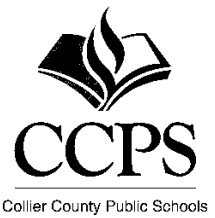


Office Manager Training Program



TERMS

Submit Access Request Form to Rose Elarde

Training Contact: Sheryl Priester

2hrs

- TERMS Overview and Report Processing
- Finance – General Overview
- Purchase Requisitions – Inquiry & Entry

Budget Training

Training Contact: Enas Khalil and Sandy Tarr

3hrs

- Overview

Purchasing (Paperwork)

Training Contact: David Nara

.5hr

- Overview

Payroll

Training Contact: Anna Tea or Susie Walls

1.5hrs

- Overview

P-Card Training

Training Contact: Emily Bordner

1.5hrs

- Overview – Review of the P-Card Manual and how to properly utilize the card, ESP Platform, Purchasing Cycle, Purchasing Policies & Procedures. The training is done once the P-Card has been ordered and arrives at the district.

FOCUS

Submit Access Request Form to Rose Elarde

Training Contact: Sheryl Priester

1.5hrs

- FOCUS – Introduction to Navigation, Data, and Reports

Office Manager Training Program



Reporting Services

Notify Help Desk to be added to Reporting Services

Training Contact: Sheryl Priester

.5hr

- Reporting Services Overview

Position Control

Access request should be sent to Isabelle Bermudez

Training Contact: Taymi Malebran and Terry Burdick

1.5hrs

- Overview

PhotoRIP (Student/Volunteer)

Submit Access Request Form electronically

Training Contact: Sheryl Priester

1hr

- Overview and Setup

iTravel

Access request should be sent to Frank Diaz

Training Contact: Sheryl Priester

.5hr

- Handout and Video Only

DocVault

Access is automatically assigned based on current job code

Training Contact: Sheryl Priester

1hr

- Overview

AESOP

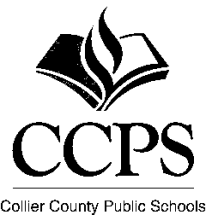
Access request should be sent to Ivonne Obregon

Training Contact: Ivonne Obregon

1.5hrs

- Overview

Office Manager Training Program



dlInventory

Access request for TERMS panels M210,209,204 should be sent to Rose Elarde

Access request for dlInventory software should be sent to Sheryl Priester

Training Contact: Sheryl Priester

2hrs

- Fixed Assets Inventory & Bar Code Scan Training

Fleet Runner

Access request should be sent to Diana Salinas

Training Contact: Diana Salinas

0hrs

- Handout only

Johns Eastern

Access request should be sent to Marjorie Kenol

Training Contact: Marjorie Kenol

1hr

- Overview

Raptor

Access request should be sent to Sheilene Todd

Training Contact: Sheilene Todd

.5hr

- Handout only

School Cash

Access request should be sent to Faye Fongemie

Training Contact: Faye Fongemie

1.5hrs

- Overview

Outlook Essentials for Office Managers

Training Contact: Sheryl Priester

1.5hrs

- Overview (*email, calendar, contacts, webmail, profiles*)