CLASS INFORMATION

CLASS TITLE:	Order Documentation VL-110
SESSION I:	**Date:** Wednesday, February 4, 2015 **Time:** 1:00 p.m. (MST)
SESSION II:	**Date:** Thursday, February 5, 2015 **Time:** 8:00 a.m. (MST)

WEBCAST INFORMATION

Please join this webcast by clicking on the following link:
http://go.teamviewer.com/v9/m45434242

Or join this webcast by clicking on the "Join Online Meeting" link available from the TeamViewer.com site.

Select *Join Online Meeting* and *Run*

NOTE: If this is your first time using TeamViewer, please allow 15 minutes to download and run the online meeting executable.

Once you are logged in, use the following to access this training session:

Meeting ID = **m45-434-242**

AUDIO INFORMATION

The audio portion is held through our conference line (instructions are in both English and French):

Access Phone Number: 1 877-343-2259
Meeting ID: 2630296

Once the session starts all phone lines than other than the presenter will be muted until the *Question and Answer* session at the end.

Goal of this training session:

Discuss documenting a move. Every move has details that must be documented. This documentation is formalized in many ways.

Training session topics:

- **MoversSuite Modules for documenting the move Industry terms**
- **Information common to every move**
- **Required forms**
- **How information gets into MoversSuite**
- **Challenges**
- **Q&A**