

SOFTWARE

Edison Trainer's Guide

Fruit

Vegetables

Grain

Grain

September 2014

Su	Mo	Tu	We	Th	Fr	Sa
31	X	X	X	X	X	X
X	X	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

SAMPLE

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SAMPLE

SAMPLE



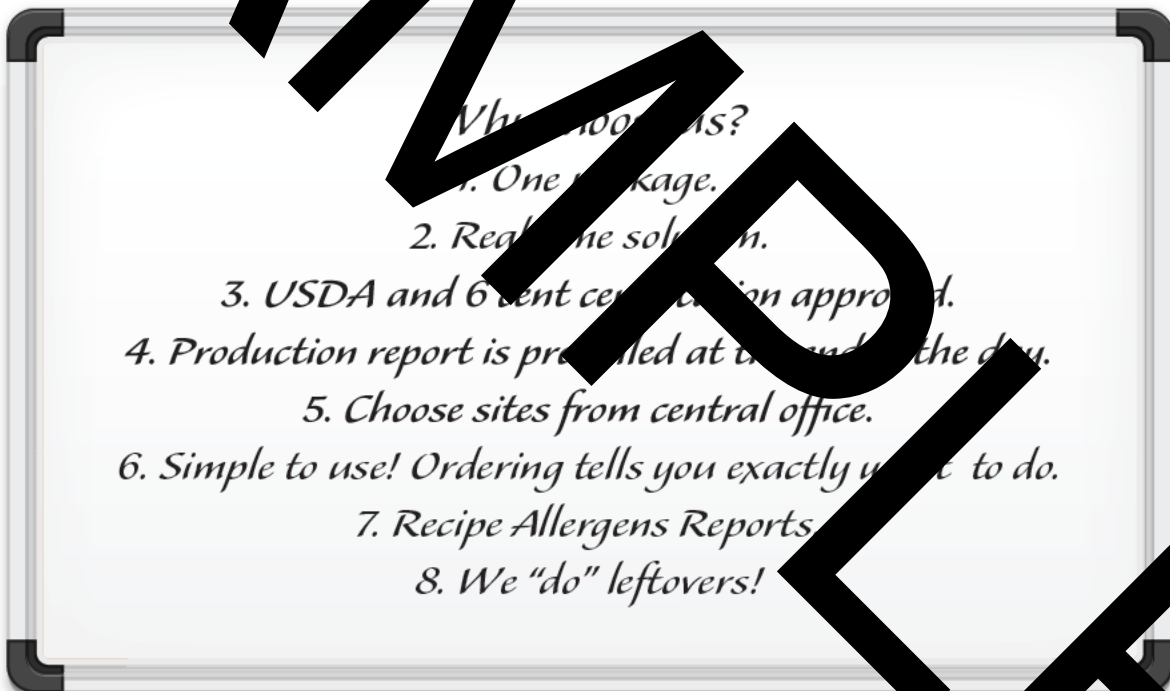
Introduction Activity

The purpose of this activity is for the trainer to get to know the trainees names, build rapport, and become familiar with their expectations based on previous software experiences. There may be a few negative experiences with software that are shared during this activity. Once introductions and experiences are shared, combat negative attitudes by reinforcing the positive facets and excellent quality of software programs and their support team.

1. Ask trainees to introduce themselves and describe their software experiences in the words of a chef.



Explain Why You Are the Best



Quiz

Have a three - five question oral quiz to acclimate trainees to future oral quizzes.

Question 1: What's my (trainer's) name?

Question 2: What is Edison approved for?

Question 3: Does Edison do leftovers?

Preparation Checklist

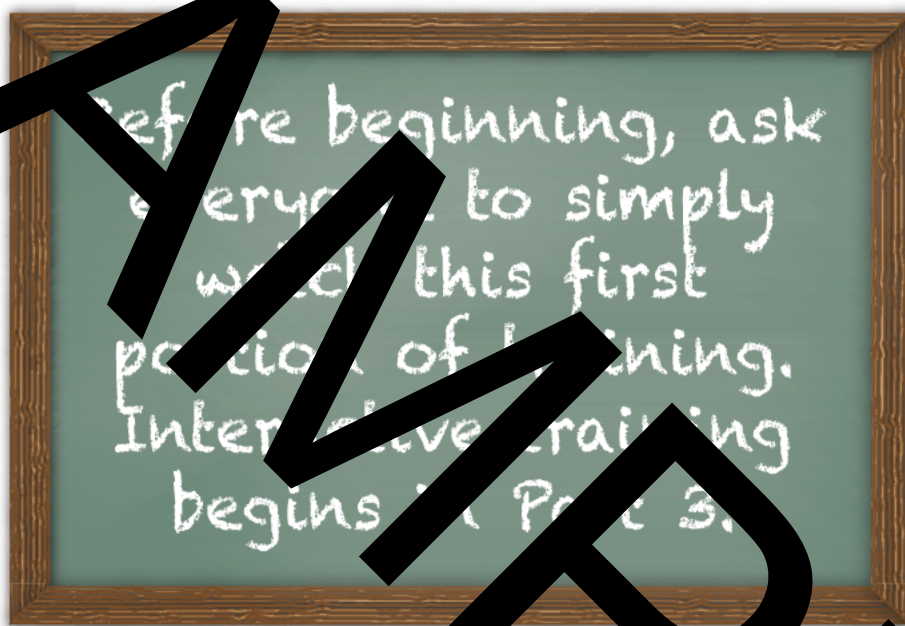
Before you go on-site to train complete the following:

1. Test Databases: Create a test database and set up all the trainees' usernames and passwords. To create a test database:

- a. Select *Administration* Tab.
- b. Click *Miscellaneous* button and select *Test Database* in the drop down menu.
- c. Click *Add New* in the *Test Database Maintenance* window.
- d. Choose either *copy the currently running Live database* or *Copy test database 'Test Ordering'* before clicking *Ok*.
- e. Name the new database and click *Ok*.
- f. Test database should appear in the list of databases displayed in the *Test Database Maintenance* window.

Part 1: Introducing Daily Functions

Starting with a brief overview of what your normal day in Edison will look like, this section is meant to be an overview only. See just how easy this program is to use at the end of this section.



1. **Open Edison:** Click on the Edison icon to open the program, let the program load, and then sign in with your username and password. **Don't forget to log in to the test database** (see Part 2 on page 14 for details).
 - a. **News and Announcements:** Upon login, we send important information to Districts. If an announcement comes up—read it. Explain it once it's read, and checked off as read, the announcement goes away.
 - b. **Location:** Stay under the *Home* and *Reports* ribbon tabs during training. Briefly explain the functions of each icon under these ribbon tabs.
 - c. **Closing, Expanding, and Collapsing Tabs:** Form tabs open with each new action in Edison. Close tabs once

*Be the expert;
prepare, be ready,
and be confident!
Vocalize how easy
Edison is to use.*