

Vitero Management System (VMS) Training Service Description

General information:

- Goal: using the Vitero Management Systems (VMS) as administrator or team leader
- Target group: system or customer administrators, team leaders
- Team size: 4 – 8 participants
- Requirement: **vitero** basic training for chairs, computer skills
- Duration: 2 x 90 minutes (online)
- Technical requirements: Windows PC or Mac with DSL internet connection, PC headset, webcam (optional); every participant is responsible for his hardware; for system requirements see: http://www.vitero.de/docs/vitero_sr_client_saas.pdf
- Hand-out: training materials
- Participants receive a certificate

Training contents:

- Create new teams and assign team leader rights (administrators)
- Create user accounts, assign and delete them
- Create appointments and invite participants
- Provide contents (team folder, public folder, ...) and prepare them optimally
- Hints for Named Moderators