
Savv-e Flying Start Sample Course Content

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Welcome Page

Default text: Welcome

Welcome to the Flying Start Induction Development application. Flying Start provides you with all the tools and support you need to easily create an effective, engaging and memorable online induction program.

To help you on your way and guide your program development, you'll work with a completed sample induction program. You'll be able to edit this program by adding your own text and images, adding, re-ordering or removing pages, and even changing the style of the interface to tailor the program to your taste, and the specific needs of your organisation.

Before you get started with building your program, you should probably take a moment to familiarise yourself with what Flying Start is, how it works and some common development tasks to make developing your program as easy as possible.

Also click the 'Help' button at any time for step by step instructions for all tasks.

Welcome Image:

Display an image of a smiling person, possibly working at a computer.

Prompt:

- Click each of the buttons for more information.
- When you're ready, click the 'Manage' tab at the top of screen to get started.

Button 1 – What is 'Flying Start'?:

Flying Start is an application with everything you need to easily create, deliver and manage your own online induction program. Most of the hard work is already done for you. All you need to do is edit the text, insert relevant images where needed and add the tasks your new employees need to complete as they settle into your organisation.

Button 2 – What is the program structure?:

The program is structured into three pre-defined topics: 'Welcome', 'First Steps' and 'Next Steps'.

The 'Welcome' topic introduces new starters to your organisational goals, culture, structure, vision, values and people. You can edit the sample content

in the application and insert your own company information and graphics. You can also add in additional pages of content if you wish.

The 'First Steps' topic contains a checklist of the main tasks your new starter needs to complete to get up and running. There is only one page in this topic. On this page you can edit existing tasks and add additional tasks. You can also add a checkbox within a task so your new starter can indicate that they have completed that task. When they tick the checkbox within the task that task will be ticked off in the 'Checklist'.

The 'Next Steps' topic contains a checklist of induction activities that a new starter needs to complete at a later time in their induction. It functions in exactly the same way as the 'First Steps' topic.

Button 3 – What can I edit?:

You can make the following edits to customise the program to meet the specific needs of your organisation:

- Insert your company logo
- Choose an interface from six contrasting options
- Edit and add text
- Insert graphics onto the page content (note: the graphics on the top and bottom of the screen are set to ensure interface design consistency)
- Add pages to the 'Welcome' topic
- Add tasks to the 'First Steps' and 'Next Steps' topics
- Add resources links which will display when your new starter clicks the 'Resources' button

For step-by-step instructions on how to complete each of these tasks, click the 'Help' button at the top of the screen and go to the section called 'Building your induction program'.

Button 4 – What templates can I use?:

Flying Start has nine different templates you can use to edit and create your content. These templates are specially designed for induction purposes and are populated with sample content you can edit. You will also have access to these templates when and if you create additional pages of content.

For information about the different templates and the type of content they are suited to click the 'Help' button at the top of the screen, go to the section called 'Getting Started' and select 'How the templates work'.

Button 5 – Can I insert graphics?:

In certain templates you can change and add your organisational specific graphics.

All graphics need to be 150KB file size or less.

On each screen you will be provided with information on the required dimensions for a graphic.

You can insert graphics which are in the following file formats: jpeg, png, and gif.

For step-by-step instructions on how to complete prepare and insert new graphics, click the 'Help' button at the top of the screen and go to the section called 'Building your induction program' and select 'Working with graphics'. To prepare your graphics for insertion into the application you can use any suitable graphics application. If you do not have a graphics application, you can go to (insert Savv-e Central url) to download a suitable application.

Button 6 – Can I preview my work?:

You can preview both the page you are working on and the whole program. We recommend that you preview the whole program before you start making your edits and additions.

To find out more about previewing, click the 'Help' button at the top of the screen, go to 'Building your induction program' and select 'Previewing'.

Button 7 – Can I publish the program?:

When you are happy with your induction program you can publish it to the Savv-e Central website.

For instructions on how to do this, click the 'Help' button at the top of the screen.

Note: Make sure you have thoroughly checked through your program using the 'Preview Program' function before you publish. For instructions on how to do this, click the 'Help' button at the top of the screen and select 'Building your induction program' / 'Publishing the program'.

Button 8 – What are the recommended steps for creating my Flying Start program?:

Following are the steps we recommend you follow to create your induction program:

1. Thoroughly preview the sample program
2. Choose an interface from six contrasting options
3. Prepare your content edits and graphics
4. In 'Manage' make your edits and add any required additional pages of content
5. Thoroughly preview the program
6. Publish to the web



To find a step-by-step guide for how to complete each of these tasks, click the 'Help' button at the top of the screen and go to the section called 'Building your induction program'.

