

TRAINING AGENDA – MIL

The Princess Group & St. Regis Homes

Mission Hill on Bayview

Jacqueline Storino

TOPICS	SPECIAL INSTRUCTIONS & KEY POINTS TO REMEMBER	ATTENDEE SIGN-OFF
PREP A UNIT	- No multi units	
SCRIPT REVIEW		
RECORDING DEFICIENCIES	- Do not use back buttons	
MOVING TO A NEW ROOM		
REVIEWING DEFICIENCIES – “DO”		
SENDING DEFICIENCIES TO PASS		
DELETING DEFICIENCIES FROM DEVICE		
APPENDIX	DO – Deficiencies outstanding Next button	

Additional Instructions:

Handyman in Trade list as St Regis – George

LOG IN INFORMATION SENT TO USER AT EMAIL ADDRESS: _____

TRAINING COMPLETED BY: _____ DATE: _____

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TOPICS	SPECIAL INSTRUCTIONS & KEY POINTS TO REMEMBER	ATTENDEE SIGN-OFF
Create A Deficiency		
Trade A Deficiency	<ul style="list-style-type: none">- Single- Multiple	
Close A Deficiency	<ul style="list-style-type: none">- Single- Multiple- By Assignment number	
Changing Customer Info		
Booking Appointments		
Reports	<ul style="list-style-type: none">- Deficiency By Trade- Deficiency by Lot- Deficiency by Site- Appointment By Trade (summary, detail)	
Appendix		

Additional Instructions:

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