

Preliminary Class Agenda**

Day 1 - 02/05/24

12:15 pm	Log into Webex Event using credentials provided
12:30 pm – 12:45 pm	Welcome and Introduction
12:45 pm – 1:30 pm	Presentation: Overview of eSign and Best Practices
1:30 pm – 1:45 pm	Break (15 minutes)
1:45 pm – 2:30 pm	Live Q&A: Lesson 1 – 4 and Lesson 6 Training Videos Systems Accessibility Check: <ul style="list-style-type: none"> • Forms Designer Toolkit downloaded • LO and JSCG installed and functional
2:30 pm – 3:00 pm	Break (30 minutes)
3:00 pm – 4:00 pm	Presentation: Lesson 5: Guidelines for Creating eSign Documents
4:00 pm – 4:15 pm	Break (15 minutes)
4:15 pm – 5:00 pm	Presentation: Lesson 5: Guidelines for Creating eSign Documents

Day 2 - 02/06/24

12:15 pm	Log into Webex Event using credentials provided
12:30 pm – 1:30 pm	Presentation: Lesson 5: Guidelines for Creating eSign Documents (Continued from Day 1)
1:30 pm – 1:45 pm	Break (15 minutes)
1:45 pm – 2:30 pm	Presentation and Hands-On Exercise - Lesson 6: Uploading and Processing Documents in eSign
2:30 pm – 3:00 pm	Break (30 minutes)
3:00 pm – 4:00 pm	Presentation and Hands-On Exercise - Lesson 6: Uploading and Processing Documents in eSign

LiquidOffice Form Designer Training Class

- 4:00 pm – 4:15 pm **Break (15 minutes)**
- 4:15 pm – 5:00 pm **Presentation and Hands-On Exercise** - Lesson 6: Uploading and Processing Documents in eSign – **Quiz #1**

Day 3 - 02/07/24

- 12:15 pm Log in using credentials provided
- 12:30 pm – 1:30 pm **Presentation and Hands-on Exercises** - Lesson 7: JavaScript Lab
- 1:30 pm – 1:45 pm **Break (15 minutes)**
- 1:45 pm – 2:30 pm **Presentation and Hands-on Exercises** - Lesson 7: JavaScript Lab
- 2:30 pm – 3:00 pm **Break (30 minutes)**
- 3:00 pm – 4:00 pm **Presentation and Hands-on Exercises** - Lesson 7: JavaScript Lab
- 4:00 pm – 4:15 pm **Break (15 minutes)**
- 4:15 pm – 5:00 pm **Presentation and Hands-on Exercises** - Lesson 7: JavaScript Lab

Day 4 - 02/08/24

- 12:15 pm Log in using credentials provided
- 12:30 pm – 1:30 pm **Presentation and Hands-on Exercises** - Lesson 7: JavaScript Lab
- 1:30 pm – 1:45 pm **Break (15 minutes)**
- 1:45 pm – 2:30 pm **Presentation and Hands-on Exercises** - Lesson 7: JavaScript Lab
- 2:30 pm – 3:00 pm **Break (30 minutes)**
- 3:00 pm – 4:00 pm **Presentation and Hands-on Exercises** - Lesson 7: JavaScript Lab
- 4:00 pm – 4:15 pm **Break (15 minutes)**
- 4:15 pm – 5:00 pm **Quiz 2 & Class Closing**

***Note, the information above is preliminary and may change closer to the date.*