# OrgPlus Training

## Getting Started Training (30 minutes)

Altula Getting Started training is offered as an open session training twice a month. Open Session trainings refer to one trainer and multiple organisations in the session. Open session training is based on a pre-defined schedule. Getting Started training includes the following:

- Create a data source
- Import data
- Apply a template
- Customize box and field formatting
- Format the master page
- Create a basic profile
- *Premium feature highlight: View pre-built reports
- Perform searches
- *Premium feature highlight: Use the track changes panel
- Publish to PPT and PDF

FREE with purchase of Support and Maintenance.
Without purchase of Support and Maintenance:
£ 65/person - € 75/person - $ 99/person

## Basic Training (approximately 1 hr)

Altula basic training is designed for you if you are new to OrgPlus organisational charting and want a fast start on productivity. Basic training is a closed session overview, and demonstrates use of the product using our test data. Closed Session trainings have one trainer and only one organization in the training. Basic training includes the following:

- Introduction to the user interface
- Using templates
- Basic navigation
- Refreshing your charts
- Building your data source
- Defining formulas
- Importing data to create charts
- Creating Profiles and Directories
- Sub-charting
- Formatting boxes, lines, fields, etc.
- Performing Searches

Closed Session Basic Training:
£ 165/person - € 200/person - $ 269.00/Person

## Advanced Training (approximately 2 hrs)

The Altula advanced training program is a closed session that takes a more in-depth look at OrgPlus and will teach you how to automatically create and distribute org charts. Closed Session trainings have one trainer and only one organisation in the training. This training is ideal if you want to increase your charting power by learning the advanced features of OrgPlus. Advanced training includes the following:

- Using advanced import settings
- Using the Photo Manager
- Creating groups
- Creating hotspots
- Creating multi-record boxes
- Inserting multiple charts in a chart file
- Defining conditional formats
- Using constants in formulas
- Adding smart fields
- Using the Publisher
- Defining chart rules
- Using the Scheduler
- Consolidating charts

You should already have a firm understanding of the following before participating in Altula Advanced Training:

- Importing Data
- Formatting box colors and fields
- Creating Profiles and Directories
- Refreshing chart data
- Publishing charts

Closed Session Advanced Training:
£ 165/person - € 200/person - $ 269.00/Person

## Altula Custom Training

- Customised training is available if you desire training on your own system, or would like a Trainer to personally assist you with building your charts.
- Custom training can include any aspect of the system that you request and will utilise your own data.

Not available for purchase online. If interested, please contact a Technical Sales Specialist at support@altula.co.uk who will initiate the process and provide you with an appropriate estimate.

## Altula Chart Assistance

- Chart Assistance is available if you do not have the time or personnel to build your charts internally. A training specialist will scope your requirements and create charts using the data you provide.

Not available for purchase online. If interested, please contact a Technical Sales Specialist at support@altula.co.uk who will initiate the process and provide you with an appropriate estimate.