| Article Number: 219 \| Rating: Unrated \| Last Updated: Tue, Aug 23, 2022 at 9:42 AM | |
|---|---|
| Â Checklist for Success | |

| Â Date CompleteÂ Â | Â Task |
|---|---|
| Â | Â Build an implementation team that includes your primary and technical contacts as well as other staff members. |
| Â | Â Sign up implementation team for free, live webinar training atÂ http://evancedtraining.evanced.info/signup |
| Â | Â Develop timeline for implementation including product setup, development of staff training plan, and marketing. Â Sign up for additional webinars for staff training. |
| Â | Â Inform staff about the new software in a meeting, via email, or both. Let staff know about the training and implementation plan. Â Consider timing your next in-service or staff meeting to coordinate with a webinar time. Â There are many levels of training, so be sure to sign up for all that are appropriate. |
| Â | Â  Â Print out the software manuals and quick start guides and distribute to staff. Â If you have an Intranet at your library, post the manuals there if applicable. |

**Custom Fields**

- **Applicable To:** Admin Users
- **Attachments:** No
- **Summary:** A checklist for what to do to be ready for you new Evanced software

Online URL: https://kb.demcosoftware.com/article.php?id=219