ONESolution™

NAVIGATION AGENDA

Course Outline

Recommended Training Format: Live Virtual Classroom

Estimated Hours: 2 hours Client Interaction; .67 hours Consultant preparation and follow-up

Prerequisites:
1. Access to ONESolution
2. Prior Knowledge of ONESolution (previously known as IFAS)

Audience: Key ONESolution Users, IT Support

Objective: During this training, you will learn how to navigate on the ONESolution desktop, create folders and navigate through screens. The knowledge should be applied for Testing, End User Training and GO LIVE scenarios.

What You Will Learn:

- Basic Desktop Navigation
- Navigation Bar (Within Screen)
- Side Bar (Within Screen)
- Combo Boxes (Within Screen)
- Data Lookup Dialog box (Within Screen)
- Account Number (Org. Key & Obj. Code) Search (Within Screen)
- Searching (Within Screen)
- Grid Mode (Within Screen)
- Help Files (Within Screen)
- Favorites (Public & Personal)
- Jobs (ex: Print Jobs)
- Options Menu
- Change Password
- Settings (Ledger, Preferences, Advanced, Screen Specific)
- ONESolution Keyboard Commands (Ex: CTRL + L for lookup)
- Threaded Notes
- Attachments