

FY2019 Training Schedule

ALL Sessions will take place from 1:00pm (MDT) through 3:00 (MDT)

Please see the HabITS Training and Events Calendar for local times

Schedule

Wednesday May 29, 2019 - This will be geared to **NEW BIOLOGISTS** who have not been in HabITS V5 very much (if at all). It will be a basic overview of the application with demos on creating accomplishments and strategic planning activities. (2.0 Hours)

Wednesday June 5, 2019 - **CREATING SECRETARIAL ORDERS**; this training will focus on how to account for accomplishments tied to Secretarial Order 3356 and Secretarial Order 3362. The training will also demonstrate how to run the Secretarial Order Summary Reports. (1.0 Hour)

Wednesday June 12, 2019 - **TECHNICAL ASSISTANCE ACTIVITY WORKFLOW**; this training will focus on the new technical assistance activity workflow. The training will also demonstrate how to run the Technical Assistance Summary Reports. (30 mins)

Wednesday June 19, 2019 - **CREATING MULTI-POLYGON ACCOMPLISHMENTS**; This session will cover the workflow for creating multi-polygon accomplishments. The training will also cover some of the advanced mapping features. (1.5 Hours)

Wednesday June 26, 2019 - **RUNNING REPORTS**; This 90 minute session will cover running basic, advanced filter, summary and keyword search reports. This will be important as we move through the end of year. (1.5 Hours)

Wednesday July 10, 2019 - **OTHER NEW FUNCTIONALITY**; This 1 hour session will cover any other new functionality that has been released and not represented in previous trainings. (1.0 Hours)

Webex and Call in Information

Webex:

Meeting Number: Provided for each training the morning of

Meeting Password: HabITS20!9

Meeting Host: SHERRI MOSLEY

Join Instructions for Instant Net Conference:

1. Join the meeting now:

[https://mmancusa.webex.com/mmancusa/j.php?
MTID=m43ce94943cf77c00a258e3cc87c5e7c3](https://mmancusa.webex.com/mmancusa/j.php?MTID=m43ce94943cf77c00a258e3cc87c5e7c3)

Call In Information:

Phone: 866-810-8847

Participant Passcode: 9876976