

## Status Report – Training CPS-ECP Website - by Sharon Virk

A few classes have been held.

Sat. Jan 12th	2 attendees
Sat. Jan 19th	2 attendees
Tue. Jan 22nd	5 attendees

Future classes have been proposed by no further attendees have requested with the exception of 1 – Rob Waldie and we are going to decide a new date the last week of Jan. or the first week of February.

Please request who and how many would like further training? Sharon is willing to accept proposed dates. Contact information email : [sharon4victoria@shaw.ca](mailto:sharon4victoria@shaw.ca) phone 652-3752 address 20 Durrance Rd. Victoria

Common Problems in classes :

1. Individuals who attend have not signed onto the systems and do not have their password.
2. Access may not be set up properly and only headquarters can process that request.
3. Individuals are wanting to process or see data and their position on the bridge doesn't give them access. Can access be given on behalf of another squadron member?

Future:

Inform all squadron members that they can phone or prefer email to Sharon for assistance.

Notice – is everyone aware of the following?

- 1) The following function has been refined under the following roles:
  - **Membership**
    - The Online Membership Directory now includes the list of courses taken by any member. The information is visible online and will export in a single separate column on the Excel spread sheet.
  - **Training**
    - Some selected people are testing the following:
      - The ability to create or edit a course event in the National/Squadron calendar
      - The ability to register students
      - The ability to view the student list
      - The mark entry, pass, fail, did not write and auto-membership will be tested as classes are populated.
- 2) **Outstanding**
  - **Web Content Manager**

That part of the project has been delayed until a scheduled deployment of late January. This will leave Squadrons with **5 months to relocate from the CPS old server to the new one.** Squadrons wishing to remain hosted outside CPS or wishing to keep a non-restrictive Web site will have to **add a redirection link on the CPS** supplied Squadron landing page and ensure that they have secured alternate Web hosting services. CPS will not host Web site not created using the Squadron Web Content Manager.
  - **Squadron and District Bridges:** Please remind the Squadrons and Districts that proper access to Squadron Administration Functions require proper squadron officer listing data that the Commander, Executive Officer and Secretary has the full ability to maintain online if they have been entered first.
  - **Executive Officers:** XO have been added to the Administrator function. It is possible that they will not have access at first. Each squadron XO profile had to be modified and it is most likely many were missed. Just call or e-mail Membership to ask for a reset if the access is not available