

MAESTRO* 101

Lesson Plan - September 30, 2021

At the end of the *maestro** 101 lesson, the client and targeted users will be able to easily browse through the software and customize certain aspects of the interface. They will have had a general overview of **maestro*** and the options available to customers.

UnitMAES01 - Introduction

Date:

Time:

Trainer:

| Objective | Content | Conduct | Time | Learning Equipment | Targeted Audience |
|--|--|---|--------|--|----------------------|
| <p>The objective of this lesson is to give a general overview of the software to clients.</p> <p><i>PREREQUISITES</i></p> <ul style="list-style-type: none">• <i>Security.</i> | <ul style="list-style-type: none">• Introduction to the maestro* software | <ul style="list-style-type: none">• Explaining and presenting maestro* | 15 min | <ul style="list-style-type: none">• Training document MAES01 | Pilot Super Users |

UnitMAES02 - Overview and Customization

Date:

Time:

Trainer:

| Objective | Content | Conduct | Time | Learning Equipment | Targeted Audience |
|--|--|--|------|--|----------------------|
| <p>By the end of this lesson, the client and designated users will be able to customize their maestro* menu, perform searches, use the tools in the</p> | <ul style="list-style-type: none">• Overview of maestro*'s search and browsing tools• Customization of maestro*'s menus and windows | <ul style="list-style-type: none">• Opening the maestro* software and selecting a company• Company management in maestro* | 1h15 | <ul style="list-style-type: none">• Training document MAES02• Shortcut Keys• Adding Shortcuts to Screens | Pilot Super Users |

| Objective | Content | Conduct | Time | Learning Equipment | Targeted Audience |
|---|---------|--|------|---|-------------------|
| <p>menu's toolbar, and use the shortcut keys.</p> | | <ul style="list-style-type: none"> • Explaining the tools of the menu's toolbar • Creating a customized menu in maestro* • Accessing the functionalities of recently viewed modules • Understanding the menu, the modules, and the grouping of options in the different modules • Learning to browse in maestro* using the shortcut keys • Tips and tricks to create default research settings • Performing multiple searches using various methods • Explaining the different sections of a transaction window <p><i>HOMEWORK</i></p> <ul style="list-style-type: none"> • <i>Test the connection to the software</i> • <i>Create a customized menu</i> • <i>Put into practice what you have learned</i> | | <ul style="list-style-type: none"> • Training document CAP03 (structure of a transaction window) | |