

21/11/2017 - GGL Plan

Hi everyone.

The 21st of November is getting closer and closer. We are full power with preparations towards you joining the respectful HDC users club...

Following are a few guide lines and explanations.

Webinars:

Here is the schedule for the webinars, which will take place prior to the go live.

The right column specifies who should attend each webinar. **MFs** should attend **all** webinars. Where it says 'All', it means that teachers should attend as well.

We may update the duration before each webinar. We will keep you posted.

Please make sure you attend these webinars and have your franchisees attend them as well. This will help us all to have a smoother and less complex implementation.

All webinars will start at 13:00 CEST.

GoToWebinar invitations will be sent during next week. You will need to click the invitation link and register. You will then receive an email with the webinar link, which you will use to get into the webinar before it starts.

Date	Day	Webinar	Participants	Duration [min]
06/11/2017	Monday	HDC overview	All	90
07/11/2017	Tuesday	LG & Lessons Products, Pricelists & Orders	LC	90
13/11/2017	Monday	LG payments and royalties	LC	90
14/11/2017	Tuesday	Marketing and Sales Student lifecycle	LC	90
15/11/2017	Wednesday	Marketing and Sales - Franchise Opportunity Courses , seminars & teacher qualifications	MF	90
20/11/2017	Monday	What do we do tomorrow	All	90

User names and passwords:

We will generate all user names about 1-2 days before your GGL. You will receive email notifications with a link to reset your password. Please do not do it before the go live date. Your HDC environment is still being prepared for you until the day of your GGL. So logging in prior to that date may cause problems and delays.

Other:

Service, additional training and other areas will be discussed during our webinars.

Preparations:

Before we go live, you (and your franchisees) will need to do some preparations on Infoman. Failing to make these preparations will lead to problems with the migration of your data to HDC. So it is REALLY important that the following is done:

	Activity	Responsibility
1	Approve/Reject all special price requests (per Learning Group and per Student)	MF
2	Create all seminars for the following year (the ones you know of)	MF
3	Make sure Learning Groups (LGs) and Learning Group Students (LGSs) are up to date. I.e. all student statuses have to be up to date in the LG. If the status is 'drop-out' or 'moved', student end date in the LG has to be correct, all LG dates and statuses have to be correct, etc. <u>The relevant LGs are the ones which were active on 01/01/2014 and on.</u> Older LGs are not transferred to HDC, but they can still be viewed in Infoman.	LC
4	Submit orders to HQ	MF
5	Update all teachers statuses – Active or Inactive and SET or not SET	MF, LC
6	Update all teachers qualifications	
7	In general - all information in Infoman must be updated at least a week before GGL	MF, LC

Infoman Freeze

On 13th of November at 20:00 CEST Infoman will turn into Read Only mode. That means that data cannot be entered, modified or deleted in Infoman from that date on. **From that day you will no longer be able to work on Infoman!** It will be there for viewing purposes only. Please make sure all data is up to date by then, otherwise all modifications will have to be done by you manually in HDC.

What is not being transferred to Infoman

- Orders – can still be seen on Infoman, but are not transferred to HDC. That's why it's important to submit them before Infoman becomes 'Read Only' (as specified in the above instructions).
- All Special price requests that do not apply to the full course, but are valid for specific months (i.e. zero monthly payments). Such requests will have to be generated in HDC.

Looking forward to seeing you on the webinars and to start working with you.

The MIS team.