

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 MAES01¹ | <p>Pilot</p> <p>Super Users</p> |

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</p> | <ul style="list-style-type: none">• Overview of maestro*'s search and browsing tools | <ul style="list-style-type: none">• Opening the maestro* software and selecting a | 1h15 | <ul style="list-style-type: none">• Training document MAES02 | <p>Pilot</p> |

¹This training document is under development.

| Objective | Content | Conduct | Time | Learning Equipment | Targeted Audience |
|---|--|--|------|---|-------------------|
| designated users will be able to customize their maestro * menu, perform searches, use the tools in the menu's toolbar, and use the shortcut keys. | <ul style="list-style-type: none"> Customization of maestro*'s menus and windows | <p>company</p> <ul style="list-style-type: none"> Company management in maestro* 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"> Shortcut Keys Adding Shortcuts to Screens Training document CAP03 (structure of a transaction window) | Super Users |