

Online Training Tech Check Guide

This guide will test the general functionality of the Immediate Online application

In order to make training on the Immediate Online software (sometimes referred to as SlideManager) a success, please go through this guide on the training computers to assure that issues are identified before the training begins.

If you have any questions please contact support at help@immediate.com or by calling our support department at 1-800-874-8798.

Media Marketing, Inc



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Computer Setup

See the *Technical Requirements and Computer Setup* document at http://www.immediate.com/immediate_it.html for any hardware and software requirements and any computer configuration prior to testing the application functionality.

Application Testing

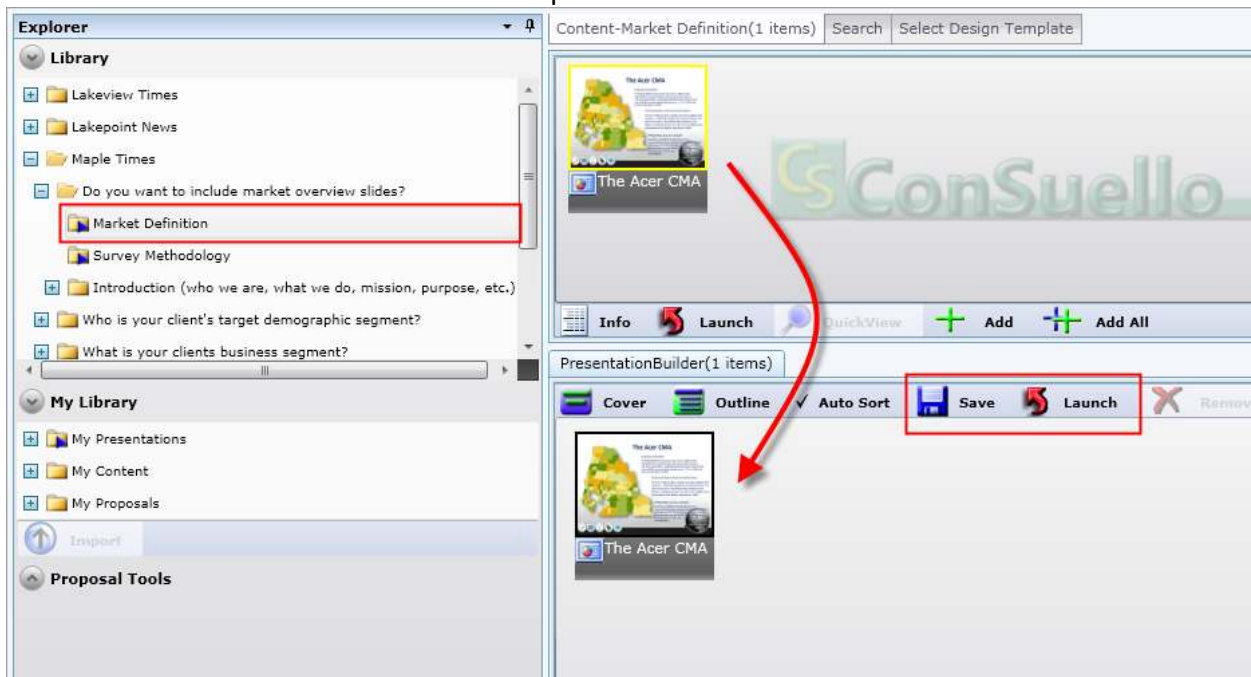
This section will test that the various components are installed and configured correctly for the application to function correctly.


Presentation Builder Training:


