INEIGHT

INEIGHT EDUCATION & TRAINING TEAM
QUARTERLY UPDATE

This quarter, the Education and Training team is excited to share new content now available in the InEight Knowledge Library, InEight U, and the new Education and Training SharePoint Portal.

INEIGHT KNOWLEDGE LIBRARY

We've recently made some enhancements to the InEight Knowledge Library. Design updates have been made to both InEight Document landing pages: Classic and Enhanced. The video page for Document (Classic) has been completely redesigned for easier browsing and searching. Look out for similar updates to our other product pages coming soon. Knowledge Library page updates for the new 21.5 menu have commenced with Document modules. These updates include Getting Started, Documents, Mail, Administration and Transmittals.

NEW INTEGRATED SOLUTIONS PAGE

This quarter, we built a brand-new Integrated Solutions learning sub-site. This page includes a video landing page for all product video channels and an FAQ page that includes links to the InEight U FAQs and InEight Document (Classic) FAQs. Other product FAQs and business process resources will be added to this page as they become available.

LOOKING FOR NEW VIDEOS?

Here are the latest video updates:

- Doc – Introducing the New UI
- Doc – Introduction to InEight Document (EUI)
- Doc – Bulk Replacement or Removal of Form Recipients
- Doc – Forms Video Change Form Status in Bulk
- Doc – Duplicate Forms
- Doc – Generate Forms in Bulk
- Doc – Transfer Form Ownership
- Doc – Initiating a Form
- Doc – Managing Form Access
- Doc – Cancelling a Form
- General Navigation (new UI)
- Contract – Schedule of Values Tab (integration with Plan)
- Change – Pricing Tab
- Change – Cost Items Pricing (integration with Control)
- Report – Create & Use a Tag
- Explore – Settings Page
- Schedule – Schedule Overview
- Schedule – Short Interval Planning Steps
- Schedule – Short Interval Planning Resources
- Completions Mobile – Overview
- Completions Mobile – Issues module

CUSTOMER ONBOARDING SUPPORT

We are always looking for opportunities to improve the customer experience, including onboarding support. The following resources have been created this quarter:

- Introduction to InEight U video
- Education and Training onboarding guide
- New Learning Resources Flyer
- Certification and Course Enrollment Links resource
- InEight DOC Course summaries
- Summary Meeting Template
- Agenda Template
- Learning Pathways
- Quick Guides

INEIGHT U CONTENT

InEight U has received another design update with new links, additional tagging to improve search capabilities and a new Model product page. A number of eLearning courses were also created this quarter including:

- Six new Estimate webinars (under Additional Estimate Resources)
- New Document Classic Administration webinar
- New Document EUI Administration webinar
- Five new Model webinar courses
- New and improved Schedule Essentials course
- Updated Completions Administration course

WHAT'S COMING UP?

Over the next quarter, we'll continue updating content for the new UI and refining our Next Gen approach to instructor-led training. We'll continue to develop the Knowledge Library and further explore opportunities to improve customer experience.

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