

2A - BridgeStation Training: Refresher (Structures 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 account management <ol style="list-style-type: none"> 1. Logging in and forgotten passwords 2. Changing password and security information 3. Requesting a forgotten password
5 mins	The user interface <ol style="list-style-type: none"> 1. The new Actions menu and pop-up actions menu 2. Updated support and account management task bar 3. The new Structure menu
20 mins	Structure Files <ol style="list-style-type: none"> 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
15 mins	Structure Elements <ol style="list-style-type: none"> 1. Adding Elements to a hierarchy 2. Archiving, and then deleting an element 3. Locking an Element Hierarchy
5 mins	TEA/COFFEE BREAK
30 mins	<u>Structure Inspections</u> Inspection Proforma <ol style="list-style-type: none"> 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 profomas 7. Generating Defects from a proforma
15 mins	Inspection Signoff <ol style="list-style-type: none"> 1. Submitting an inspection 2. View in the sign off history 3. Responding to sign off comments Inspection Programme <ol style="list-style-type: none"> 1. Locating Planned/Draft inspections

Timing	Training Programme
10 mins	Overview of the Standard Reports <ol style="list-style-type: none">1. Available report categories2. Viewing and exporting reports3. 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 baseb. Searching the support portalc. Submitting a support ticket2. Using the integrated help icons3. Phone support