

2B - BridgeStation Training: Refresher (Modules Course)

Timing	Training Programme
15 mins	Introduction <ol style="list-style-type: none"> 1. Introduction and session housekeeping 2. Course content overview
5 mins	Logging in and the Interface <ol style="list-style-type: none"> 1. Logging in and forgotten passwords 2. Changing password and security information 3. Menus and task bar
20 mins	Managing Inspection Sign Off <ol style="list-style-type: none"> 1. Overview of the sign off process 2. Locating inspections that need review 3. Using the Update Status feature 4. Making use of the signoff checklist 5. Signoff history and email notifications
15 mins	Reviewing and Investigating Structure Conditions <ol style="list-style-type: none"> 1. Locating poor performing structures 2. Viewing historic condition information 3. Identifying problem elements 4. Fixing and correcting mistakes
20 mins	Managing Structural Reviews, Assessments and Sub-Standard Structures <ol style="list-style-type: none"> 1. Structure Record features 2. Available reports and their rules 3. Using the Inspection Scheduler to add new inspections
10 mins	Overview of the Standard Reports <ol style="list-style-type: none"> 1. Available report categories 2. Viewing and exporting reports 3. Using filters and queries
5 mins	Getting help and support <ol style="list-style-type: none"> 1. Support Portal <ol style="list-style-type: none"> a. Accessing the knowledge base b. Searching the support portal c. Submitting a support ticket 2. Using the integrated help icons 3. Phone support