Button 9 – What best practices should I follow?:

Flying Start is set up following best-practice instructional principles for elearning to make it quick and easy for you to create your own high quality online induction program.

In 'Help' we have provided some simple practices to follow when you make your edits and customise the program to ensure consistency with the existing standards in the program and to achieve the best quality outcome. Click the 'Help' button at the top of the screen and then go to the section called 'Instructional design tips'.

Button 10 – How can I get more help?:

Click the 'Help' button at any time for step-by-step instructions for completing each task in the application. Help displays in a separate window on top of the Flying Start application.

Home

Template: Home Page

Heading Text:

Welcome to Clever Company

Default Text:

Congratulations on joining Clever Company. This program will help you discover what we're all about and guide you through your induction.

There are three topics:

'Welcome' – if this is your first time, this is a good place to start.

'First steps' will help you complete your initial induction activities.

'Next steps' has a list of tasks that come later in your induction process.

Prompt text:

Click the 'Help' button at the top of screen to learn more about the program. When you're ready, click one of the topic buttons to begin.

Image URL:

images/1_img0.png

Image Preview:

N/A

Logo Image URL:

Images/1_img1.png

Logo Image Preview:

N/A

Topic 1: Welcome

Template: Hot Spot

Heading Text:

Welcome aboard

Default text:

Welcome to Clever Company.

Our mission is to set the benchmark in business software innovation.

This is Jenny Vincent, our Chief Executive Officer.

Prompt Text:

Click Jenny's photo to see her message to you.

Click 'Next' to move on.

Image Title:

Jenny Vincent

Image URL:

images/2-1_img0.png

Image Preview:

N/A

Image Content:

Hi there, and welcome to the Clever Company family!

Here at Clever Company, we strive to provide innovative, quality business software solutions to satisfy our customer's business needs. To achieve our goals, we depend on the skills of exceptional people like you.

In this induction program, you'll learn more about us, your role in helping us achieve our goals, and also about the tasks you'll need to complete to help you settle in here at Clever Company.

Again, welcome aboard, and I look forward to meeting you in person soon!

Topic 1: Welcome
Template: Film Strip Vertical

Heading Text:

Who we are

Default Text:

Clever Company is a software development company that combines tradition and innovation to provide unique business solutions.

Prompt Text:

Click the images to learn more about us.
Use the arrows to scroll through the images.
Then click the 'Next' button to move on.

Image Titles:

Image 1:
INNOVATION

Image 2:
BUSINESS CULTURE ELEMENT 2

Image 3:
BUSINESS CULTURE ELEMENT 3

Image 4:
BUSINESS CULTURE ELEMENT 4

Image URL:

Image 1 – INNOVATION:
Images/2-2_img0.png

Image 2 – BUSINESS CULTURE ELEMENT 2:
Images/2-2_img0.png

Image 3 – BUSINESS CULTURE ELEMENT 3:
Images/2-2_img0.png

Image 4 – BUSINESS CULTURE ELEMENT 4:
Images/2-2_img0.png

Image Preview:

N/A

Image Content:

Image 1 – INNOVATION:

We pride ourselves on delivering high-quality, cutting-edge solutions that set us apart from other providers. We're always looking to push the boundaries of innovation and quality on every project.

Image 2 – BUSINESS CULTURE ELEMENT 2:

Insert the content that will display when the image is clicked.

Image 3 - BUSINESS CULTURE ELEMENT 3:

Insert the content that will display when the image is clicked.

Image 4 - BUSINESS CULTURE ELEMENT 4:

Insert the content that will display when the image is clicked.

Topic 1: Welcome
Template: Film Strip Vertical

Screen heading:

What we do

Default text:

Clever Company offers a range of customised software solutions as well as a set of off-the-shelf products.

Prompt text:

Click the images to learn more about our products and services.
Use the arrows to cycle through the images.
Then click the 'Next' button to move on.

