

DAILY ENTRY

Last modification: octobre 29, 2025

Lesson Plan

At the end of the *Daily Entry* lesson, the client and designated users will be able to perform the necessary configurations and actions related to daily entry in **maestro***.

Unit DE01 - Preliminary Analysis and Configuration

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
At the end of this session, the client and designated users will be able to operate maestro* at the daily entry level. PREREQUISITES • <i>Project Management</i> • <i>Security Management</i> • <i>Employee Management</i> • <i>Daily Entry</i> OPTIONAL PREREQUISITES • <i>Project Dispatch</i> • <i>Contact Management</i>	• Analysis • Configuration (Daily Entry)	• Discussion of the current and future process (strengths and weaknesses) • Explanation and completion of basic configurations for implementation • Decision-making HOMEWORK • <i>Reflect on discussions</i>	15 min		Pilot

Unit DE02 - Configurations - Daily Entry

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
At the end of this session, the client and designated users will be able to define and configure the various elements required for daily entry.	Configuration of the daily input option gear	- Review of previous concepts and validation homework assignments - Explanation and completion of various management screens based on client needs and system requirements, with the goal of automating data entry <i>HOMEWORK</i> - Finalize data entry	30 min		Pilot and/or Super Users

Unit DE03 - Operations - Daily Entry

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
At the end of this session, the client and designated users will be able to configure and use the different elements and processes of daily entry.	- Daily Entry - Daily Entry - Project Manager - List of Breaks and Meals - Compile Daily Entry Hours - Daily Entry Batch Acceptance - Daily Entry Batch Transfer	- Review of previous concepts and validation of homework assignments - User training according to the process established at the time of analysis - Dispatch import	1 h 30 min	Mobility lesson plan	Pilot and/or Super Users

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
		- Return to mobility - Different statuses for Daily Entry or Daily Entry - Project anager screens <i>HOMEWORK</i> - Practice entering transactions			

Unit DE04 - Operational Training - Daily Entry

Optional Session - Training of the client's employees with the implementation specialist

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
At the end of this session, the client and designated users will be able to configure and use the different elements and processes of daily entry.	- Daily Entry - Daily Entry - Project Manager - List of Breaks and Meals - Compile Daily Entry Hours - Daily Entry Batch Acceptance - Mass Transfer of Daily Entry Batch Transfer	- Review of previous concepts and validation of homework assignments - User training according to the process established at the time of analysis - Dispatch import - Return to Mobility - Different statuses for Daily Entry or Daily Entry - Project Manager screens <i>HOMEWORK</i>	1 h 30 min	Mobility lesson plan	Pilot and/or Super Users

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
		Practice entering transactions			

Unit DE05 - Analysis and Inquiry

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
At the end of this session, the client and designated users will be able to use maestro* analysis and reporting tools to find the information they need regarding daily entry in maestro* .	Analyses and inquiry (Daily Entry)	- Review of previous concepts and validation of homework assignments - Inquiry of worked hours - Inquiry of closed daily entries <i>HOMEWORK</i> - Validate data entries	15 min		Pilot Super Users Users

Unit DE06 - Form Validation

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
At the end of this session, the client and designated users will be able to use the standard maestro* forms defined to meet	Daily Entry	- Review of previous concepts and validation of homework assignments - Validation and definition of changes to be made, if	To be determined		Pilot

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
		necessary, to the daily entry forms <i>HOMEWORK</i> • <i>Validate forms</i>			

Unit DE07 - Tests and Validation

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
At the end of this session, the client and designated users will have carried out the tests and verifications to validate the configurations made beforehand, and will be able to attest to the adequacy of these configurations with the established processes.	• Process of entering data into the daily entry	• Review of previous concepts and validation homework assignments • Client support during the testing phase • Transaction validation • Report and inquiry validation • Review of configurations, if applicable • Review of the process, if applicable <i>HOMEWORK</i> • <i>Complete the integrated tests</i>	1 h		Pilot Users

Unit DE08 - Conclusion

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
At the end of this session, the client and designated users will have shown the necessary knowledge and skills to use the daily entry in maestro* .	• Learning validation • Security review	• Preparation for upcoming training sessions	15 min	Acquired competencies form - DE	Pilot