BridgeStation

2A - BridgeStation Training: Refresher (Structures Course)

Timing	Training Programme
15 mins	**Introduction** 1. Introduction and session housekeeping 2. Course content overview
5 mins	**Logging in and account management** 1. Logging in and forgotten passwords 2. Changing password and security information 3. Requesting a forgotten password
20 mins	**The new user interface** 1. The new Actions menu and pop-up actions menu 2. Updated support and account management task bar 3. The new Structure menu 4. The feature pages and how they replace the older menu
20 mins	**Structure Files** 1. Template folders and document types 2. Uploading, deleting files 3. Editing file information 4. Searching for files using filters 5. Moving file to another folder or structure 6. Features and their connected folders
30 mins	**Structure Inspections** **Inspection Proforma** 1. Adding new inspection proformas 2. Updating data and saving the inspection 3. Managing Multi-Defects with the inspection proforma 4. Recording Remedial Works with the inspection proforma 5. Changing your element hierarchy and viewing an updated proforma 6. Dealing with archived elements and profromas 7. Generating Defects from a proforma
15 mins	**Inspection Signoff** 1. Submitting an inspection 2. View in the sign off history 3. Responding to sign off comments **Inspection Programme** 1. Locating Planned/Draft inspections
10 mins	**Overview of the Standard Reports** 1. Available report categories 2. Viewing and exporting reports 3. Using filters and queries

Timing	Training Programme

5 mins	**Getting help and support**
	
	1. Support Portal
	    a. Accessing the knowledge base
	    b. Searching the support portal
	    c. Submitting a support ticket
	2. Using the integrated help icons
	3. Phone support