**Training Manifest**

1. **Adding/Editing/Deleting an account** 
   1. PowerPoint - NEON CRM - Adding - Editing - Deleting Accounts.pptx
   2. PDF - NEON CRM - Adding - Editing -Deleting Accounts.pdf
   3. Description - This document is an overview on how to edit/add/delete a volunteer/donor account.
2. **Importing Accounts using Quick Import** 
   1. PowerPoint - NEON CRM - Quick Importing Accounts.pptx
   2. PDF - NEON CRM - Quick Importing Accounts.pdf
   3. Description - This document is an overview on how to “quick add” volunteer/donor accounts.
3. **Adding a Custom Field** 
   1. PowerPoint - NEON CRM - Adding Custom Field.pptx
   2. PDF - NEON CRM - Adding Custom Field.pdf
   3. Description - This document is an overview on how to access and configure account custom fields for volunteer/donor accounts.
4. **Adding Notes** 
   1. PowerPoint - NEON CRM - Adding Notes.pptx
   2. PDF - NEON CRM - Adding Notes.pdf
   3. Description - This document is an overview on how to add sticky notes on each individual volunteer/donor accounts.
5. **Creating Reports**
   1. PowerPoint - NEON CRM - Creating Reports.pptx
   2. PDF - NEON CRM - Creating Reports.pdf
   3. Description - This document is an overview on adding new columns to display on reports and running a report.
6. **New Import Using Excel** 
   1. PowerPoint - NEON CRM - New Import Using Excel.pptx
   2. PDF - NEON CRM - New Import Using Excel.pdf
   3. Description - This documents is an overview of importing an existing excel sheet into Neon.
7. **Email Based on Selected Fields** 
   1. PowerPoint - NEON CRM - Email Volunteers .pptx
   2. PDF - NEON CRM - Email Volunteers.pdf
   3. Description - This document is an overview of emailing specific event summary to volunteers.
8. **Timesheet** 
   1. PowerPoint - NEON CRM - Creating and Editing Timesheet .pptx
   2. PDF - NEON CRM - Creating and Editing Timesheet.pdf
   3. Description - An overview of how to create a timesheet and/or edit an existing timesheet in NEON.
9. **Calendar and Bar Charts**
   1. PowerPoint - NEON CRM - Bar Chart.pptx
   2. PDF - NEON CRM - Bar Chart.pdf
   3. Description - This document is an overview of how to view the bar chart’s statistics.
10. **Event - Creation, Adding Categories and Event Summary** 
    1. PowerPoint - NEON CRM - Creating an Event, Event Category and Event Summary.pptx
    2. PDF - NEON CRM - Creating an Event, Event Category and Event Summary.pdf
    3. Description - This document is an overview of how to create an event in NEON, an event summary and event category.
11. **Volunteer Form** 
    1. PowerPoint - NEON CRM - Creating Volunteers Form.pptx
    2. PDF - NEON CRM - Creating Volunteers Form.pdf
    3. Description - This document is an overview of how to configure volunteers form.