

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	Inspection Scheduling <ol style="list-style-type: none"> 1. Schedule a single inspection on a structure – adding planned dates and types 2. Schedule inspections on the inspection scheduler 3. Risk based inspection scheduling 4. Checking scheduled inspection on the programme
5 mins	TEA/COFFEE BREAK
15 mins	Life Cycle Planning Concepts <ol style="list-style-type: none"> 1. TBC
20 mins	Life Cycle Planning on BridgeStation <ol style="list-style-type: none"> 1. Creating a new scenario 2. Viewing the output reports
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