



BUSINESS SERVICES

# Basic Training

## Fundamental Training to Ramp Up Fast

Alchemer Basic Training is a live, five-hour, virtual training course that is customizable to fit your needs. The goal of Basic Training is to get your team up to speed quickly through personalized training.

### THE STRUCTURE

Alchemer Basic Training is a virtual course conducted live via Zoom or Microsoft Teams. Before the training begins we often schedule a scoping call to clarify the training plan. The course is structured in the following ways:

- The five-hour course is scheduled for the times and dates that work best for your team
- Each hour is focused on specific Alchemer foundational topics
- Each topic will be demonstrated in actual projects (surveys)
- The training is interactive with time for questions and answers
- At the end of each hour, a link to the recorded session will be sent to you

### TRAINERS

Each trainer is engaging, experienced, and most importantly, passionate about helping you reach your full potential as an Alchemer user. The approach is very hands-on and uses real world examples for each hour of training.

### BASIC TRAINING GOALS

The goals for Alchemer Basic Training course are:

- To get new users up to speed much quicker than if using our self-serve training offerings
- To get a holistic understanding of the platform at a practical level
- To allow discussion and Q&A
- To disseminate useful tips and tricks

### WHO SHOULD ATTEND

The Basic Training class is designed for people new to Alchemer. This can be an entire team for new accounts, or anybody who is new to Alchemer for existing accounts. The class is not designed as a refresher, although people familiar with the product may attend.



## Want to learn more?

Learn more about Alchemer Basic Training by talking to your customer success manager or calling our team at 800.609.6480.

<p><b>Fastest Implementation</b></p> <p>Enterprise</p> <p>SUMMER 2022</p>	<p><b>Most Implementable</b></p> <p>Enterprise</p> <p>SUMMER 2022</p>	<p><b>Easiest Setup</b></p> <p>Enterprise</p> <p>SUMMER 2022</p>	<p><b>Easiest Admin</b></p> <p>Enterprise</p> <p>SUMMER 2022</p>	<p><b>Best Usability</b></p> <p>Enterprise</p> <p>SUMMER 2022</p>	<p><b>Easiest To Use</b></p> <p>Enterprise</p> <p>SUMMER 2022</p>	<p><b>Best Meets Requirements</b></p> <p>Enterprise</p> <p>SUMMER 2022</p>	<p><b>Easiest To Do Business With</b></p> <p>Enterprise</p> <p>SUMMER 2022</p>
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## Alchemer Basic Training is a live, five-hour, virtual training session that is completely custom-fit to your needs.

### ALCHEMER BASIC TRAINING SAMPLE AGENDA

While the course is customizable, we do recommend the following agenda to ensure foundational concepts are covered.

#### HOURL ONE

##### Platform Tour and Feature Synopsis

- Help Documentation
- Alchemer University
- Customer Support
- Build and Share a Basic Survey
- Introduction to Logic
- Introduction to Results
- Build a Send Email Action

#### HOURL TWO

##### Build, Style, Testing, Tools, and Logic

Learn to customize the look and feel of your surveys, best practices for testing to feel confident before you launch, more logic options, and some of our most popular features under the Tools tab.

- Customize Text and Colors
- Testing Options Under the Test Tab
- Skip/Disqualify Logic
- Answer Option Logic
- Translations
- Quotas

#### HOURL THREE

##### Distribution

Learn to share your survey with respondents.

- Primary Link
- Send Your Survey via the Alchemer Email Campaign Tool
- Using Multiple Survey Share Links to Track and Segment Responses
- Other Methods: Survey Audience, QR Code, Embed on Website, and SMS

##### Data Preparation

Learn how to prepare data for your final reports.

- Customize Reporting Values
- Customize Question Aliases
- Analyze Open Text Answers

##### Results

Learn about the capabilities of Individual Responses, Standard Reports, and Exports.

- Customize Your Reports and Exports
- Filter and Compare Data Within Your Reports
- How to Share Your Reports and Exports
- Customize Individual Response Grid

#### HOURL FOUR

##### Intermediate & Advanced Question Types and Enhancing Survey Questions

Learn about popular intermediate and advanced question types. Learn the ways to customize the look and functionality of your survey questions.

- Intermediate and Advanced Questions
- Autocomplete Text Fields
- Answer Option Special Settings
- Resizing Open Text Fields
- Randomization
- Default Answers

##### Libraries

Learn how to save questions and pages to be reused in later surveys. Learn now to create and reuse template surveys, styled themes, and styled reports.

- Create Question Library Elements
- Add Question Library Elements to Your Survey
- Understand How Global Question Library Elements are Linked
- View and Report on Data Collected from Linked Global Question Library Elements
- Create a Custom Survey Template

#### HOURL FIVE

##### Actions

Learn some of our most popular actions.

- Send Email Action
- URL Redirect Action
- Quiz Score Action
- Hidden Value Action

##### Piping and Repeating

Learn how piping and repeating works.

- Merge Codes
- Simple Piping
- Pipe Into Rows and Columns
- Repeat Questions and Pages Dynamically

##### Using URL Variables in Your Survey

Learn what URL variables are and the benefits of using them in your surveys.

- Pre-populate a Textbox Question
- Capture URL Variables in a Hidden Value Action
- Show URL Variables in Reports and Exports
- Use URL Variables to Drive Logic

**Learn the fundamentals to ramp up fast. Schedule your Basic Training class today. Call your customer success manager or 800.609.6480.**

**Alchemer**

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