Smartsheet Discovery Day

We guarantee there will be "light bulb popping moments" when you realise how much time can be saved by removing repetitive activities, maintaining one version of the truth and by having all project files and notes in one place and easily found.

After initial Discovery each delegate is encouraged to examine their own processes and explore new ways of working so all delegates can see how easy Smartsheet is to use and where to find content sensitive help and training videos.

Delivered at your premises or as an Online Course
Includes hands on discovery for up to 8 people

£850   for up to 8 delegates on your premises

Book your Smartsheet Discovery Day

Or Contact us to discuss your requirements

All amounts are Plus VAT @ 20 % for Clients in the UK- Zero % clients outside UK.

Call +44 (0) 1937 529 362 or email info@smarterbusinessprocesses.com
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Smartsheet Discovery Day

Smartsheet integrates with popular business systems and cloud applications to enable secure collaboration and data sharing across enterprise business processes. It is an in-depth tool but has a friendly user interface. After this one day overview you should be able to select the correct area of Smartsheet to use and be confident to get started.

Who should attend?

Anyone that is expected to use tool to its full potential.

Delivery methods

The trainer led course is delivered as a mixture of demonstration, discussion and hands on exercises. Maximum class sizes are 8 delegates, and each delegate must have their own computer to use. This course can also be delivered over the web in short bite sized modules.

Duration

This course is a 1 day course. Previous knowledge of using spreadsheets and/or project management tools is useful but not imperative.

Course Objectives	Course Content

By the end of this course you will be able to:
 	
✓ Describe the uses of the 4 different sheet types available in Smartsheet
✓ Explain at least 3 benefits of designing your workflows on paper before implementing them in Smartsheet
✓ Successfully navigate around Smartsheet unaided
✓ Change your password if required
✓ Create a folder to use within the training session
✓ Create a new sheet with parent and child hierarchy
✓ List the different datatypes and give at least 1 example of a valid use for each
✓ Demonstrate attaching 2 files to your Smartsheet at row and sheet level within a given exercise
✓ Produce a new Web Form and send it via email to a colleague to collect a row of data for your Smartsheet
✓ Create a simple Project with dependencies and show the results in a Gannt Chart
✓ Create at least 2 reports, one of which must contain specific criteria using the AND condition, during an exercise
	• What is Smartsheet?
	• The Importance of Workflow Design
	• Introduction to Smartsheet
	   Account & Personal Settings
	   Help
	• Home Tab
	   Workspaces and Folders
	   Accessing Templates
	• Creating New Blank Sheets
	   Overview of Primary Columns vs Columns
	   Parent and Child rows
	   Adding Columns & Setting Datatypes
	   Adding Attachments & Comments
	• Creating New Task Lists
	   Adding Tasks
	   Setting Due Dates / Assigned to
	• Web Forms
	   Creating a Web Form
	   Sending & Populating data through a Form
	• Creating New Project Sheets
	   Project Settings Screen
	   Understanding the Gannt Chart
	• Creating New Kanban Sheets
	• Calendar View
	• Overview of Report Builder

Next Courses:
"Smartsheet Super User"
"Getting to Grips with Project Management in Smartsheet"