Online Functional Training - Guidelines for Americas

Release 8

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Contents

Thank you for being part of Odoo's Online Functional Training! We hope you will enjoy it. Please read the following to get started…

1 The Methodology

The Odoo Get on Board is divided into three activities:

- Demo Videos;
- Related Exercises;
- Live Q&A Sessions with an Official Odoo Trainer.

Here are the training steps to follow:

- Read the booklet dedicated to the application you want to learn (e.g. CRM);
- At the beginning of each topic, watch the dedicated demo video;
- Train yourself by following instructions given in the booklet;
- After having browsed the chapter, gather all the questions you may have about its content;
- Send those questions to your Odoo trainer;
- Participate in the live session during which the trainer will answer the questions.

Booklets and demo videos are available on Google Drive via the link you will receive by email. You will find one folder per application. The names of the videos refer to the topic titles.

2 How to Send your Questions?

You are welcome to send your questions by email to online-training-us@mail.odoo.com. Please write the name of the corresponding Odoo App (e.g. Sales) as subject.

3 When to Ask your Questions?

The questions need to be sent before 5PM PST one business day before the Q&A session. This means that your questions for the first day of the training need to be sent on the Friday of the week before, 5PM PST at the latest.

4 What Are the Live Sessions?

During the live sessions, the trainer will answer selected questions from the participants. The answers will be illustrated by live demos in Odoo. The live sessions will be hosted on an on www.fuzemeeting.com conference. The live sessions will be recorded and you will have access to the recordings. We will get back to you prior to the training with detailed instructions.

5 What Questions will be Answered?

Before the live session, the trainer will select the most relevant questions to be answered during the Q&A. The purpose of the Q&A is not to cover questions related to a specific implementation project or company-specific business workflows. The questions should relate to the training material and benefit to the other participants.

6 When to Attend the Live Sessions?

The live sessions will be hosted every day of the week from 10AM PST to 12PM PST, according to the following planning:

1st week:

- Monday: CRM & Sales
- Tuesday: Billing & Accounting
- Wednesday: Web & e-Commerce
- Thursday: Marketing
- Friday: Point Of Sale

2nd week:

- Monday: Project
- Tuesday: Human Resources
- Wednesday: Purchase
- Thursday: Warehouse
- Friday: Manufacturing