

# STRUCTURED WORKSHOP

The **Structure Workshop** is relevant for admins of the system. You will together with a certified instructor go over the different alternatives when setting up your site.

The instructor will be there to guide you in the different options as well as help you to recommend the best alternatives for you.



## We will cover:

- Document categories
- Users, roles and permissions- EFB- Forms
- User types
- The reviewing process i.e. set up of workflows
- Site settings

## Design of the documents:

- Page header and footer style
- Heading formatting
- Text body formatting
- Front Page / Cover Page
- Text styles
- Table of contents
- Document types



## REQUIREMENTS

Before the training starts we want you to go over your current structure so the instructor has an easier way of guiding you through the different alternatives in the system as well as coming up with the best recommendations for you. Before the training starts, please make sure you have:

- Gone over what your current reviewing processes look like. Is this something you want to keep or will this need to be adjusted?
- There is of course a possibility of having several reviewing processes for example:
  - One for documents that must be approved internally
  - One for documents that must be approved by the CAA.
- Will your CAA be involved in the system? If so in what way?
- Go over your current design of the documents. Would you like to keep this layout or in which way should it be changed?
- Would you like to allow your different editors to have access to the same or different manuals? In which way will this be structured?
- Watch the videos in the admin training course



**Length**  
Around 3 hours



### Desired outcome:

Having a site with the correct initial settings and ready to be used by your different editors. The Structure Workshop makes sure that all initial settings are correct even though you always have the power of changing most of this on your own.