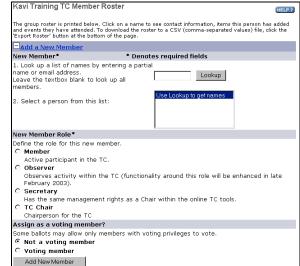
### TC Chairs Training Outline

- 1. Overview concepts
  - Public vs. Private
  - · Common Interface Elements
  - Visibility based on Privileges
- 2. All Groups and My Groups
  - Differences between the 2 views
  - Personalization of My Groups page
  - Each group has the same set of tools discuss navigation options
    - i. Calendar
    - ii. Document Repository
    - iii. Ballots
    - iv. Action Item Tracking
    - v. E-mail threads and notification
    - vi. Search

## Go to a group where you are chair

- 3. Manage Roster
  - Entire list at bottom of page query tool above to limit list view
  - Discuss Roles & Voting privileges
  - Export Roster MS Excel or CSV
  - Add a New Member button person must exist in Oasis overall membership

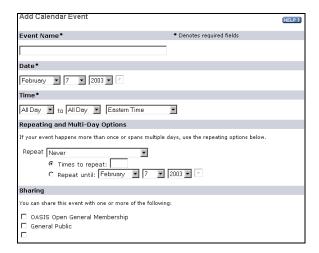


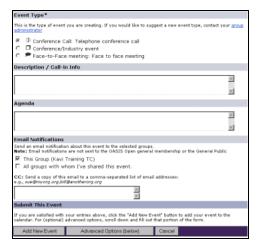


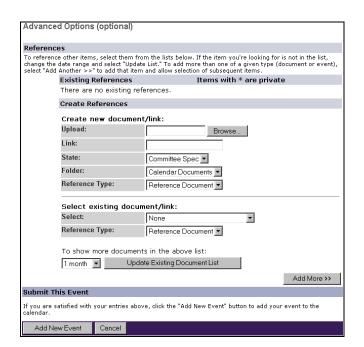
- 4. Manage Email Templates
  - · Email that goes to new members or deleted members

### 5. Calendar

Add an event & attach a document to it.

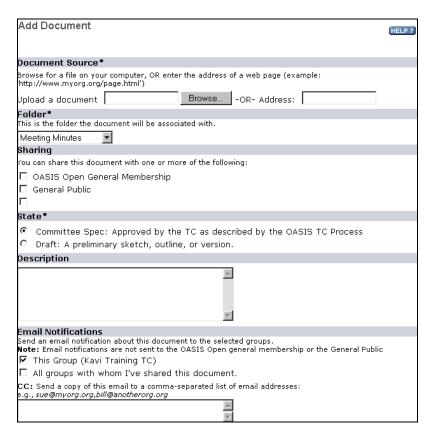






#### 6. Documents

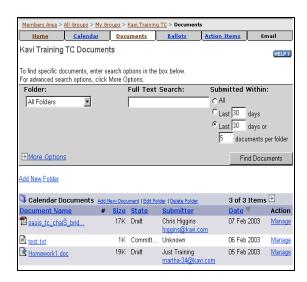
Add a new document

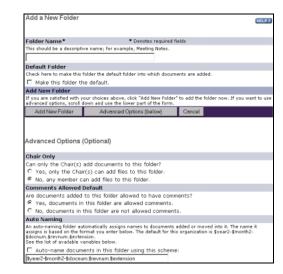


Manage a document (plus Revisions)



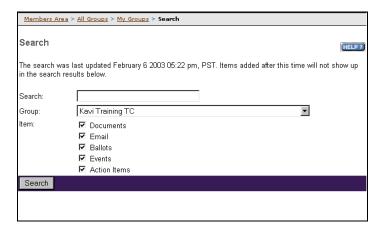
#### · Add a new Folder





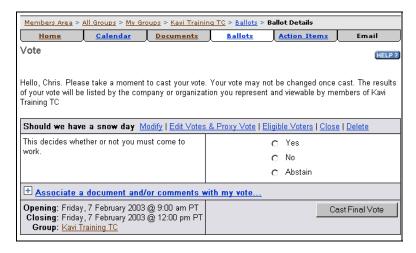
#### 7. Search

Search 1 to many groups at a time

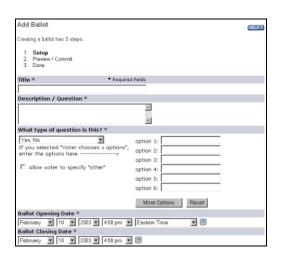


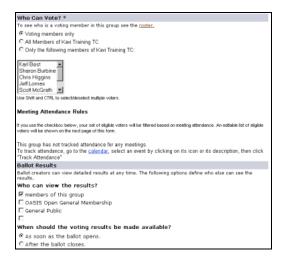
## 8. Balloting

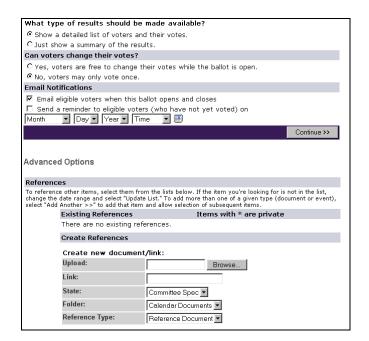
Vote on existing ballot



### Create a Yes/No Ballot







# 9. Action Items

- · Create an assign an action item to another member
- Only chairs have permission to close out an action item

