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| **DATE:** | 7/03/2019 | **TUTOR** | Vladimir Stepanov & Wellington Silva | **LESSON LENGTH:** | 3 Hours | **LESSON N0:** | *2 of 2* |
| **TRAINING GOAL** | | | | | | | |
| Working with Easy!Appointments backend section. | | | | | | | |
| **LEARNING OUTCOMES:** | | | | | | | |
| * Logging in in the backend section with their users they created in the first lesson. * Create a service. * Create a category. * Add a provider. * Using calendar. * Manually adding new bookings. | | | | | | | |
| **LESSON BREAKDOWN & DELIVERY METHODS:**   |  |  | | --- | --- | | WHAT THE TUTOR WILL DO:  Introduction the schedule for today.  Demonstrate how to work with backend section. | WHAT USER WILL DO:  They will watch our demonstration and replicate this process on their own devices. | | | | | | | | | |
| LESSON   |  |  |  | | --- | --- | --- | | SPECIFIC LEARNING OUTCOME:   * Explain how to log in in the backend section. | WHAT THE TUTOR WILL DO:   * Demonstrate 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. Log in the backend section. | | SPECIFIC LEARNING OUTCOME:   * Explain how to create a service. | WHAT THE TUTOR WILL DO:   * Demonstrate how to create a service. * Answer questions. | WHAT USERS WILL DO:   1. Follow tutor’s instructions. 2. Ask questions. 3. Create a service. | | SPECIFIC LEARNING OUTCOME:   * Explain how to create a category. | WHAT THE TUTOR WILL DO:   * Demonstrate how to create a category. * Answer questions. | WHAT USERS WILL DO:   1. Follow tutor’s instructions. 2. Ask questions. 3. Create a category. | | SPECIFIC LEARNING OUTCOME:   * Explain how to create a provider. | WHAT THE TUTOR WILL DO:   * Demonstrate how to create a provider. * Answer questions. | WHAT USERS WILL DO:   1. Follow tutor’s instructions. 2. Ask questions. 3. Create a provider. |      |  |  |  | | --- | --- | --- | | SPECIFIC LEARNING OUTCOME:   * Explain how to use a calendar. | WHAT THE TUTOR WILL DO:   * Demonstrate how to use a calendar. * Answer questions. | WHAT USERS WILL DO:   1. Follow tutor’s instructions. 2. Ask questions. 3. Work with calendar. |  |  |  |  | | --- | --- | --- | | SPECIFIC LEARNING OUTCOME:   * N/A Wrap session | WHAT THE TUTOR WILL DO:   * Review objectives and explain the next lesson * Answer questions. | WHAT USERS WILL DO:   1. Users will take notes and ask questions | | | | | | | | | |
| **RESOURCES:** | | | | | | | |
| Webpages   * Easy!Appointments system. * Documentation of end users help. | | | | | | | |