1. Create a presentation.
 - a. Navigate to the PresentationBuilder page if not there already:

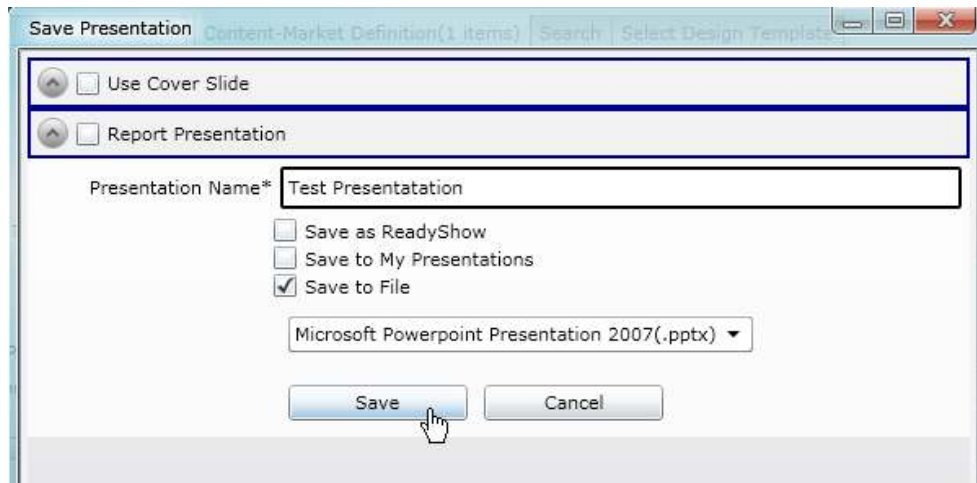



- a. Add Content to the PresentationBuilder pane



- i. Highlight a category under the 'Library' section that contains content as indicated by the blue arrow .
- ii. Add some content from the Content pane to the PresentationBuilder pane.

2. Launch the Presentation using Launch button  Launch
 - a. Pop-up blockers may need to be disabled or add the application to the trusted sites list.
3. Save the Presentation




- a. Press Save Button  Save
- b. Choose 'Save to File'
- c. Choose Save
- d. Choose a File name and a location
- e. Choose Save
- f. Verify the presentation was saved to the location specified.


Add-in Functionality

If using add-ins launch each proposal tool to verify its functionality. Your site may not have all of the add-ins enabled.


MediaSchedule

1. From PresentationBuilder select  Run MediaSchedule from the Proposal Tools section. This will launch the add-in.
2. If MediaSchedule launches and you see the welcome screen, everything is setup and working correctly.


MediaMap

1. From PresentationBuilder select  Run MediaMap from the Proposal Tools section. This will launch the add-in.
2. Enter a Proposal name and a Proposal Option name
3. Click 'Create' on the Create Proposal Option window
4. If you see a map created in the middle panel, everything is setup and working correctly.

MediaBudget

1. From PresentationBuilder select  Run MediaBudget from the Proposal Tools section. This will launch the add-in.
2. If MediaBudget launches, everything is setup and working correctly.

MediaAnalyst

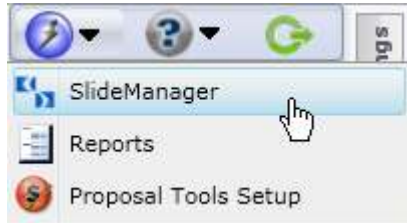
1. From PresentationBuilder select  Run MediaAnalyst from the Proposal Tools section. This will launch the add-in.
2. If MediaAnalyst launches, everything is setup and working correctly.

Administrator Training:

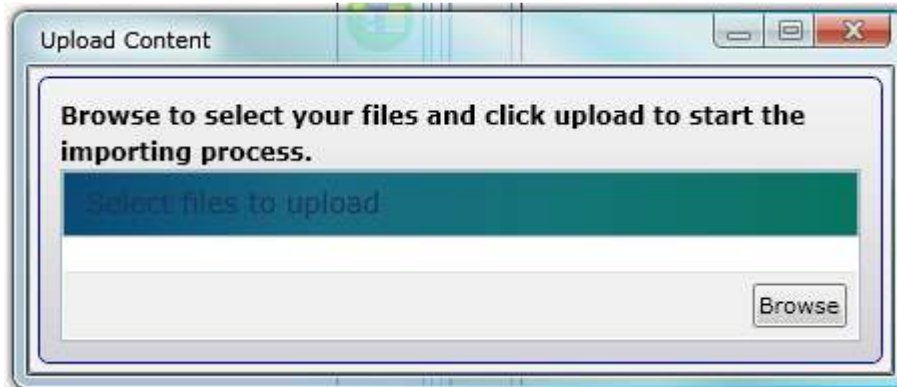
This section will test that the import function of SlideManager is working correctly.

Test Import

1. Navigate to the SlideManager page if not there already:



2. Choose 
3. The Upload Content window is shown



- a. Choose 'Browse'
- b. Select a file to upload
- c. Choose the 'Upload' button
- d. Choose the 'Default' option
- e. You should see the 'Success' window stating that the import was successful.

