

# Terra Dotta Training

ISSS

STUDY ABROAD

TRAVEL RISK

AGREEMENTS MGMT

APPLICATION MGMT

## Knowledge is Power

### Master the Power of Terra Dotta Software

Terra Dotta offers professional on-site and web-based training services. We will tailor training sessions for one or dozens of your staff, according to your needs. An experienced Terra Dotta support specialist will create a custom agenda and engage your users based on their roles and levels of experience.

#### ON-SITE TRAINING

On-site training can be scheduled for 1 full day (8 hours) or 2 half days. Trainers can present the full agenda to your entire staff or break it up into multiple sessions for a targeted, role-specific experience. For example, the trainer might provide one-on-one consulting with your primary Terra Dotta administrator to work on implementing new features, answering questions, and addressing your process needs in the morning, and present a general overview of functionality to a group in the afternoon.

#### ONLINE TRAINING

Like on-site training, our web-based sessions are designed to address your specific goals. These are typically 3.5 hour online sessions and are conducted via GoToMeeting. Web-based training is great in situations where your team is spread geographically. We can also spread the web-based training across multiple groups if you desire.

#### TRAINING TOPIC EXAMPLES

- Process element creation & maintenance
- Program builder—development & upkeep
- System settings
- Queries, query watches, & reports
- Batch processing
- Progress audits
- Imports/Exports
- Permissions
- Workflow
- System configuration
- Strategies to address your specific needs

For pricing and schedule your training, email us at [services@terradotta.com](mailto:services@terradotta.com).  
For more information, visit [terradotta.com](http://terradotta.com).