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| **DATE:** | 6/03/2019 | **TUTOR** | Vladimir Stepanov & Wellington Silva | **LESSON LENGTH:** | 2 Hours | **LESSON N0:** | *1 of 2* |
| **TRAINING GOAL** | | | | | | | |
| First log-in and company setup. | | | | | | | |
| **LEARNING OUTCOMES:** | | | | | | | |
| * Access system for the first time. * Setup their own company in Easy!Appointments. * Create a admin user. * Configure the business logic. | | | | | | | |
| **LESSON BREAKDOWN & DELIVERY METHODS:**   |  |  | | --- | --- | | WHAT THE TUTOR WILL DO:  Introduction to Easy!Appointments  Introduction the schedule for today.  Demonstrate setting up and configuration process of Easy!Appointments.  Demonstrate how to configure business logic. | WHAT USER WILL DO:  . They will watch setting up process and if they wish, they will replicate this process on their own devices. | | | | | | | | | |
| LESSON   |  |  |  | | --- | --- | --- | | SPECIFIC LEARNING OUTCOME:   * Explain how to first log-in in the Easy!Appointments. | WHAT THE TUTOR WILL DO:   * Demonstrate first log-in process and answer audience’s questions. | WHAT USERS WILL DO:   1. Follow tutor’s instructions. 2. Ask questions. 3. Access Easy!Appointments page. 4. Fill out company’s and admin’s information. 5. Set up business logic. | |  |  |  |      |  |  |  | | --- | --- | --- | | SPECIFIC LEARNING OUTCOME:   * N/A Wrap session | WHAT THE TUTOR WILL DO:   * Review objectives and explain the next lesson | WHAT USERS WILL DO:  Users will take notes and ask questions | | | | | | | | | |
| **RESOURCES:** | | | | | | | |
| Webpages   * Easy!Appointments system | | | | | | | |