

Training Needs Analysis Form



Introduction to Lotus Notes 6.5/8

Name: _____

Position: _____

Organisation: _____

Software: _____

Please place a tick in the relevant column to indicate whether you can do the following:

Task	Yes	No	Don't know
Display database icons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create & name a tabbed page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move a database icon to a tabbed page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open a favourite bookmark	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add, remove & open a database	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use twisties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use quick search & advanced search	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add & remove a database	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open a mail database	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create & send an e-mail message	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a phone message & a draft message	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sort messages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open, read & manage mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Redirect replies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attach a notes link to a message	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a hotspot button	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create twisties to summarise an e-mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create & delete a folder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move items to a folder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add a new contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create & manage a mailing list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use Out of Office notification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change preferences (spell check, trash, notifications)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create an automatic signature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create, modify & delete rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add, edit & print calendar entries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Share a calendar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create & manage meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add & remove members from a group calendar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create, delegate, action & manage tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>