



MicroEdge

It's not just a job. It's a calling.

GIFTS® **Alta**

2012 Online Training
Catalog



Contents

- 2012 GIFTS Alta Online Training Classes4
- 2012 GIFTS Alta Online Training Class Descriptions & Fees5
- Additional Training Options7
 - Live Classroom Training.....7
 - Custom Training7
- Cancellation Policy8
 - Online Training8

2012 GIFTS Alta Online Training Classes

Online Training Classes

These web-based classes are designed to bring your staff/users up to speed with the use of GIFTS Alta. These classes provide a basic overview of the new GIFTS Alta functionality as well as review the product benefits, best practices and provide helpful tips and tricks. More detailed descriptions for each class are listed below.

Online Training Environment

Our GIFTS Alta Online Training Classes are currently offered as webinars. The webinars are conducted via GoToTraining with a MicroEdge trainer that will lead a group lesson covering tips, techniques, and best practices for using your MicroEdge solution.

Class Size and Participation

Each class will hold a maximum of 16 students from multiple organizations. We ask that each organization allow no more than 4 people to sign into each class. Each group can allow as many students to fit around a computer as possible for each course, but we ask for larger groups to delegate one person to sign into the web session and do the question asking and that the phone remains on mute in the interim to keep the class moving along.

Larger foundations and corporations with many GIFTS Alta users or with more than one office location are advised to allow only 4 people to sign in from your organization, per class. As stated above, the maximum class size is 16 students, so this 4 per organization restriction allows multiple organizations to join, thereby allowing a variety of interaction/Q&A.

2012 GIFTS Alta Online Training Class Descriptions & Fees

ALTA01: GIFTS Alta Orientation

This class will offer an introductory look at the new user interface to GIFTS offered by the GIFTS Alta product. In this class you will learn how to navigate in the new GIFTS Alta interface. This will include an overview of the three main areas of GIFTS Alta, Dashboard, Workspace and Reports.

NOTE: This class is intended for current GIFT S users, already familiar with the GIFTS system.

Length: 1 Hour Cost: FREE

[View schedule and register here](#)

ALTA01b: GIFTS Alta for Light Users

This class is designed for the Light Users of GIFTS who will be primarily looking at data, running simple queries and reporting from the GIFTS Alta system. In this class you will learn how to access and work with the new Dashboard functionality in GIFTS Alta.

NOTE: This class is intended for both new and current light/casual users of the GIFTS system.

Length 1.5 Hours Cost: \$165 / Client Care Package - Requires Online Training Pass

[View schedule and register here](#)

***ALTA02: Building GIFTS Alta Dashboards**

In this hands-on class you will learn how to build the Summary, Chart, Gauge, Calendar, and Table parts to be used on your Dashboards in GIFTS Alta. In addition you will learn how to update and manage the Library of Dashboard Parts and create Dashboards for your Light Users.

Length: 1.5 Hours Cost: \$195 /Client Care Package - Requires Online Training Pass

[View schedule and register here](#)

ALTA03: Getting Started with the GIFTS Alta Workspace

Learn how to manage your data in the new GIFTS Alta Workspace. The GIFTS Alta Workspace has all of the power of the original GIFTS Organizer screen and more. Discover how to search with the new "Quick Find" feature and the enhanced "Full Search" options. In addition learn how to access your Saved Searches and Saved Views as well as take advantage of new features in Alta like Pinning Searches.

Length: 1.5 Hours Cost: \$165 / Client Care Package – Requires Online Training Pass

[View schedule and register here](#)

ALTA04: GIFTS Alta Workspace – A Deeper Dive

This session is designed to continue building on the key concepts covered in the Introduction to the GIFTS Alta Workspace class. In this class we will dive even deeper into some the powerful functionality available in the new GIFTS Alta Workspace. This will include learning how to create new records and edit existing ones using GIFTS Alta edit forms, processing records in the new GIFTS Alta interface, performing certain actions in batch and more.

Length: 1.5 Hours Cost: \$165 / Client Care Package – Requires Online Training Pass

[View schedule and register here](#)

ALTA05: Exporting & Reporting on Data in GIFTS Alta

Learn the key concepts of accessing both Standard Reports and Ad Hoc Reports in the new GIFTS Alta system. In this class you will learn how to apply new search criteria or Saved Searches to Standard Reports or previously created Ad Hoc Reports. In addition you will learn how to create Charts and Export data from GIFTS Alta.

Length: 1.5 Hours Cost: \$165 / Client Care Package – Requires Online Training Pass

[View schedule and register here](#)

Additional Training Options

MicroEdge currently offers an array of training options for your staff - from traditional Live Classroom training to online training classes and custom training which can be taken right at your computer. Although this course catalog outlines our Online Training Classes for GIFTS Alta, there are additional training options available. Whether new to GIFTS Alta or an experienced user, there is the option of Live Classroom or Online learning for you. Please review the following descriptions to determine which standard training environment might be best for you and your colleagues.

Live Classroom Training

Interested in attending training in a traditional classroom environment? MicroEdge offers live classroom training throughout the year in major cities across the United States so you can share ideas and network with colleagues while you learn hands-on with a MicroEdge expert. Live Classroom Training for GIFTS Alta will be available in 2012.

Custom Training

Our class offerings are designed to meet the needs of most clients. If you are interested in having a custom training program developed to meet your specific requirements, please contact us.

For more information about training services, contact

GIFTS Training: 1.800.899.0890, Option 3 or training@microedge.com

Cancellation Policy

Online Training

MicroEdge reserves the right to cancel an online class 48 hours or more prior to the start of the class without penalty. If fewer than 2 students are enrolled we may cancel within 48 hours. In this case, we will award one (1) training pass for an equivalent type of class.

If the client cancels their registration 48 hours or more prior to the start of the class, they can do so without penalty and will receive a full refund. If the client cancels their registration with less than 48 hours prior to the start of the class or does not show up to the class, the client is required to pay the full price for that class. The client is allowed to substitute one attendee for another at any time without penalty.