

# Training schedule

<b>Date</b>			
<b>Client</b>			
<b>Client contact</b>			
<b>Trainer</b>			
<b>Training type</b>	<b>HALF DAY</b>	<input type="checkbox"/>	<b>FULL DAY</b>
<b>Section one</b>	<b>Task</b>	<b>Action</b>	
<b>HALF DAY</b>	Connect via the network / IP number / serial no.		
	Brief overview of the menu pages		
	Layout selection		
	Create a new layout from the existing layouts		
	Edit layout through Layouts		
	Edit layout through Live Layouts		
	How to upload an image / movie / item		
	How to add an image / movie / item to the playlist		
	How to add a folder to the playlist		
	How to add a special item to the playlist		
How to edit the selected item			
<b>Section two</b>	<b>Task</b>	<b>Action</b>	
<b>HALF DAY &amp; FULL DAY</b>	How to schedule different layouts		
	Create an events schedule		
	How to create an Ad Hoc Item		
	How to create an Ad Hoc Page		
<b>Section three</b>	<b>Task</b>	<b>Action</b>	
<b>FULL DAY</b>	How to edit zone properties		
	How to create a layout		
	Add soundtracks		
	Set up Channel Manager		
	Create and upload layout packages		
	RSS news feed		
	Powerpoint – JPEG / GIFF or Flash		
	Add colours		
	Upload True Type fonts		
	Set passwords – settings - user account settings		

Further training services required:

### Training completed

<b>Client signature</b>		<b>Print</b>	
<b>Trainer signature</b>		<b>Print</b>	

Please note onemedia services limited are not responsible for any installation or network configuration of the Net Top Box on the day of training.

If you're interested in how **onemedia** can help you,  
**call +44 (0)1491 576 713 or email [info@onemedia.co.uk](mailto:info@onemedia.co.uk)**



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