Image Titles:

Image 1:
BUSINESS PROCESS ANALYSIS

Image 2:
BUSINESS FEATURE 2

Image 3:
BUSINESS FEATURE 3

Image 4:
BUSINESS FEATURE 4

Image URL:

Image 1 – BUSINESS PROCESS ANALYSIS:
Images/2-2_img0.png

Image 2 – BUSINESS FEATURE 2:
Images/2-2_img0.png

Image 3 – BUSINESS FEATURE 3:
Images/2-2_img0.png

Image 4 – BUSINESS FEATURE 4:
Images/2-2_img0.png

Image Preview:

N/A

Image Content:

Image 1 – BUSINESS PROCESS ANALYSIS:

We analyse your current business processes, and recommend appropriate software and infrastructure solutions to support these processes.

Image 2 – BUSINESS FEATURE 2:

Insert the content that will display when the image is clicked.

Image 3 – BUSINESS FEATURE 3:

Insert the content that will display when the image is clicked.

Image 4 – BUSINESS FEATURE 4:

Insert the content that will display when the image is clicked.

Topic 1: Welcome
Template: Evolution

Heading Text:

Our evolution

Default Text:

So, how did we get to where we are today, and where are we heading tomorrow?

The Clever Company story is one of humble beginnings, but with growing success and ever-expanding possibilities.

Prompt Text:

Click the buttons to learn our story.

Click 'Next' button move on.

Past Content:

After 10 years working as a programmer for a number of large companies, Jenny Vincent began Clever Company in 1990. Working from her home office, her first notable project was conducting a business process analysis for a major Sydney financial institution. As a result of her recommendations, Clever Company was chosen to develop several systems that resulted in dramatic improvements within the organisation. Due to the large scope of the work, Jenny decided to expand her operations to commercial premises, and bring in a full-time development team. The rest, as they say, is history!

Present Content:

Insert information re: where the company is today.

Future Content:

Insert information re: where the company is heading.

Topic 1: Welcome
Template: Film Strip

Heading Text:

Our structure

Default Text:

Our organisational structure here at Clever Company consists of four levels, each with its own clearly defined set of roles and responsibilities. Why don't you take a moment to familiarise yourself with each part of the company, and see where you fit in?

Prompt Text:

Click the small images on the right for a brief description of each level of the business.

Click the 'Next button to move on.

Image Titles:

Image 1:
CHIEF EXECUTIVE OFFICER (CEO)

Image 2:
MANAGERS

Image 3:
ASSISTANT MANAGERS

Image 4:
STAFF

Image URL:

Image 1 – CHIEF EXECUTIVE OFFICER (CEO):
Images/2-5_img0.png

Image 2 – MANAGERS:
Images/2-5_img0.png

Image 3 – ASSISTANT MANAGERS:
Images/2-5_img0.png

Image 4 – STAFF:
Images/2-5_img0.png

Thumb URL:

Image 1 – CHIEF EXECUTIVE OFFICER (CEO):

Images/2-5_thumb0.png

Image 2 – MANAGERS:

Images/2-5_thumb0.png

Image 3 – ASSISTANT MANAGERS:

Images/2-5_thumb0.png

Image 4 – STAFF:

Images/2-5_thumb0.png

Image Preview:

N/A

Thumb Preview:

N/A

Image Content:

Image 1 – CHIEF EXECUTIVE OFFICER (CEO):

Here's Jenny again. She's our Chief Executive Officer, and sits at the top of our business structure. The CEO is responsible for directing the business, and has final say on all decisions relating to Clever Company.

Image 2 – MANAGERS:

Insert the content that will display when the image is clicked.

Image 3 – ASSISTANT MANAGERS:

Insert the content that will display when the image is clicked.

Image 4 – STAFF:

Insert the content that will display when the image is clicked.

Topic 1: Welcome
Template: Button List

Heading Text:

Our vision

Default text:

At Clever Company, we aim to be the number one in innovative business software in the Asia Pacific region by focusing on the highest levels of client service and satisfaction. Our company goals guide us towards this vision.

Prompt text:

Click the buttons to see how we aim to achieve our vision.
Click the 'Next' button to move on.

Button Titles:

Button 1:
CLIENT FOCUS

Button 2:
VISION NAME 2

Button 3:
VISION NAME 3

Button 4:
VISION NAME 4

Image on Button Click:

Button 1 – CLIENT FOCUS:
Images/2-7_img0.png

Button 2 – VISION NAME 2:
Images/2-7_img0.png

Button 3 – VISION NAME 3:
Images/2-7_img0.png

Button 4 – VISION NAME 4:
Images/2-7_img0.png

Image Preview:

N/A

Button Content:

Button 1 – CLIENT FOCUS:

The needs of the client are our main focus. By focusing on the client's business goals at all times, we ensure that our deliverables not only meet, but often exceed client expectations.

