

Aurora TF/TA Appointment Training Sessions

The ASAP team will offer **Aurora TF/TA appointment training sessions** for departments in May:

Wednesday May 2nd 12-1:30pm and **Wednesday May 16th** 12-1:30pm in the ASAP Training Room, CGIS Knafel Center, 1737 Cambridge Street (sub-basement level).

Demos will cover:

- **Actions & Workflow**
 - Creating TF/TA Appointments
 - Approval Workflow
 - Retracting Actions
 - Rejecting Actions
 - Editing Actions
 - Cancelling Actions
 - Action Search
- **Reporting**
 - Creating customizable reports

We hope you'll take advantage of this opportunity to address your questions regarding processing TF/TA appointment actions in Aurora!

Questions about training? Contact:

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