

Date: Tuesday, January 12, 2016  
 From: Cardinal Project  
 To: Cardinal Project  
 BCC: Wave 2 CN Members, W2 FOs, CL Team, Stacy, Ned, Julie, Damian, Kim, Maggie  
 Subject: Cardinal User Labs begin in February  
 Attachment: None

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***This e-mail is being sent to Change Network Members and Fiscal Officers for the Wave 2 agencies.***

**WHAT: Cardinal User Labs beginning in February**

The Cardinal Project is pleased to offer User Labs beginning in February 2016. These labs will provide an opportunity for users to get one-on-one help entering, updating or viewing actual Cardinal transactions. Labs are available to both online and interfacing agencies.

The User Labs will be staffed by Cardinal Project trainers DOA General Ledger Oversight (GLO) staff and Cardinal Subject Matter Experts (SMEs). All functional areas (GL, AP, AR, and Reporting) will have staff available to assist.

Budget journal support will also be available to users who attend the labs at Paragon Place.

**WHY:** Users may want assistance when they first start entering or editing their transactions in Cardinal after go-live on February 1, 2016.

**HOW:** Please inform your users about these labs. To attend a lab, users simply show up and bring any transaction documentation; they do not need to make an appointment. We ask that users first research training materials, job aids, FAQs, and utilize their agency SMEs before coming to the labs.

**Users should bring their User ID and Password so they can sign into Cardinal.**

Users will be helped on a first-come-first-served basis. We will make every effort to assist each user as quickly as possible.

**WHEN:** See the Cardinal website for locations and dates during the first 3 weeks in February 2016. We will post additional labs after go-live as needed, and will update the schedule on the Cardinal website. <http://www.cardinalproject.virginia.gov/>

Date	Time	Location
Tuesday, February 2	9am – 3pm	Paragon Place
Thursday, February 4	9am – 3pm	Paragon Place
Tuesday, February 9	9am – 3pm	Paragon Place
Wednesday, February 10	9am – 3pm	DOA Monroe Tower
Wednesday, February 10	9am – 3pm	Lynchburg
Thursday, February 11	9am – 3pm	Paragon Place
Tuesday, February 16	9am – 3pm	Paragon Place

Date	Time	Location
Wednesday, February 17	9am – 3pm	DOA Monroe Tower
Thursday, February 18	9am – 3pm	Paragon Place
Friday, February 19	9am – 3pm	Culpeper

**QUESTIONS?** If you have any questions contact your Agency Readiness Liaison or send an email to the Cardinal Project Team at [ProjectCardinal@doa.virginia.gov](mailto:ProjectCardinal@doa.virginia.gov) and include “User Labs” in the subject line.

Sincerely,

The Cardinal Project Team