Button 2 – VISION NAME 2:

Insert the content that will display when the button is clicked.

Button 3 – VISION NAME 3:

Insert the content that will display when the button is clicked.

Button 4 – VISION NAME 4:

Insert the content that will display when the button is clicked.

Topic 1: Welcome
Template: Button List

Screen heading:

Our values

Default text:

At Clever Company, we strive to promote certain values and behaviours in our people that we hope are demonstrated both in and outside of the workplace. These values encourage not only ethical business practices, but also good citizenship. The fact that you've come on board with us shows that you possess the characteristics we value so highly.

Prompt text:

Click the buttons to learn about our values.
Click the 'Next' button to move on.

Button Titles:

Button 1:
INTEGRITY

Button 2:
VALUE NAME 2

Button 3:
VALUE NAME 3

Button 4:
VALUE NAME 4

Image on Button Click:

Button 1 – INTEGRITY:
Images/2-7_img0.png

Button 2 – VALUE NAME 2:
Images/2-7_img0.png

Button 3 – VALUE NAME 3:
Images/2-7_img0.png

Button 4 - VALUE NAME 4:
Images/2-7_img0.png



Image Preview:

N/A

Button Content:

Button 1 – INTEGRITY:

Integrity and honesty are the cornerstones of our values. By acting ethically and responsibly in all business and personal dealings, you promote Clever Company (and yourself) as a business to be trusted and depended on.

Button 2 – VALUE NAME 2:

Insert the content that will display when the button is clicked.

Button 3 – VALUE NAME 3:

Insert the content that will display when the button is clicked.

Button 4 – VALUE NAME 4:

Insert the content that will display when the button is clicked.

Topic 1: Welcome
Template: Film Strip

Screen heading:

Meet our key people

Default text:

You've already met Jenny. Now it's time to meet some of the other key people within our organisation.

Prompt text:

Click the small images on the right to meet the Clever Company leadership team.

Click the 'Next' button to move on.

Image Titles:

Image 1:

Matthew Noble – Financial Controller

Image 2:

Name of key person 2

Image 3:

Name of key person 3

Image 4:

Name of key person 4

Image URL:

Image 1 – Matthew Noble – Financial Controller:

Images/2-8_img0.png

Image 2 – Name of key person 2:

Images/2-8_img0.png

Image 3 – Name of key person 3:

Images/2-8_img0.png

Image 4 – Name of key person 4:

Images/2-8_img0.png

Thumb URL:**Image 1 – Matthew Noble – Financial Controller:**

Images/2-8_thumb0.png

Image 2 – Name of key person 2:

Images/2-8_thumb0.png

Image 3 – Name of key person 3:

Images/2-8_thumb0.png

Image 4 – Name of key person 4:

Images/2-8_thumb0.png

Image Preview:

N/A

Thumb Preview:

N/A

Image Content:**Image 1 – Matthew Noble – Financial Controller:**

Matthew has been a key figure in the expansion of our organisation. He is responsible for assessing the financial impact of all business decisions, project budgeting and all other financial aspects of our organisation, including salaries.

Image 2 – Name of key person 2:

Insert the content that will display when the image is clicked.

Image 3 – Name of key person 3:

Insert the content that will display when the image is clicked.

Image 4 – Name of key person 4:

Insert the content that will display when the image is clicked.

Topic 1: Welcome
Template: Film Strip

Screen heading:

Team talk

Default text:

The Clever Company working environment is one of support, collaboration and open-mindedness. So what's it like to work for us? Let's hear from some of our team!

Prompt text:

Click the small images of each person to hear what they have to say. Click the 'Next' button to move on.

Image Titles:

Image 1:

Sarah Chan – programmer

Image 2:

Name and position of key member 2

Image 3:

Name and position of key member 3

Image 4:

Name and position of key member 4

Image URL:

Image 1 – Sarah Chan – programmer:

Images/2-9_img0.png

Image 2 – Name and position of key member 2:

Images/2-9_img0.png

Image 3 – Name and position of key member 3:

Images/2-9_img0.png

Image 4 – Name and position of key member 4:

Images/2-9_img0.png

Thumb URL:

Image 1 – Sarah Chan – programmer:

Images/2-9_thumb0.png

Image 2 – Name and position of key member 2:

Images/2-9_thumb0.png

Image 3 – Name and position of key member 3:

Images/2-9_thumb0.png

Image 4 – Name and position of key member 4:

Name and position of key member 4

Images/2-9_thumb0.png

Image Preview:

N/A

Thumb Preview:

N/A

Image Content:

Image 1 – Sarah Chan – programmer:

The culture here at Clever Company is wonderful. It's an extremely progressive, innovative organisation where your ideas and input are always encouraged. There's always someone on hand that's willing to talk through any issues or work out any problems you might run into.

