

PURPOSE OF PACKAGE: The Aquire team has established the following package to help you make the most of your recent purchase of OrgPublisher. This package includes:

- 7+ hours of pre-recorded OrgPublisher training sessions
- Training Manuals
- 2 hours of consulting services to help you plan the steps needed for go-live

Recorded Training

The following lists the available recordings, a description of the topic and duration.

Recording	Description	Play Time
Getting Started with OrgPublisher 8	Overview of things to consider, data fields required, how to create the first chart	16 min
Field Layout	Describes OrgPublisher's required field layout	18 min
Additional Data Source	Demonstrates how OrgPublisher relates primary and secondary data sources	12 min
Mapping	Shows how to map adding records, adding additional data and succession records	22 min
Data Diagnostics	Demonstrates how OrgPublisher identifies orphan, recursive and self reporting data records	4 min
Custom Position Types	Describes how OrgPublisher uses record types to create Custom Position Types and how that effects the formatting of the chart	8 min
Custom Fields	Describes how to indicate what type of data is stored in each Custom Field	13 min
Formatting Part 1	Describes how to use templates, create Styles, Format Text and Boxes	18 min
Formatting Part 2	Describes formatting the Chart, Lines and Title	25 min
Formatting Part 3	Describes using Zoom, Charting Levels and Setting the Top of Chart	4 min
Search and Group Part 1	Describes single and multiple criteria search, saving as a Group, Spotighting and Filtering based on Group membership, Group icons, Emailing to search results	24 min
Search and Group Part 2	Describes Multiple Criteria Search, Conditional Formatting, Base Filter	8 min
Photos, Logos and Legends	Demonstrates inserting photos, logos and legends in a chart	11 min
Views Part 1	Demonstrates Wizard, Style, Tree and List View	12 min
Views Part 2	Demonstrates Profile, Summary and Hover Profile View	17 min
Summary Fields	Demonstrates how to create and display Summary Fields	15 min

Recording	Description	Play Time
Advanced Box Layout Part 1	Demonstrates how to setup chart boxes using the Advanced Box Layout Editor	16 min
Advanced Box Layout Part 2	Shows how to conditionally format based on Group membership	13 min
Multiple Reports	Demonstrates how to show Multiple, Indirect, Matrix or Dotted line reporting	7 min
Hotspots	Describes how to create Hotspots and Smart Links	8 min
Print and PowerPoint Part 1	Describes how to send output to a printer or to PowerPoint using the Wall Chart and Book Style Preview options	25 min
Print and PowerPoint Part 2	Describes how to send output to a printer or to PowerPoint using the Wall Chart and Book Style Preview options	8 min
Publishing Part 1	Describes the publishing options, how to publish and how to schedule publishing	11 min
Publishing Part 2	Describes the publishing options, how to publish and how to schedule publishing	18 min
EChart Security	Describes securing charts at the Chart, Style and Field level	20 min.
OrgHistory	Describes how to create an archive, browse and compare archived charts	18 min
Succession Charts	Describes how to create and format a succession planning chart	21 min
OrgPlan for Administrators	Describes how to setup a chart that will be used for OrgPlan	18 min
OrgPlan for Planners	Describes the functionality available with OrgPlan	24 min

Consulting

The training/consulting session provides 2 hours of additional training, planning or implementation assistance. Upon your completion of the recorded sessions, contact the Aquire Training Team to schedule and tailor your session to meet your business needs.