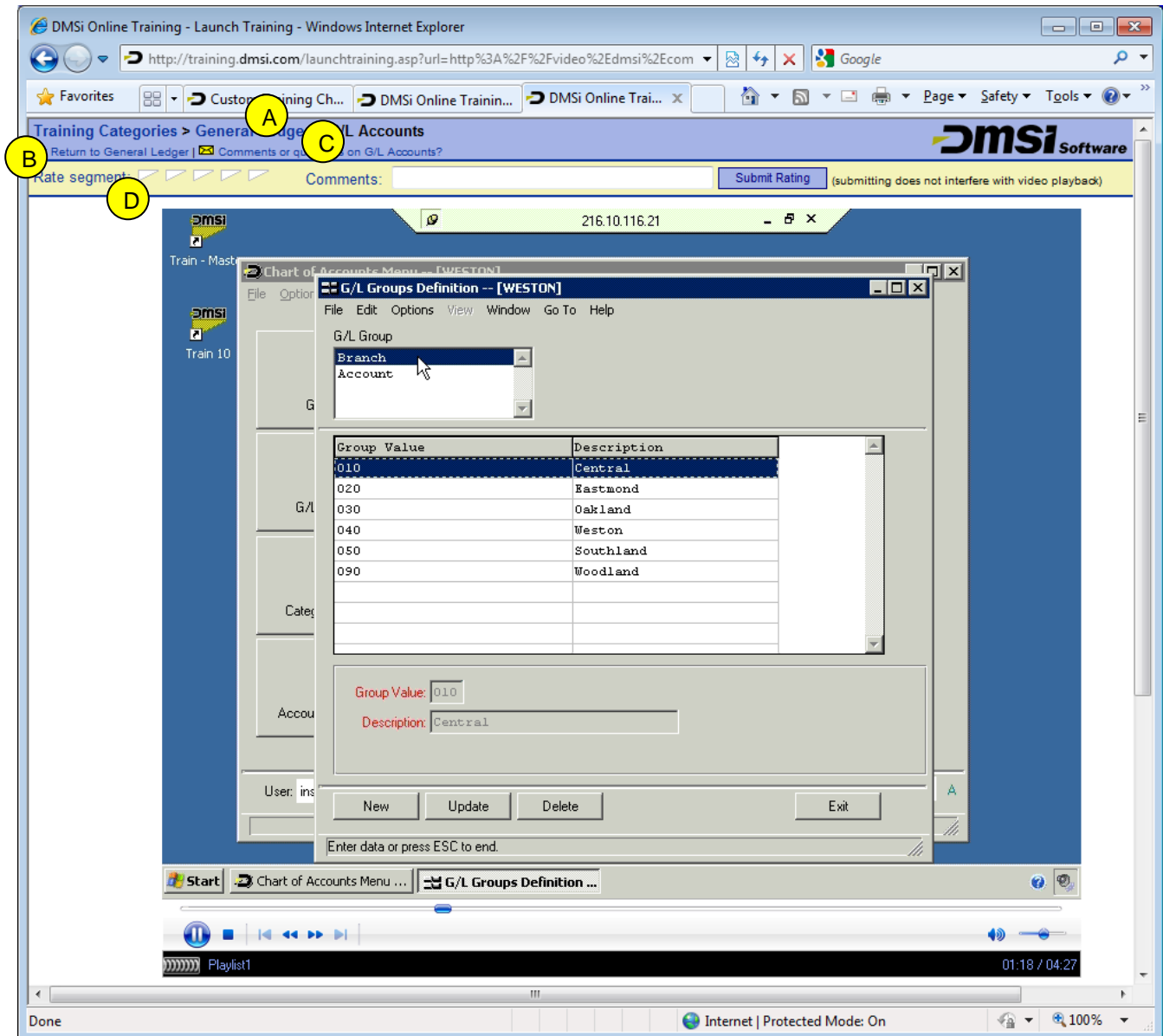
The screenshot shows a web browser window with the URL <http://training.dmsi.com/viewtraining.asp?gid=5>. The page title is "DMSi Online Training - Topic Catalog - Windows Internet Explorer". The main content area is titled "Training Categories > General Ledger". Below this, there is a table with the following data:

GENERAL LEDGER	HH:MM:SS		
General Ledger Module Overview	00:15:10	<a href="#">View</a>	<a href="#">Details</a>
G/L Account Structure	00:07:57	<a href="#">View</a>	<a href="#">Details</a>
G/L Category Definitions	00:04:31	<a href="#">View</a>	<a href="#">Details</a>
G/L Accounts	00:04:27	<a href="#">View</a>	<a href="#">Details</a>
G/L Component Processing	00:11:03	<a href="#">View</a>	<a href="#">Details</a>
G/L Integration Points	00:05:24	<a href="#">View</a>	<a href="#">Details</a>
G/L Copy Accounts Utility		<a href="#">View</a>	<a href="#">Details</a>
Basic Journal Entry Processing	00:05:00	<a href="#">View</a>	<a href="#">Details</a>
Advanced Journal Entry Processing	00:10:50	<a href="#">View</a>	<a href="#">Details</a>

Each training category includes the following information:

- A** Title of training segment
- B** Training Aid available for specific training segments (click icon to access Training Aid)
- C** Length of training segment (if blank, the segment is self-guided)
- D** Button to view training resource/video
- E** Description of training segment (hover over Details icon for pop up window)

When you select the **Play** button for a training segment, a new page displays which contains the selected training segment.



Notable features of this page include:

- A Training category and title of the training segment
- B Link to return to the training category
- C E-mail DMSi Learning Systems your comments regarding this training segment
- D Rate and provide feedback for this specific training segment
- E Video controls (play, pause, stop, volume, etc.)

Note, if you have general questions or technical difficulties regarding the use of the training website, use the **Contact DMSi** link on the left side of the main training page rather than the Comments or Questions link at the top of this page.

## Custom Training Checklist

If you have been assigned a custom training checklist by your System Administrator, upon logon, your custom training checklist page displays rather than the Training Categories page. At any time while logged in, you can return to your custom training checklist by selecting the My Custom Training menu link.

The custom training checklist shows the segments selected specifically for you by your System Administrator.

Custom Training Checklist for Tom Callen

The following list of training segments was chosen specifically for you by your System Manager. As you watch these videos, your progress is tracked by three colored icons for each video: a red icon indicates a video you have not yet accessed, yellow indicates you started a video but did not complete it, and green indicates you have successfully completed that video segment.

Additional notes from your System Manager...

Review these segments by the end of the month. (A)

Accounts Payable	HH:MM:SS					
Editing and Voiding an Invoice	00:09:50					
Processing Credit Memos and Debit Memos	00:07:06					
Processing a Cost Type (Freight) Payable	00:04:23					
One-Step Invoice Entry / Payment Process						


Students are encouraged to use this page to view each of the segments when a custom training checklist has been set up for the user. Features of this page include:

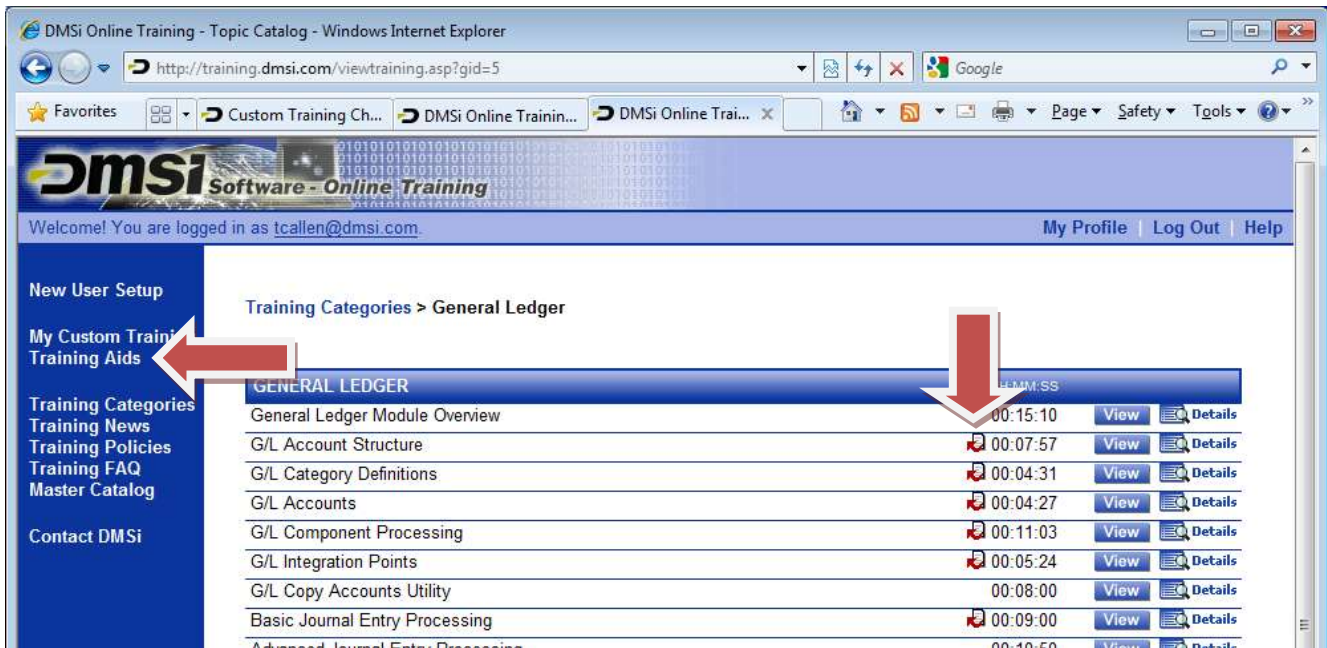
- (A) Custom checklist message from your System Administrator (if applicable)
- (B) Training category and training segment title
- (C) Icon (if displayed) indicates Training Aid available, click icon to view Training Aid
- (D) Length of training segment (if blank, segment is self-guided)
- (E) Button to view training resource/video
- (F) Description of training segment (hover over Details icon for pop up window)
- (G) Status icons, shows your viewing status of each segment