Image 2 – Name and position of key member 2:

Insert the content that will display when the image is clicked.

Image 3 – Name and position of key member 3:

Insert the content that will display when the image is clicked.

Image 4 – Name and position of key member 4:

Insert the content that will display when the image is clicked.

Topic 1: Welcome
Template: Multiple Choice

Heading Text:

Information check

Default text:

From what you've learned about Clever Company so far, which three words do you think describe our culture and environment?

Prompt Text:

Select the correct options above, then click the 'Done' button on the right.

Prompt Next Text:

Click the 'Next' button to move on.

Options:

- A. Supportive (correct)
- B. Collaborative (correct)
- C. Progressive (correct)
- D. Conservative

Correct Answer Feedback:

Well done!

These words typify the Clever Company culture and environment.

Incorrect Answer Feedback:

That's not correct.

Have a look at the correct options. These words typify the Clever Company culture and environment.

Topic 1: Welcome
Template: General

Heading Text:

What's next?

Default text:

That's it for the 'Welcome' topic.

We're glad to have you as part of the Clever Company team. If you have any questions, please refer to the 'References' section of this module for key contact numbers or intranet links. Also, don't hesitate to talk to your manager or team leader if you have any other issues or concerns.

Welcome!

Prompt text:

Click the 'Next' button to begin the 'First Steps' topic which will walk you through your initial tasks.

Or, click the 'Exit' button to leave the course. Your place will be saved when you return.

Image URL:

Images/2-11_img0.png

Image Preview:

N/A

Topic 2: First steps

Template: Task Page

Heading Text:

First steps - tasks

Tasks (1):

INTRODUCTION

Task Content – INTRODUCTION:

Welcome to your first steps. These are a series of small tasks you'll need to complete to get you up and running.

You can move through the tasks either by clicking each task button to the left, or using the 'Back' and 'Next' buttons.

Some of the tasks in the checklist have a checkbox next to them. This denotes an activity you will need to complete. When you finish the task, click the task checkbox to mark it as complete

You'll notice a 'Checklist' button at the top of screen. As you complete tasks, they are also marked off on the main task checklist, which you can view at any time by clicking the 'Checklist' button.

Show Checkbox? – INTRODUCTION:

No

Checkbox Content – INTRODUCTION:

N/A

Additional Content – INTRODUCTION:

N/A

Task Prompt Text – INTRODUCTION:

Click a task button in the task menu, or click the 'Next' button to begin.

Tasks (2):**PC & EMAIL SETUP****Task Content – PC & EMAIL SETUP:**

Before you can log on to your computer, you'll need to speak to IT Support to set up your PC login and password, and also set up your email account. You can contact IT Support here:

Phone: 4789

Email: itsupport@flyingstart.com

Make sure you have your employee number and department name on hand.

Show Checkbox? – PC & EMAIL SETUP:

Yes

Checkbox Content – PC & EMAIL SETUP:

I have contacted IT Support, and have obtained my login and password details, and have also set up my email account.

Additional Content – PC & EMAIL SETUP:

I need to remember to update my password in a month's time.

Task Prompt Text – PC & EMAIL SETUP:

Click the task checkbox when you have completed this task.

Click the 'Next' button to move on.

Tasks (3):**PHONE SET UP****Task Content – PHONE SET UP:**

SmartTalk is the software used for messaging and our internal phone listing. Please contact the Telephone Helpdesk on 1456 to arrange over-the-phone training.

Show Checkbox? – PHONE SET UP:

Yes

Checkbox Content – PHONE SET UP:

I have contacted the Telephone Helpdesk, received my training. I can now make internal and external calls, as well as access the internal phone listing.

Additional Content – PHONE SET UP:

N/A

Task Prompt Text – PHONE SET UP:

Click the task checkbox when you have completed this task.

Click the 'Next' button to move on.

Tasks (4):
BANK DETAILS

Task Content – BANK DETAILS:

You'll need to complete an Employee Bank Details form to advise where your income should be deposited. If you don't already have a copy, this form is available on the Intranet. Once the form is completed, it should be sent to the Payroll Manager.

