



# TDS TRAINING

Would you like to train more people to handle the Data Entry portion of TDS? Would you like to give trainers and supervisors practical instruction that would allow them to administer the Progress Log module? Want to give managers and team leaders the right kind of information to help them better understand what TDS can do? Well, if your site has access to a computer training lab, you have some options for informing and training people on the features and capabilities of TDS. In just two days, you can train more than *25 people* in various aspects of TDS.

PTG now offers TDS training customized to meet the needs of the target audiences identified below. The training talks about, shows examples, and provides practice for each access/user level indicated—the most effective means to get the right information to the right people at the right time.

**Target Audience Definitions:**

- Administrators (Level 1 & 2 Users):** Individuals generally responsible for overall data administration and maintenance. Level 1 users have full read/write privileges within all TDS Pro modules, and may add/delete data file users and assign access codes and levels. Level 2 users have read/write privileges within all modules. However, they cannot delete/move data, and cannot add/modify data file users.  
*Length of training: 12 hours; suggested number of participants: max. 5*
- Trainers (Access Level 5):** Individuals given full read/write privileges to all windows within the Progress Log module. Level 5 users have access to the TDS Pro Data Entry module in read-and-print only (“guest”) mode (cannot add/modify data).  
*Length of training: 4 hours; suggested number of participants: max. 12*
- Managers (Access Level 4):** Individuals given read-and-print only (“guest”) privileges for each of the TDS Pro modules. Level 4 users may browse through a data file and print reports. However, they do not have access to make record modifications.  
*Length of training: 2 hours; suggested number of participants: max. 12*

**SCHEDULE**

DAY 1	8:00 - 10:00 AM	10:00 AM - NOON	1:00 PM - 3:00 PM	3:00 PM - 5:00 PM
Administrators	2 hours	2 hours	2 hours	2 hours
DAY 2	8:00 - 10:00 AM	10:00 AM - NOON	1:00 PM - 3:00 PM	3:00 PM - 5:00 PM
Administrators	2 hours	2 hours		
Trainers			2 hours	2 hours
Managers			2 hours	

Shaded areas show target audience sessions.

**NOTE:** Trainers will be given the same training as the managers on how to access the various TDS Pro Data Entry modules in “guest” mode and access various reports.

**Cost :** \$299.<sup>00</sup> per person (minimum charge: 10 persons + instructor-related travel expenses)  
 Includes materials preparation, instructor time, and TDS Pro workstation manuals for each participant.  
 (Prices are subject to change without notification.)



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