



NIGP IMPLEMENTATION CALL – 30 - 45 MINUTES TOTAL DURATION

Introductions

Questionnaire questions – Implementation person will clarify questionnaire items

- Images & Content to implementation person
- Where will implementation person get the content for the custom pages, Home Page?

Answer questions – NIGP chapter team will have questions

Show how to login, navigate control panel, find help

- **Control panel** – organized by major topic
- **Commonly used modules** – how to find them
 - People Manager
 - Custom Pages
 - Emailing
 - Events
- **How to get help**
 - Online help from module – context specific help
 - Navigate help
 - Find videos on help
- **Support tab**
 - Common help
 - Links to videos
 - Manuals if desired
- **Wrap up** – Who to contact
 - Implementation person email address
 - Support email address
 - Ronni as primary contact