Show Checkbox? – BANK DETAILS:

Yes

Checkbox Content – BANK DETAILS:

I have completed my Employee Bank Details form, and have submitted the form to the Payroll Manager.

Additional Content – BANK DETAILS:

N/A

Task Prompt Text – BANK DETAILS:

Click the task checkbox when you have completed this task.
Click the 'Next' button to move on.

Tasks (5):
INTERNET

Task Content – INTERNET:

All employees have access to the Internet providing they have read and signed the Internet Usage and Information policy. Please read and sign the policy, which you should have received with your employment contract. If not, you can find a copy on the Intranet. Once complete, please give the form to your manager or team leader.

Show Checkbox? – INTERNET:

Yes

Checkbox Content – INTERNET:

I have read and signed the Internet Usage Information policy and submitted the form to my manager/team leader.

Additional Content – INTERNET:

N/A

Task Prompt Text – INTERNET:

Click the task checkbox when you have completed this task.
Click the 'Next' button to move on.

Tasks (6):
TIME SHEETS

Task Content – TIMESHEETS:

You'll need to record the time you allocate to your various projects, meetings and activities. This is done via the TimeMaster system which you can access through the Intranet, or through this link:

www.timemaster@sample.com

At the end of each week, you'll be required to submit your time break-down.

Show Checkbox? – TIMESHEETS:

No

Checkbox Content – TIMESHEETS:

N/A

Additional Content – TIMESHEETS:

N/A

Task Prompt Text – TIMESHEETS:

Click the 'Next' button to move on.

Tasks (7):
SECURITY ENTRY/EXIT

Task Content – SECURITY ENTRY/EXIT:

To gain entry to the building, you'll need to obtain a security pass with photo ID. Please contact the Security office to arrange your pass as soon as possible. Visitors to the building will need to obtain a temporary pass.

Your pass allows you access to the building during office hours. If you plan on arriving early, or working back, please notify the Security office in advance.

Show Checkbox? – SECURITY ENTRY/EXIT:

Yes

Checkbox Content – SECURITY ENTRY/EXIT:

I have contacted the Security office to arrange my security pass.

Additional Content – SECURITY ENTRY/EXIT:

N/A

Task Prompt Text – SECURITY ENTRY/EXIT:

Click the task checkbox when you have completed this task.
Click the 'Next' button to move on.

Tasks (8):
COMPANY INTRANET

Task Content – COMPANY INTRANET:

We have a company Intranet that serves as the primary means of sharing information. This includes:

- Business Development
- Human Resources
- IT
- Marketing
- Sales

All key contacts (e.g. Security, IT support, etc.) can be located via the Intranet.

Show Checkbox? – COMPANY INTRANET:

No

Checkbox Content – COMPANY INTRANET:

N/A

Additional Content – COMPANY INTRANET:

N/A

Task Prompt Text – COMPANY INTRANET:

Click the 'Next' button to move on.

Tasks (9):
INTERNAL CONTACT LIST

Task Content – INTERNAL CONTACT LIST:

All relevant contact numbers are available via the SmartTalk phone system. Other contacts are available on our Intranet.

Show Checkbox? – INTERNAL CONTACT LIST:

No

Checkbox Content – INTERNAL CONTACT LIST:

N/A

Additional Content – INTERNAL CONTACT LIST:

N/A

Task Prompt Text – INTERNAL CONTACT LIST:

Click the 'Next' button to move on.

Tasks (10):
COMPANY DRESS CODE

Task Content – COMPANY DRESS CODE:

The standard dress code at Clever Company is smart casual. Jeans can be worn, as long as they are not ripped. Running shoes are not acceptable. Check out the Intranet for more information if required.

Show Checkbox? – COMPANY DRESS CODE:

No

Checkbox Content – COMPANY DRESS CODE:

N/A

Additional Content – COMPANY DRESS CODE:

N/A

Task Prompt Text – COMPANY DRESS CODE:

Click the 'Next' button to move on.

Tasks (11):
EMERGENCY EVACUATION PROCEDURE

Task Content – EMERGENCY EVACUATION PROCEDURE:

You'll need to arrange a time to meet with your floor warden who will run you through our emergency evacuation procedure. A list of floor wardens can be found on the Intranet.

Show Checkbox? – EMERGENCY EVACUATION PROCEDURE:

Yes

Checkbox Content – EMERGENCY EVACUATION PROCEDURE:

I have arranged a meeting with a floor warden.

