

IS 101: Beginner Prerequisites

Before attending Summer Series: IS101 workshop we recommend that attendees be familiar with the following list of topics. Videos are available via the Learning Management System (LMS) and there will also be a two-part webinar available in June.

After registering, attendees will receive an assignment. This assignment will be the start of the IS account that you will use during the IS101 session. Upon completing the assignment, you will be ready to start scripting your new account on day 1!

A. I.S. Supervisor

- a. Create New Account

B. Linking Infinity and I.S.

1. Infinity Supervisor
 - a. Setting up the Client
 - b. Setting up the Intelligent Series Options
 - c. Messaging
 - d. OnCall/Directory
 - e. Web
 - f. Misc

C. Shared Fields

1. Types of Shared Fields
 - a. Agent
 - b. Client
 - c. System
2. Creating Shared Fields
3. Entering information into the fields
4. Inserting a shared field

D. Info pages

1. Creating an Info Page
2. Designing the page
 - a. Basic Formatting Tools
 - b. Page Properties
 - c. Undo
 - d. Font
 - e. Justification
 - f. Font color
 - g. Highlighter
 - h. Dialable numbers
 - i. Tables
 - j. Weblink

k. Marquee

E. Design, Source and Preview Options

F. Property Options (Tabs: General, Format, Summary, Actions)

1. Textbox
2. Checkbox
3. List
4. Button
5. Display
6. Image

G. Compare EZScriptor and Tree View