To check your progress through the checklist, three possible status icons display to the right of each training segment on your checklist page.

- Red icon indicates you have not yet accessed the segment.
- Yellow icon indicates you have accessed the segment but did not complete viewing it in its entirety.
- Green icon indicates you have successfully completed viewing the segment.

## Agility Training Aids

Agility training aids are intended to reinforce your understanding of specific topics or concepts. As you review the list of training segments you may notice a small icon associated with specific training segments. This icon, , indicates a training aid is available. When you find this icon, hover over the icon to view the name of the training aid for that training segment. Click the icon to open the Training Aid directly. Or, you can go to the Training Aids menu option to open the specific training aid to further your understanding of that training topic.



The screenshot shows the DMSi Online Training interface. The browser address bar displays <http://training.dmsi.com/viewtraining.asp?gid=5>. The page title is "DMSi Online Training - Topic Catalog - Windows Internet Explorer". The user is logged in as [tcallen@dmsi.com](mailto:tcallen@dmsi.com). The main content area is titled "Training Categories > General Ledger". A table lists training segments under the "GENERAL LEDGER" category. The table has columns for the segment name, duration (H:M:S), and actions (View, Details). A red arrow points to the "Training Aids" menu option in the left sidebar. Another red arrow points to a document icon with a red checkmark next to the "G/L Account Structure" segment.

Segment Name	Duration (H:M:S)	View	Details
General Ledger Module Overview	00:15:10	<a href="#">View</a>	<a href="#">Details</a>
G/L Account Structure	00:07:57	<a href="#">View</a>	<a href="#">Details</a>
G/L Category Definitions	00:04:31	<a href="#">View</a>	<a href="#">Details</a>
G/L Accounts	00:04:27	<a href="#">View</a>	<a href="#">Details</a>
G/L Component Processing	00:11:03	<a href="#">View</a>	<a href="#">Details</a>
G/L Integration Points	00:05:24	<a href="#">View</a>	<a href="#">Details</a>
G/L Copy Accounts Utility	00:08:00	<a href="#">View</a>	<a href="#">Details</a>
Basic Journal Entry Processing	00:09:00	<a href="#">View</a>	<a href="#">Details</a>
Advanced Journal Entry Processing	00:10:50	<a href="#">View</a>	<a href="#">Details</a>

DMSi encourages users to print and complete the training aid after watching the training segment.

Note: It is recommended that you access training aids by selecting the Training Aids menu option. Training aids accessed this way are recorded in the activity log file. Selecting the Training Aid shortcut icon next to training segment titles does not record such access of the training aid document.

Training aids require the free Adobe Reader software. If you do not have this software installed, download and install the free Adobe Reader at [adobe.com](http://adobe.com). (DMSi does not provide support for the Adobe Reader software.)