

## XMPro Induction

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**Duration:** ½ Day (no charge)

**Prerequisite:** No knowledge of XMPro is assumed.  
Some basic windows skills and business knowledge is assumed.

**Who Should Attend:** Any user who is new to an organisation and is using XMPro for the first time.

**What You Will Learn:** At the completion of this training session, participants will be competent in the following:

- Understand the structure of XMPro
- Log into and navigate around the XMPro Workspace
- Log into and navigate around the XMPro Designer
- Create Users and Roles
- Manager Users
- Navigate around and run standard reports

### Course Content – XMPro Induction

#### **Introduction to XMPro Website**

- Overview of XMPro
- Logging into the XMPro Workspace
- The XMPro Workspace Interface
- Amending your password
- Working with XMPro forms

#### **XMPro Designer**

- Logging into the XMPro Designer

- The XMPro Designer ribbon bar options
- User Management
- Role Management

#### **Reports**

- Dashboard Creation and Management
- Creating a favourites report list
- Navigating standard reports