

MINISTRY OF ICT AND NATIONAL GUIDANCE

PROPOSED AGENDA FOR THE EDRMS TRAINING WORKSHOP

19th JANUARY 2023 – NATIONAL ICT HUB NAKAWA

TIME	PARTICULARS	RESPONSIBLE PARTY
8:00 – 8:30 am	Arrival and Registration	MoICT&NG
8:30 – 8:45am	Opening Remarks	Ag. Commissioner Research and Development, MoICT&NG
8:45 – 9:00 am	Presentation on EDRMS	Info Consults Ltd
9:00 – 10:30 am	Training session 1 <ul style="list-style-type: none">- User login process- User configuration management- Creating directorates- Permissions and privileges management	
10:30 – 11:00 am	Breakfast	MoICT&NG
11:00 – 1:00 pm	Training session 2 <ul style="list-style-type: none">- Assigning tasks, designating tasks,- Viewing reports- Backup and recovery- Audit trails	Info Consults Ltd
1:00 – 2:00 pm	Lunch	MoICT&NG
2:00 – 4:30 pm	Training session 3 <ul style="list-style-type: none">- Viewing tasks, responding to tasks, sharing tasks, closing tasks- Attaching files- Tickets management	Info Consults Ltd
4:30 – 5:00 pm	Evening Tea	MoICT&NG
5:00 – 6:00 pm	Recap <ul style="list-style-type: none">- Accessing the user manual	Info Consults Ltd
6:00 – 6:30 pm	Closing Remarks & Departure	MoICT&NG