**Agenda Points to be covered in the training program of DECL**

1. Overview Presentation on what is tBits?
2. tBits as implemented in TPCIL
3. Benefits of tBits for DECL
4. What is it that DECL will have to do in tBits?
5. tBits Software Demonstration Topics:
6. Logging into system – tbits is a completely web-based system as HOTMAIL
   1. Tpcil.mytbits.com – Add the same to favorites.
   2. User Name
   3. Password
   4. Change Password
   5. User Specific Settings
7. Searching a document ( The way they want to search the documents)
   1. Definition of metadata as configured in the system.
   2. Configure the columns
   3. How to search based on
      1. Subject
      2. Status
      3. Document Type and other type fields
   4. How to use Advance Search
      1. Usage of the AND, OR Operator
      2. How to search in for the document numbers from a LIST of documents available say in Excel.
8. Adding a document
   1. How to add a new document into the Master Document List?
   2. How to add large number of documents in the master document List?
   3. Import of Master Document List – To be done by TPCIL.
9. Updating a document (Mandatory fields to be updated before submitting)
10. Bulk add & updating the documents
    1. Complete process of Bulk Update – say for creation of a document transmittal Note.
    2. How to aggregate the documents and bring the same into a new tab for creation of transmittal?
11. Transmittal creation
    1. How to create a transmittal?
    2. Confirmation of the DTN Template for the transmittal.
    3. Confirmation of the Max-ID of the transmittal.
    4. Single Click Transmittal
12. What will happen is an incorrect transmittal is sent and restransmittal needs to be done?
13. Viewing the reports
    1. Overdue
    2. LookAhead
    3. DCI
    4. Delay Analysis
    5. How to export the report into Excel or PDF?
    6. Is Scheduled Reports Required?
    7. Are any additional Reports Required?
14. Support Information.
15. Material to be handed-over:
    1. End User Manual
    2. Link for the test server – for training to be given in future or practice.

The requirements for the training program are as follows

1. Projector
2. Laptop with internet connection for a backup
3. Participants should have their laptops in training program
4. Training program schedule as follows

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| --- | --- | --- | --- | --- |
| Sl.No | Date | From | To | Contents |
| 1 | 2-Nov-2011 | 9.00 | 13.00 | DCM |
| 2 | 2-Nov-2011 | 13.00 | 14.00 | Lunch Break |
| 3 | 2-Nov-2011 | 14.00 | 17.00 | DCM-Practical |
| 4 | 2-Nov-2011 | 17.00 | 17.15 | Coffee Break |
| 5 | 2-Nov-2011 | 17.15 | ---- | DCM-Practical |
| 6 | 3-Nov-2011 | 9.00 | 13.00 | DCM-Test |
| 7 | 3-Nov-2011 | 13.00 | 14.00 | Lunch Break |
| 8 | 3-Nov-2011 | 14.00 | 17.00 | DCM – Practical |
| 9 | 3-Nov-2011 | 17.00 | 17.15 | Coffee Break |
| 10 | 3-Nov-2011 | 17.15 | ----- | DCM – Practical |

1. Tang Dequn, Zhao Bo, Xie Qinghui, Jiang Xiaoqin are the participants. Are there any other participants?
2. <http://tpciltest.mytbits.com> is the testing server. This site should open.
3. <http://tpcil.mytbits.com> is the production server. This site should also open.

NOTE: Im vegetarian, please do arrange vegetarian food for me.