ADILAS TRAINING COURSES – EXPLORING BUSINESS FUNCTIONS

CLASS 1 – ADILAS FOUNDATIONS

WELCOME:

INTROS:

* How you’re connected with adilas/what you plan to do with adilas?
* Hope to get from the class?

GENERAL CLASS FORMAT:

* Review (15-30 mins)
* Instruct (60 mins)
* Practice (30 mins)
* Help adjust speed & direction as needed
* Ask questions
* ATTITUDE & APPROACH:
	+ You won’t break it!
	+ Don’t be afraid to get in & touch things!
		- Click on links, click on buttons
		- Make connections
		- The more you touch – the more you will learn!
	+ You can always fix things! – EDIT
* CONCEPTS & IDEAS TO COVER:
	+ Systems Thinking ---- Relationships
	+ Cause & Effect – Natural Relationships
	+ Data Assembly Line
		- Objects & Data Over Time
	+ Dynamic & Flexible
	+ Customization – out of the box
		- Settings & Permissions
		- What features do you need??? (Legos & Lincoln Logs)
	+ Custom work – If you don’t see what you need, you can get it!
		- You dream it up, we’ll wire it up!
* FUNCTION: GENERAL PRINCIPLES & NAVIGATION POINTS
	+ FLOW – Map
	+ Home Links
	+ The Chooser
		- Finding an interface fit for you
	+ Browser Features
	+ General Page Navigation:
		- Look at your buttons & links
		- MORE OPTIONS buttons….
	+ Quick Search
		- Our new best friend
		- Key Terms: home, new, adv, last, alpha/numeric searches
	+ Help File Pages
	+ SEARCH – then ADD or EDIT
		- Once something is in the system – think edit, edit, edit to change it or continue working with it
		- When you need something new – ADD
	+ Form Entry:
		- Start at the top & work your way down
		- Asterisk’s required
	+ Think about where that information is stored/captured!
		- This will help you immensely in your reporting & searching!!!
	+ Plan it out! Then go to the system!
		- Draw it, map it, talk about it, write it out – then go to the system!
	+ Adilas should be an replication/extension of what you do physically!
		- Do it with your hands – go do it in adilas!
* TODAY’S ASSIGNMENTS:
	+ Select & set a new interface as your default & navigate to each of these
	+ Navigate to from a new page:
		- Shopping Cart or View Cart page
		- Add/Edit Items Help File
		- The Balance Sheet Homepage
	+ Then navigate to each of those from using the quick search
	+ Find the Quick Search Help File Page
	+ Add yourself as a customer in a site
	+ Find a part/item/product in their system & put it in a shopping cart
	+ Edit your customer record – add a new phone number or email