This e-mail is being sent to Change Network Members and Fiscal Officers for the Wave 1 agencies.

WHAT: **Cardinal User Labs in October**

The Cardinal Project is pleased to offer User Labs in October 2014. These labs will provide an opportunity for users to bring in actual transactions that they need one-on-one help with in the Cardinal production environment.

The User Labs will be staffed by Cardinal Project trainers, DOA Subject Matter Experts (SMEs), and members of the Cardinal Project application team. All functional areas (GL, AP, AR, and Reporting) will have staff available to assist.

WHY: User Labs provide additional support for users after go-live on October 1, 2014.

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 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 2 weeks in October 2014. 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
Thursday, October 02	9am – 2pm	Paragon Place
Friday, October 03	9am – 2pm	Paragon Place
Tuesday, October 07	1pm - 5pm	Paragon Place
Tuesday, October 07	9am – 2pm	Staunton
Wednesday, October 08	1pm - 5pm	Paragon Place
Thursday, October 09	1pm - 5pm	Paragon Place

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 and include "User Labs" in the subject line.

Sincerely,

The Cardinal Project Team