Additional Content – EMERGENCY EVACUATION PROCEDURE:

N/A

Task Prompt Text – EMERGENCY EVACUATION PROCEDURE:

Click the task checkbox when you have completed this task.
Click the 'Next' button to move on.

Topic 3: Next steps

Template: Task Page

Heading Text:

Next steps – tasks

Tasks (1):

INTRODUCTION

Task Content – INTRODUCTION:

Welcome to your next steps. These are a series of tasks you'll need to work through to complete your induction training.

You can move through the tasks the tasks by clicking each task button to the left, or using the 'Back' and 'Next' buttons.

As you complete each task, you'll be prompted to click the task checkbox, and/or populate the task details field to mark the task as complete. You'll notice a 'Checklist' button at the top of screen. As you complete tasks, they are also marked off on the main task checklist, which you can view at any time by clicking the 'Checklist' button.

Show Checkbox? – INTRODUCTION:

No

Checkbox Content – INTRODUCTION:

N/A

Additional Content – INTRODUCTION:

N/A

Task Prompt Text – INTRODUCTION:

Click a task button in the task menu, or click the 'Next' button to begin.

Tasks (2):

IT HELP

Task Content – IT HELP:

Insert the task information that will display when the task button is clicked.

Show Checkbox? – IT HELP:

Yes

Checkbox Content – IT HELP:

Insert a brief completion summary for the task (e.g. I have obtained my log on details).

Additional Content – IT HELP:

Insert any additional information related to completing the task (e.g. I should make a note to update my Intranet password every 6 months).

Task Prompt Text – IT HELP:

Click the task checkbox when you have completed this task.
Click the 'Next' button to move on.

Tasks (3):

OH&S POLICY

Task Content – OH&S POLICY:

Insert the task information that will display when the task button is clicked.

Show Checkbox? – OH&S POLICY:

Yes

Checkbox Content – OH&S POLICY:

Insert a brief completion summary for the task (e.g. I have obtained my log on details).

Additional Content – OH&S POLICY:

Insert any additional information related to completing the task (e.g. I should make a note to update my Intranet password every 6 months).

Task Prompt Text – OH&S POLICY:

Click the task checkbox when you have completed this task.
Click the 'Next' button to move on.

Tasks (4):**REQUISITION/EXPENSE FORMS****Task Content – REQUISITION/EXPENSE FORMS:**

Insert the task information that will display when the task button is clicked.

Show Checkbox? – REQUISITION/EXPENSE FORMS:

Yes

Checkbox Content – REQUISITION/EXPENSE FORMS:

Insert a brief completion summary for the task (e.g. I have obtained my log on details).

Additional Content – REQUISITION/EXPENSE FORMS:

Insert any additional information related to completing the task (e.g. I should make a note to update my Intranet password every 6 months).

Task Prompt Text – REQUISITION/EXPENSE FORMS:

Click the task checkbox when you have completed this task.
Click the 'Next' button to move on.

Tasks (5):**LEAVE****Task Content – LEAVE:**

Insert the task information that will display when the task button is clicked.

Show Checkbox? – LEAVE:

Yes

Checkbox Content – LEAVE:

Insert a brief completion summary for the task (e.g. I have obtained my log on details).

Additional Content – LEAVE:

Insert any additional information related to completing the task (e.g. I should make a note to update my Intranet password every 6 months).

Task Prompt Text – LEAVE:

Click the task checkbox when you have completed this task.
Click the 'Next' button to move on.

Tasks (6):
CAB CHARGE

Task Content – CAB CHARGE:
Insert the task information that will display when the task button is clicked.

Show Checkbox? – CAB CHARGE:
Yes

Checkbox Content – CAB CHARGE:
Insert a brief completion summary for the task (e.g. I have obtained my log on details).

Additional Content – CAB CHARGE:
Insert any additional information related to completing the task (e.g. I should make a note to update my Intranet password every 6 months).

Task Prompt Text – CAB CHARGE:
Click the task checkbox when you have completed this task.
Click the 'Next' button to move on.

Tasks (7):
EEO POLICY

Task Content – EEO POLICY:
Insert the task information that will display when the task button is clicked.

Show Checkbox? – EEO POLICY:
Yes

Checkbox Content – EEO POLICY:
Insert a brief completion summary for the task (e.g. I have obtained my log on details).

