

This training program was developed specifically with new administrators in mind. There are 11 modules total, with some broken down into sub-modules (e.g., 2A, 2B).

First, select your path from the chart below and mark in the first column. Then use the checklist below to note which modules you've completed. Feel free to print out this sheet or save it to your desktop to track your training progress.

Choose Your Path

The chart below lists suggested modules, based on three factors: 1) Admin Role, 2) License Level and 3) Frequency of Use – How often do you expect to use InfoReady? Not sure of your role or license level? Just ask support@inforeadycorp.com!

My Path (X)	License Level	Admin Role	Frequency of Use	Suggested Modules	Estimated Time*
	All/Any	Regular	Occasionally	1, 3A, 4, 5, 6	2-3 hours
	Platinum/Gold	Global	Regularly	1-11	3-5 hours
	Platinum/Gold	Super	Regularly	1-11	3-4 hours
	Platinum/Gold	Regular	Regularly	1-8, 10-11	2-3 hours
	Silver	Super	Regularly	1-7, 9	3-4 hours
	Silver	Regular	Regularly	1-7	2-4 hours
	Bronze	Super	Regularly	1-7	2-3 hours

* Modules are broken down into smaller time segments no longer than 60 minutes each. You do not have to complete all the suggested modules to launch or manage an opportunity.

Modules List

☐ 1: First Things First

2: End User Experience

- ☐ 2A - Applicant Experience
- ☐ 2B - Reviewer Experience

3: Creating Opportunities

- ☐ 3A - Ways to Approach Creating
- ☐ 3B - Details
- ☐ 3C - Requirements
- ☐ 3D - Routing Steps
- ☐ 3E - Notifications
- ☐ 3F - Progress Reports
- ☐ 3G - Finalize

4: Managing Opportunities

- ☐ 4A - Manage Tab
- ☐ 4B - Manage View & Local Navigation Menu
- ☐ 4C - Navigating the Data Grid

5: Managing Applications

- ☐ 5A - Pre-Review Stage
- ☐ 5B - Review Process
- ☐ 5C - Awarding and Rejecting
- ☐ 5D - Post-Award Stage
- ☐ 6: Reporting
- ☐ 7: Letter of Intent (LOI) Opportunities
- ☐ 8: Multitrack Opportunities
- ☐ 9: Site Set Up (Super and/or Global Admins)
- ☐ 10: Making the Most of InfoReady
- ☐ 11: Form Designer Template