

# New User Checklist for Learning an Information System (IS)

## Initial Setup & Exploration

- Login Successfully:** Ensure you can log in without issues.
- Explore Dashboard:** Familiarize yourself with the main interface.
- Identify User Roles:** Check your role and what permissions you have.
- Locate Help Section:** Know where to find built-in guides or FAQs.

## Navigation & Features

- Learn Basic Navigation:** Understand how to move from one section to another.
- Identify Key Features:** List the features you'll be using frequently.
- Practice Shortcuts:** Learn and try out keyboard shortcuts, if available.

## Tasks & Data Management

- Execute a Simple Task:** Perform an elementary action like creating a new entry.
- Learn Data Entry Points:** Understand where and how data is entered or imported.
- Experiment with Search & Filters:** Use search and filters to locate information.

## Reporting & Analytics

- Locate Reporting Features:** Identify where and how to generate reports.
- Run a Sample Report:** Generate a report to understand the process.

## Communication & Support

- Identify Communication Tools:** Check if there are in-system messaging or notification features.
- Find Support Channels:** Locate the 'Help' button, support email, or chat for technical assistance.

## Role & Responsibilities

- Consult Job Description:** Revisit your job description to identify relevant tasks in the IS.
- Speak with Supervisor:** Confirm expectations and any specific IS-related responsibilities.
- Identify Stakeholders:** Know who else uses the system and how your role intersects with theirs.

## Advanced Learning & Support

- ChatGPT Session:** Have a list of questions ready for a ChatGPT session.
- Online Research:** Spend some time watching tutorials or reading forums.
- Join Online Community:** Become a member of relevant IS user groups or forums.
- Create Personalized User Guide:** Start documenting your learning and insights.