

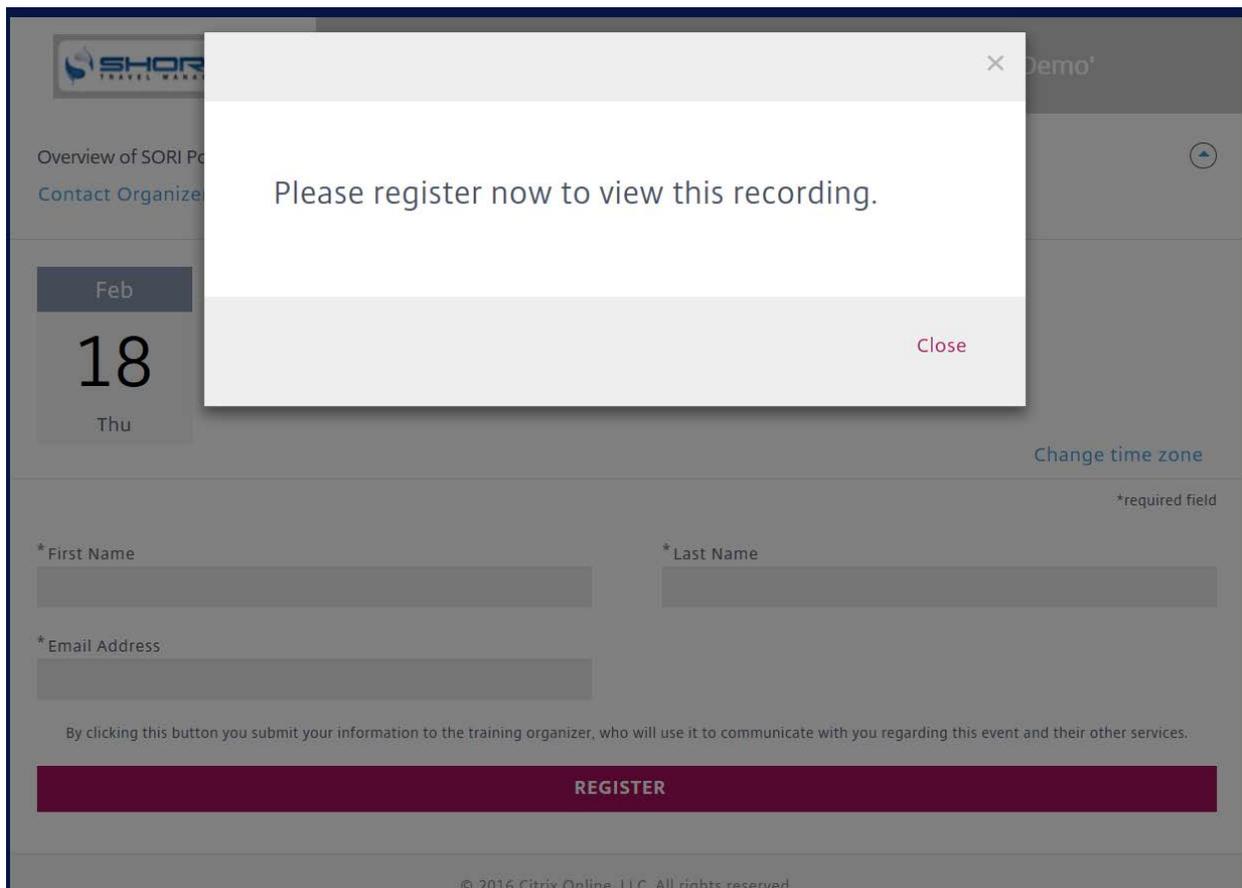
Short's Online Booking Tool (Concur) Webinar

A recorded training demo is available for State Employees through the GoToTraining website. To access this webinar, please follow these instructions.

1. Click on the link below:

<https://attendee.gototraining.com/177sb/recording/6538408994988603138>

This screen will appear asking you to register.



The screenshot shows a registration form for a webinar. A modal dialog box is overlaid on top of the form, displaying the text "Please register now to view this recording." and a "Close" button. The background form includes a calendar showing February 18th (Thursday), a "Change time zone" link, and input fields for "First Name", "Last Name", and "Email Address", all marked as required fields. A "REGISTER" button is at the bottom of the form. The footer of the page reads "© 2016 Citrix Online, LLC. All rights reserved."

