

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 <a href="http://evancedtraining.evanced.info/signup">http://evancedtraining.evanced.info/signup</a>
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.

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### Custom Fields

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