Additional Content – EEO POLICY:
Insert any additional information related to completing the task (e.g. I should make a note to update my Intranet password every 6 months).

Task Prompt Text – EEO POLICY:
Click the task checkbox when you have completed this task.
Click the 'Next' button to move on.

Tasks (8):**PERFORMANCE MANAGEMENT****Task Content – PERFORMANCE MANAGEMENT:**

Insert the task information that will display when the task button is clicked.

Show Checkbox? – PERFORMANCE MANAGEMENT:

Yes

Checkbox Content – PERFORMANCE MANAGEMENT:

Insert a brief completion summary for the task (e.g. I have obtained my log on details).

Additional Content – PERFORMANCE MANAGEMENT:

Insert any additional information related to completing the task (e.g. I should make a note to update my Intranet password every 6 months).

Task Prompt Text – PERFORMANCE MANAGEMENT:

Click the task checkbox when you have completed this task.
Click the 'Next' button to move on.

Tasks (9):**COURIERS****Task Content – COURIERS:**

Insert the task information that will display when the task button is clicked.

Show Checkbox? – COURIERS:

Yes

Checkbox Content – COURIERS:

Insert a brief completion summary for the task (e.g. I have obtained my log on details).

Additional Content – COURIERS:

Insert any additional information related to completing the task (e.g. I should make a note to update my Intranet password every 6 months).

Task Prompt Text – COURIERS:

Click the task checkbox when you have completed this task.
Click the 'Next' button to move on.

Tasks (10):**ACRONYM LIST****Task Content – ACRONYM LIST:**

Insert the task information that will display when the task button is clicked.

Show Checkbox? – ACRONYM LIST:

Yes

Checkbox Content – ACRONYM LIST:

Insert a brief completion summary for the task (e.g. I have obtained my log on details).

Additional Content – ACRONYM LIST:

Insert any additional information related to completing the task (e.g. I should make a note to update my Intranet password every 6 months).

Task Prompt Text – ACRONYM LIST:

Click the task checkbox when you have completed this task.
Click the 'Next' button to move on.

Tasks (11):**MEETING ROOM****Task Content – MEETING ROOM:**

Insert the task information that will display when the task button is clicked.

Show Checkbox? – MEETING ROOM:

Yes

Checkbox Content – MEETING ROOM:

Insert a brief completion summary for the task (e.g. I have obtained my log on details).

Additional Content – MEETING ROOM:

Insert any additional information related to completing the task (e.g. I should make a note to update my Intranet password every 6 months).

Task Prompt Text – MEETING ROOM:

Click the task checkbox when you have completed this task.
Click the 'Next' button to move on.

Tasks (12):
STATIONARY

Task Content – STATIONARY:

Insert the task information that will display when the task button is clicked.

Show Checkbox? – STATIONARY:

Yes

Checkbox Content – STATIONARY:

Insert a brief completion summary for the task (e.g. I have obtained my log on details).

Additional Content – STATIONARY:

Insert any additional information related to completing the task (e.g. I should make a note to update my Intranet password every 6 months).

Task Prompt Text – STATIONARY:

Click the task checkbox when you have completed this task.
Click the 'Next' button to move on.

Tasks (13):
CHANGING BANK DETAILS

Task Content – CHANGING BANK DETAILS:

Insert the task information that will display when the task button is clicked.

Show Checkbox? – CHANGING BANK DETAILS:

Yes

Checkbox Content – CHANGING BANK DETAILS:

Insert a brief completion summary for the task (e.g. I have obtained my log on details).

Additional Content – CHANGING BANK DETAILS:

Insert any additional information related to completing the task (e.g. I should make a note to update my Intranet password every 6 months).

Task Prompt Text – CHANGING BANK DETAILS:

Click the task checkbox when you have completed this task.
Click the 'Next' button to move on.

Tasks (14):

SUPERANNUATION DETAILS

Task Content – SUPERANNUATION DETAILS:

Insert the task information that will display when the task button is clicked.

Show Checkbox? – SUPERANNUATION DETAILS:

Yes

Checkbox Content – SUPERANNUATION DETAILS:

Insert a brief completion summary for the task (e.g. I have obtained my log on details).

Additional Content – SUPERANNUATION DETAILS:

Insert any additional information related to completing the task (e.g. I should make a note to update my Intranet password every 6 months).

Task Prompt Text – SUPERANNUATION DETAILS:

Click the task checkbox when you have completed this task.
Click the 'Next' button to move on.