

AGENDA FOR CTS TRAINING

Live, video-conference CTS Training will be approximately six hours in duration and will consist of task demonstrations. The training will be divided into a morning and an afternoon session. Attendees will view task demonstrations and have the opportunity to ask questions and interact with the instructor.

The agenda for the training session is as follows:

(Session I)

1) Manage Student

- a) Manage Placement
- b) PCDP
- c) Case Notes
- d) Student Profile
- e) Display SSN
- f) Release Check
- g) Survey Data

2) Address Book

- a) Employers
- b) Center
- c) Placers
- d) Students
- e) Support Agency
- f) Support Staff

(Session II)

1) Manage Case Load

- a) Manage Case Load
- b) Invitations
- c) Create Transfer Request
- d) Manage Transfer Request
- e) Case Load Summary

2) Reports

- a) Pending and Approved Placement
- b) Status Check Listing
- c) Placement Statistical

3) Forms

- a) Print 678

4) Administration

- a) Manage CTS Staff (add/edit users)
- b) Notifications
- c) Locate Student