

TIPWeb-IT Bundle Training Plan

Welcome! The TIPWeb-IT Bundle Learning Plan has been created to provide a comprehensive training through the use of pre-recorded videos and live webcast training sessions.

Pre-Training Requirements:

- Watch the videos within the TIPWeb-IT Application Overview. Access by going to the Basics Video Library (link below)
- Review the Management Quicklinks step by step pages within the Help (links below)

Support Center:

<https://support.hayessoft.com/>

Basics Video Library:

https://www.youtube.com/playlist?list=PL7Hly4mXlsx5_neFXJT9_Z0LoMkJjDZZe

Step 1: Pre-Training Video Requirements

Before training watch the videos under the category **TIPWeb-IT Application Overview**.

Category	Topic	Description	Length
TIPWeb-IT Application Overview	Benefits of Centralized Database	Describes the benefits of a Centralized Database.	2:04
	PinPoint Items with Tags	How Tags can make finding items easier.	7.01
	Interface Introduction / Common Icons	Gain knowledge to successfully navigate within the TIPWeb-IT application.	11.50
	Log on / Change Password	Review the steps to log in and change your password.	2:36

Help Step by Steps to Review		
Management QuickLinks	Asset Conditions	Asset Conditions are the categories of conditions sites use to indicate how much damage an asset has taken in its lifecycle: for example, Good (little to no damage), Fair (minor damage), and New.
	District Settings	District Settings allows the administrative level to set a preference which affects user experiences within TIPWeb-IT.
	Inventory Management Settings	Capability to manage inventory for Rooms, Staff, Students, Rooms and specified Statuses.
	Notification Setting	Allows a site user to collect a tag that needs to be repaired.
	User Role Settings	Review and customize permissions for your "Site Admins" and "Site Users"
	Transfer Settings	Settings to manage the transfer of assets from site to site, room to room and requires approvals and signatures.
	E-Mail Notifications	Options to setup E-Mail Notifications based on areas of the application and user roles.
	Funding Sources	Funding Sources are the identifiable sources which represent a sum of money or other financial resources used to purchase an item.
	Report Settings	Report Settings allows the administrative level to add information that appears on specific reports.
	Room Types	Room Types are general categories used to label different kinds of rooms within a site.