CTI Training Resources

Version 1.1

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FOR PROFESSIONAL USE ONLY

Access the provided cOASIS subjects and links to locate recorded trainings and self-paced e-learning courses. If you have not used Trainual before, please accept the email invitation from Trainual and create your Trainual password. Contact your project manager for assistance if you have not received your Trainual email invitation.

Subject	Recorded Trainings (about 30 min.)	Self-Paced E-Learning Courses
cAdmin Navigation & Basics	1. cAdmin I – Basic Navigation 2. cAdmin II – Dashboards & Common Features	Introduction to the cOASIS – Administrative System (Clients), about 2 hours
cSubmit – Abstract Submission	1. cSubmit I – Abstract Submission Module 2. cSubmit II – Create Abstract Submissions & Monitor Submitter Activity in cAdmin	Introduction to Abstract Management (Clients), about 50 minutes
cReview – Abstract Review	1. cReview I – Abstract Review & Various Grading Options 2. cReview II – Monitor Abstract Review Progress in cAdmin	*See Introduction to Abstract Management (Clients) above for relevant content
Session Submission	1. Session Submission I – Session Submitter Perspective 2. Session Submission II – Edit cAdmin Sessions, Controls, & Roles	*See Introduction to Abstract Management (Clients) above for relevant content
cAdmin Session Scheduler Tool	Session Scheduler Tool	Session Scheduler (Clients), about 15 minutes
cAttendee	cAttendee	cAttendee (Clients), about 1 hour
Disclosure Collection Options for cOASIS Modules	Disclosure Collection Options for cOASIS Modules	Forms (Clients) – Presentation Form Disclosures & Affirmations, about 1.5 hours
Mobile App Publishing – Designating Content from cAdmin for Mobile App Use	Mobile App Publishing – Designating Content from cAdmin for Mobile App Use	None
Program Planner	1. Program Planner I – Browse, Search, & Itinerary 2. Program Planner II – Evaluation Types, Claiming of Credit, & Certificate Management	*See Introduction to Abstract Management (Clients) above for relevant content
Contributor Portal	Contributor Portal – Navigating the User Experience	Presentation Management Content Collection & Executing Virtually (Clients), about 70 minutes
Control Extra Data (CED) Tool	Control Extra Data (CED) Tool – Managing Session-level & Session Role-level Data	None

Bulk Updates	1. [Bulk Updating on cAdmin Dashboards](#) 2. [Export/Import Tool Bulk Update Session & Session Role (Presentations)](#)	No specific material focused on only bulk updates
Email Campaigns	1. [Campaigns I - Structures of Campaigns](#) 2. [Campaigns II - Building a New Multi-Step Campaign](#) 3. [Campaigns III - Assigning, Monitoring, Resending](#)	[Campaigns (Clients)](#), about 40 minutes
cAttendee	[cAttendee](#)	[cAttendee (Clients)](#), about 1 hour
Reporting	1. [Reporting I – Accessing Report Builder & Report Wizard](#) 2. [Reporting II – Create Reports in Report Builder](#) 3. [Reporting III – Different Report Formats](#)	[Introduction to Reporting (Clients)](#), about 30 minutes