



Step 4 - Team Training

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Overview

With Admin Users fully trained and in control of the system's customizations, the next step is to conduct role-based training for key inMotion Users and stakeholders.

inMotion Training is conducted remotely using online video conferencing to enable training for Users in multiple locations. At your request, we can record the training sessions for your use when bringing on new Users to the inMotion platform.

Customer Prerequisites

- Complete and send [Team Training Outline](http://guide.inmotionnow.com/help/team-training-outline) (<http://guide.inmotionnow.com/help/team-training-outline>) within a day of scheduled training
- Prepare to highlight the specific ways in which inMotion will be used to meet your company-specific business processes during team training

inMotionNow Responsibilities

- Provide a training plan that meets your organizational roll-out needs
- Conduct Requester/Reviewer role-based training

Next Steps!

- Prepare for change management
- Compile list of team post-launch questions to review during final call
- Move on to [Step 5 - Launch!](http://guide.inmotionnow.com/help/step-5---launch) (<http://guide.inmotionnow.com/help/step-5---launch>)