The activities given in Table 1 must be completed by the user.

**Table 1: Training Activities**

| # | Activity | Expected input | Expected output/outcome |
| --- | --- | --- | --- |
| 1 | Parent job entry | “General tab” required field entries as minimum input | Successful job entry indicated by a message and assigned job number when job is saved |
| 2 | Client entry/update | “Client Detail dialog” required field entries as minimum input or new address or contact details | Successful client entry without any error message when client, address or contact is saved |
| 3 | Sample(s) entry | Common name of product as minimum input | Successful sample(s) entry with automatic job saved message when job is saved |
| 4 | Subcontracting a job (Child job entry) | “General tab” field entries as minimum input | Successful subcontract entry indicated by a message and assigned job number when job is saved |
| 5 | Job costing entry/update | “Job Costing dialog” field entries | Successful job costing entry or update indicated by a message and when the job is automatically saved |
| 6 | Job status update and completion | “General tab” field entries as minimum input | Successful status update with automatic job saved message when job is saved |

**Comments/Suggestions/Recommendations**

**Participant’s Name/Signature**

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**Date**

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