ONLINE
EDITOR TRAINING

webmanuals

The **Online Editor Training** is for new editors who are starting to work as editors in Web Manuals and existing editors who are in need of a refresher. The training is divided into two parts:

- The first part begins when the participants start watching the assigned videos.
- The second part is the online training session in which one of our certified instructors will practically guide the participants to work in the system and a designated Q&A part so editors begin editing their manuals in the system.

AGENDA OF INSTRUCTOR-LED SESSION

- Create new document
- Import a Word document
- The logic of revision & issue/edition number
- Lifecycle of a document
- Document smart modules
- Review
  - Sending the document to the reviewer
  - How to review a document as a reviewer and as an editor.
  - What happens when a page is rejected by the reviewer?
- Publish a document
- Compliance session
  - How to link requirements to your different manuals
  - How to control compliance warnings
  - How to update a compliance warning

REQUIREMENTS

It is beneficial if the participants have editor or admin access and access to a test category. This will allow them to practice in the system before and after the training. Before the session begins, the participants must:

- Watch the assigned videos.
- Preferably practice in the system with a test category before the session starts

Length
Between 3-4 hours

Desired outcome:
After completing the training, the participants will feel more comfortable in Web Manuals editor.