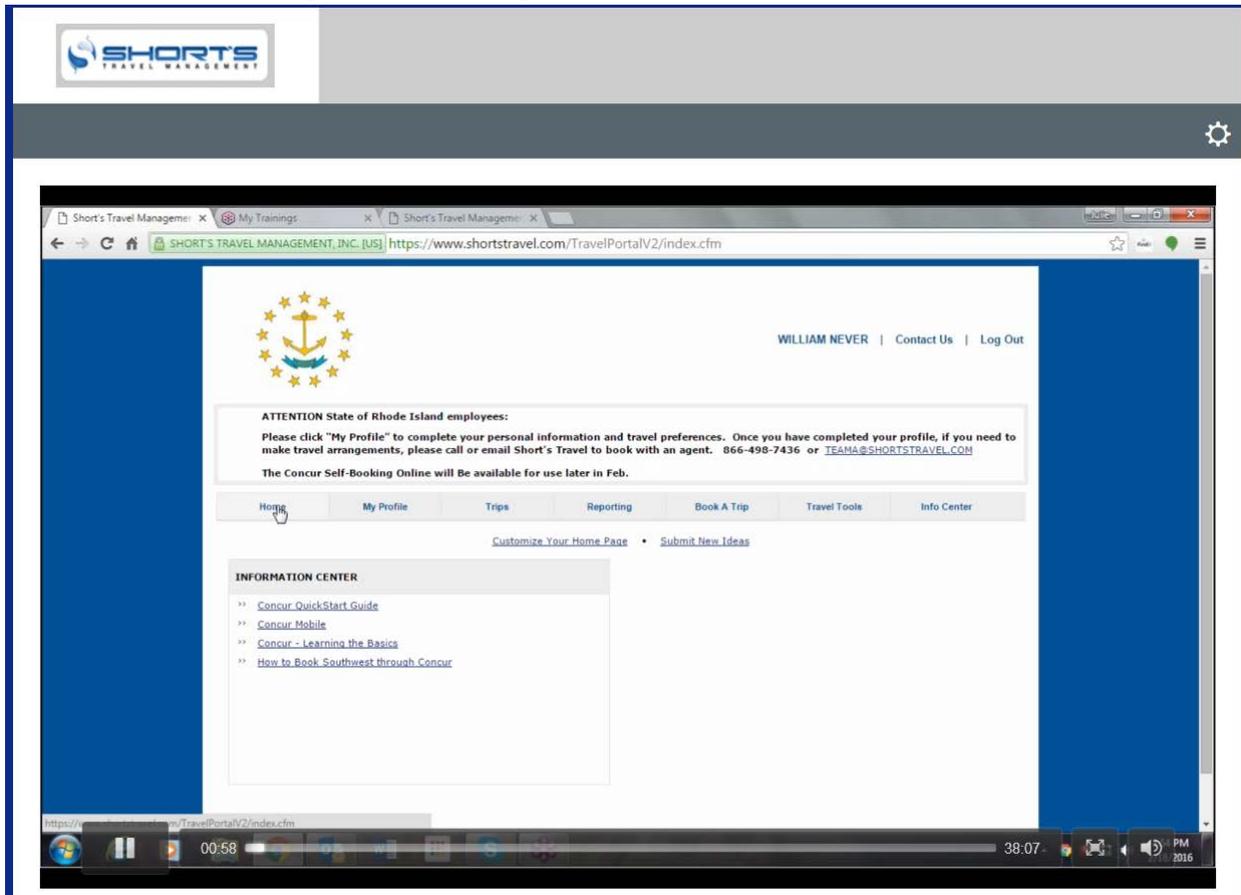
2. Click "Close"

3. Enter your “First Name”, “Last Name” and “Email Address”.

The screenshot shows a registration page for 'State of Rhode Island-Portal & Concur Demo'. At the top left is the 'SHORTS TRAVEL MANAGEMENT' logo. The main heading is 'Please register for ' State of Rhode Island-Portal & Concur Demo''. Below this is a navigation bar with 'Overview of SORI Portal and Concur Booking tool' and a 'Contact Organizer' link. The event date is 'Thu, Feb 18, 2016' from '9:52 PM - 10:52 PM EST'. A 'Change time zone' link is on the right. The registration form includes three required fields: '* First Name' (filled with 'William'), '* Last Name' (filled with 'Never'), and '* Email Address' (filled with 'william.never@doa.ri.gov'). A disclaimer states: 'By clicking this button you submit your information to the training organizer, who will use it to communicate with you regarding this event and their other services.' A large red 'REGISTER' button is at the bottom. The footer contains the copyright notice: '© 2016 Citrix Online, LLC. All rights reserved.'

4. Click “Register”

5. The webinar will begin automatically.



Utilize the pop-up bar along the bottom of the screen to control the video and volume.