**GOAL- Show the basics of Admin training.**

**Data used: Triumph.**

**Template used: JJVC**

**Environment: Sandbox in DEV**

**Story board🡪**

**Introduce yourself.**

**“This is going to be a step-by-step training for administrators. We are going to take it slow and steady.**

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| **#** | **Topic** | | **Steps** | **Description** | **Things to highlight** |
| 1 | New Project Creation | | Create Project in Sandbox using JJVC template. |  |  |
| 2 | Providing User Access to  Project | | Add user to the Project, Remove user from project |  |  |
|  | | Explain the different roles here. See ppt | | | |
|  | | Ask question🡪 Do we need to create Work items or reports? This is a user training topic. Can we skip this and focus on admin training topics. | | | |
| 3 | Configure new work item type | | Create Work item | Type name- Complaint | Show fields that are available by default like author, project etc. |
| 4 | Configuring custom fields  Will see this in next meeting. | | Create custom fields of different types | Give an option to repurpose the description as “complaint description.”  Next create a custom field labeled “Customer name” | Explain the difference between title (limited text) and Description (unlimited rich text). |
| 5 | configure link role type | | Create link role | Create link role between Complaint work item and harm.  Name the link role-  **Complaint** ***Potentially causes* Harm.**  **Harm *Potentially caused by* Complaint.** |  |