



## **MarcomCentral Online Admin & Template Creation Training Agenda**

### **Session 1: Admin Tool, Groups & Users – 2 hrs. (10AM – 12PM PST)**

1. Instructor-led training (ILT) via Microsoft Teams (~2 hours)
  - a. Review Users and Groups
  - b. Review navigation of the Admin tool
  - c. Review Account Settings
  - d. *Optional: Setting up Shipping, Addresses, and Cost Centers*
2. Hands-On Exercise
  - a. Create Group(s)
  - b. Create Users (Purchaser & Sr. Purchaser)
  - c. Log-in to test each User
3. Videos to watch in MarcomCentral Academy (MCA) – **Approx. length = 1 hr. total**
  - a. Watch how to log in and access MarcomCentral Academy video – included in training preparation email
  - b. *MarcomCentral Admin Tool Overview* video
  - c. *Portal Users Course (Groups & Users)*
  - d. *Optional: Using Shipping in MCC* video
  - e. *Optional: Shipping & Checkout* video

### **Session 2: Products & Catalog Editor – 2 hrs. (10AM – 12PM PST)**

1. Q&A + ILT (~2 hours)
  - a. Review of Product Types
  - b. Review of Catalog Editor
  - c. Test Products in Portal
2. Hands-On Exercise
  - a. Create Static Product for Print & Digital Delivery – Travel Insurance Flyer
  - b. Create Static Digital Delivery (DD) only – Time2Travel logo
  - c. Create Versioned Product – Destination Flyer
  - d. Add and Publish in Catalog Editor
  - e. Test in Portal and approve Product
3. Videos to watch in MCA – **Approx. length = 1 hr. 5 min. total**
  - a. *Product Type Overview*
  - b. *Static Product Creation*
  - c. *Versioned Product Creation*
  - d. *Catalog Editor*

### **Session 3: Additional Functions – 2 hrs. (10AM – 12PM PST)**

1. Q&A + ILT (~2 hours)
  - a. Review of Advanced Search setup
  - b. Review of how to Copy Products
  - c. Review of creating Product Profiles – Seasonal Flyer



- d. Review of Bulk Operations (creating additional SKUs for Seasonal Flyer)
- 2. Hands-On Exercise
  - a. Add Custom Facets & Apply to Products
  - b. Create Products from Profile/Copy using Bulk Ops
    - i. Seasonal Flyer
    - ii. Time2Travel Brochure
- 3. Videos to watch in MCA – **Approx. length = 30 mins total**
  - a. *Advanced Search Setup* video
  - b. *Copy Product* video
  - c. *Bulk Operations* video
  - d. *Product Profiles* video

**Session 4: Intro to FusionPro and Template Creation Process – 2 hrs. (10AM – 12PM PST)**

- 1. Q&A – ILT (~2 hours)
  - a. Overview of phases and steps
  - b. Review of configuring templates in MarcomCentral
  - c. Testing in Admin Tool & Portal
- 2. Hands-On Exercise
  - a. Export/Build “Services Flyer”
  - b. Upload and configure in Marcom; replace the files uploaded in Admin Session 2
  - c. Test in the Portal
- 3. Videos to watch in MCA – **Approx. length = 1.5 hrs. total**
  - a. *Building a Custom PDF for MarcomCentral* video
  - b. *Template Setup for Versioned Items* video

**Session 5: Steps Review and Template Build – 2 hrs. (10AM – 12:30PM PST)**

- 1. Q&A – ILT (~2 hours)
  - a. Review steps/actions for template build
  - b. Walk through building a “Business Card” template
  - c. Upload and configure in MCC
- 2. Hands-On Exercise
  - a. Build Business Card
  - b. Upload to MarcomCentral & configure
    - i. Build the Product or work with Admin to get Product Built
  - c. Test in Portal

**Session 6: 1 to 1 Customer Session/Q&A (optional)**

- 1. ILT – Content TBD (1 hr.)
  - a. Customer gets time with a trainer
  - b. Contact Onboarding Project Manager to schedule
  - c. Content TBD, but should be established prior to meeting