

**PURPOSE OF PACKAGE:** Once you have published your organization chart, how do you train the viewers to use it? Aquire offers the following training options to get your new published chart users on the right track. Details provided below. Please note: All pricing is in US Dollars (USD).

## ❖ Standard

**\$400.00**

**Delivery: Web based**  
**Students: 10 maximum**

**Duration: 1 hour**  
**Manuals: Yes**

Aquire trainers deliver “how to use a Published Chart” training via WebEx. A topic list is provided below. This training does not include OrgPlan chart creation and usage. This is available as a separate training option.

Topics:

- Search and Groups
- Printing
- Sending to PowerPoint
- Changing Style displayed
- List, Summary, Profile and Tree Views
- Navigation

## ❖ Customized

**Quoted**

An Aquire trainer works with your project leader to develop “how to use a published chart” training based on your published organization chart. Aquire trainers will train your team or deliver the customized training to your organization via WebEx. Contact [training@aqire.com](mailto:training@aqire.com) to begin making plans.

## ❖ OrgPlan for Planners

**\$800.00**

**Delivery: Web based**  
**Students: 10 maximum**

**Duration: 2 hours**  
**Manuals: Yes**

This training is designed for anyone in your organization responsible for what-if planning using OrgPublisher’s OrgPlan tool. This session trains the planner how to create planning charts, manipulate the data and report the results. The intended students are the managers, HR staff, etc. who will perform the planning OR trainers who will train these employees.

Topics:

- Create a planning chart
- Modify a planning chart
- Create a change report
- Send planning charts and reports to others
- Review the Revision History
- Create groups using the Search and Group feature
- Print or send planning chart output to PowerPoint