

## AGENDA - 09/15/2004

	TIME	TOPIC
<b>AM</b>	9:00 - 9:30	Introduction to FORMS II Lite <ul style="list-style-type: none"> <li>• Introductions</li> <li>• A Brief Introduction to FORMS II Lite</li> <li>• Participant Expectations</li> <li>• Preview of the Day's Activities</li> </ul>
	9:30 - 10:00	Main Menu Highlights <ul style="list-style-type: none"> <li>• File Menu</li> <li>• Tools Menu</li> <li>• Customize Menu</li> <li>• Help Menu</li> </ul>
	10:00 - 10:15	Break
	10:15 - 10:45	Introduction to the FORMS II Lite Wizard  Wizard Steps 1 - 4 <ul style="list-style-type: none"> <li>• Step 1 - Enter Site Information</li> <li>• Step 2 - Select Sampling Team</li> <li>• Step 3 - Select Analysis</li> <li>• Step 4 - Enter Station/Location Information</li> </ul>
	10:45 - 11:00	Exercise 1 (Covering Steps 1 - 4)
	11:00 - 11:30	Wizard Step 5 <ul style="list-style-type: none"> <li>• Step 5 - Assign Bottles and Samples</li> <li>• Step 5 - Generating Labels and One-Step Printing</li> </ul>
	11:30 - 11:45	Exercise 2 (Covering Step 5)
	11:45 - 1:00	Lunch
<b>PM</b>	1:00 - 1:30	Wizard Steps 6 - 7 and Print/View a Specific Traffic Report <ul style="list-style-type: none"> <li>• Step 6 - Select Samples and Assign Lab</li> <li>• Step 7 - Assign Shipping Carrier</li> <li>• Customize Traffic Report</li> <li>• Print/View Traffic Reports and Other Documents</li> <li>• Submission of XML files to SMO</li> </ul>
	1:30 - 1:45	Exercise 3 (Covering Steps 6 - 7 and Print/Preview Documents)
	1:45 - 2:30	FORMS II Lite Hands-On Scenario
	2:30 - 2:45	Break
	2:45 - 3:30	Wrap-up <ul style="list-style-type: none"> <li>• Review Expectations</li> </ul>

*Note: This schedule may be modified to suit the unique needs of a particular group of participants.*