**Videos**

1. COL Introduction (over view of the goal of the Connections solution – there are no views of the application itself) [https://files.connectionsonline.net/files/Training Videos/Col-introduction.wmv](https://files.connectionsonline.net/files/Training%20Videos/Col-introduction.wmv)
2. Logging In [https://files.connectionsonline.net/files/Training Videos/Logging-in.wmv](https://files.connectionsonline.net/files/Training%20Videos/Logging-in.wmv)
   1. Technical Requirements – the application will display in any of the latest common browsers (must be Internet Explorer 8 or higher) plus a high speed internet connection
   2. URL for Login [https://col.connectionsonline.net](https://col.connectionsonline.net/)
   3. Use this link to print the Quick Reference Guide: [https://files.connectionsonline.net](https://files.connectionsonline.net/files/COL%20DOCS/QRG-4-1.docx)[/files/COL Docs/QRG-4-1.docx](https://files.connectionsonline.net/files/COL%20Docs/QRG-4-1.docx)
3. Setting Passwords [https://files.connectionsonline.net/files/Training Videos/setting-password.wmv](https://files.connectionsonline.net/files/Training%20Videos/setting-password.wmv)
   1. Things to remember about passwords:
      * You must have a password to login to Connections
      * Use the “Forget Your Password” link on the login page to have a temporary password sent to your email address
      * Any temporary password sent to your email will only be good for ONE HOUR – if you do not reset your password within that time fame, you will have to start over with the “Forgot Your Password” link on the login page
      * Typically your user name is your email address
4. Navigation-Search [https://files.connectionsonline.net/files/Training Videos/navigating-the-application.wmv](https://files.connectionsonline.net/files/Training%20Videos/navigating-the-application.wmv)
   1. Review Five Tabs
   2. Search Feature
5. General Editing [https://files.connectionsonline.net/files/Training Videos/General\_editing.wmv](https://files.connectionsonline.net/files/Training%20Videos/General_editing.wmv)
   1. Expand and Hide Modules
   2. General Editing Symbols (Add, Delete, Drag And Drop)
   3. Project Filter
   4. Quick Edits
   5. Quick Task Completion
   6. Un-Delete an Item
   7. Setting User Profile
   8. Logging Out
6. Metric Overview [https://files.connectionsonline.net/files/Training Videos/metric-introduction.wmv](https://files.connectionsonline.net/files/Training%20Videos/metric-introduction.wmv)
   1. Why have metrics?
   2. Where to find metrics in the application
   3. Elements of the metric, or scorecard view
   4. Metric Owners
   5. Connected Metrics
7. Create a Metric [https://files.connectionsonline.net/files/Training Videos/create-metric.wmv](https://files.connectionsonline.net/files/Training%20Videos/create-metric.wmv)
   1. Create the main elements of the metric
      * Thresholds
      * Format
      * Color coding for health of the metric
   2. Edit the new Metric page
      * Trend Values
      * Chart
      * Description
      * Owner(s)
      * Related Links
      * Comments
   3. On-going Edits
8. Project Overview [https://files.connectionsonline.net/files/Training Videos/project-overview.wmv](https://files.connectionsonline.net/files/Training%20Videos/project-overview.wmv)
   1. Overview of Project Methodology
   2. Organization and Department Tabs (Project Portfolio View)
   3. Project Tab
   4. People Tab (Project and Project Task View)
   5. Project Reporting
9. Create a Project [https://files.connectionsonline.net/files/Training Videos/Create-edit-project.wmv](https://files.connectionsonline.net/files/Training%20Videos/Create-edit-project.wmv)
   1. Creating/Editing the Project
   2. Adding Project Detail (Status, Dates, Project Phase, And Project Color Code)
   3. Adding The Project Team Members
   4. Consultant Role
   5. Sponsor Role
   6. Leader Role
   7. Member Role
   8. Adding Project Scope and Evaluation Criteria
   9. What is a Project Draft
10. Create / Edit Project Tasks [https://files.connectionsonline.net/files/Training Videos/create-edit-tasks.wmv](https://files.connectionsonline.net/files/Training%20Videos/create-edit-tasks.wmv)
    1. Create Task
    2. Update/Edit task
    3. How task information is shared through the application
11. Project Reporting [https://files.connectionsonline.net/files/Training Videos/Project Reporting.wmv](https://files.connectionsonline.net/files/Training%20Videos/Project%20Reporting.wmv)
    1. Organization and Department Tabs
       * Resource Report (Tasks)
       * Resource Report (Projects)
       * All Project Report
    2. Project Tab

* Project Report
  1. People Tab
     + Project Sections on People Tab Report

1. People Tab Overview [https://files.connectionsonline.net/files/Training Videos/People-overview.wmv](https://files.connectionsonline.net/files/Training%20Videos/People-overview.wmv)
   1. Basic Role
   2. Basic Role Tasks
   3. Individual Metrics
   4. Connected Metrics
   5. Projects
   6. Project Tasks
   7. Dialog Follow-up Tasks
   8. Personal Tasks
   9. Right Column Detail
2. My Tab [https://files.connectionsonline.net/files/Training Videos/My-tab.wmv](https://files.connectionsonline.net/files/Training%20Videos/My-tab.wmv)
   1. What is My Tab?
   2. How to Create Your Own My Tab
3. Reporting Intro [https://files.connectionsonline.net/files/Training Videos/reports.wmv](https://files.connectionsonline.net/files/Training%20Videos/reports.wmv)
   1. Report Module Location
   2. Page Report
   3. Dialog Report
   4. Resource Report for Project Tasks
   5. Resource Report for Projects
   6. Activity Report
   7. Navigating Reports
   8. Printing Reports
   9. Exporting to Excel
4. Dialogs [https://files.connectionsonline.net/files/Training Videos/Dialogs.wmv](https://files.connectionsonline.net/files/Training%20Videos/Dialogs.wmv)
   1. Organization/Department Dialogs
   2. Project Dialogs
   3. People Dialogs
   4. Dialog Reports
5. Activity Report [https://files.connectionsonline.net/files/Training Videos/Activity-report.wmv](https://files.connectionsonline.net/files/Training%20Videos/Activity-report.wmv)
   1. What is an Activity Report?
   2. How Do You Create the View You Want?
   3. People Tab – Activity Page Report and User Report
6. Recorded Webinar Sessions
   1. Advanced Features Webinar: [https://files.connectionsonline.net/files/Training Videos/Advanced Features Webinar.wmv](https://files.connectionsonline.net/files/Training%20Videos/Advanced%20Features%20Webinar.wmv)
   2. Application Training Webinar: <https://dl.dropboxusercontent.com/u/5425685/Training-Webinars/2013-02-19%2013.30%20Connections%20Online%204.1%20Application%20Training%20Webinar.wmv>
   3. Security Training Webinar: [https://files.connectionsonline.net/files/Training Videos/Security Training Webinar.wmv](https://files.connectionsonline.net/files/Training%20Videos/Security%20Training%20Webinar.wmv)