

Client Base Online Training

<https://www.trams.com/home/training/>

Client Base learning center user name: _____
Password: _____

Learning Center


--<https://gtu.getthere.com/trams/>

-Click on (log in) in the top right hand corner

-Create a new account

Is this your first time here?

For full access to this site, you first need to create an account.

Create new account 


-fill out information and click

Create my new account

-Log in and click courses **COURSES** on the top center of the screen

-Click on ▶ ClientBase Windows

-Classes will open up for you to take

-Start with  Getting Started with ClientBase Windows for the New User



-Then continue on through the classes

Recorded trainings

- Click on 'Recorded Trainings' (Left side of screen)

- Click on 'Client Base Window' (Scroll down, center page)

- click on 'Recordings' (center)

- There are a about 8 pages of recorded training sessions. At the bottom of this area, you will be able to click 'Next' to see subsequent pages. On (about) page 3, you will see recordings for 'Front Line' agents.

- Start with 'Front Line Agents 1:a. Start with the Basics – what is a client profile

WebEx Classes

- Click on 'WebEx Training Classes' (Left side of screen)

- Click on 'Click here to enroll for ClientBase classes (center page)

- Find the class you are interested in and Click Register.

Good classes to start with are:

- ClientBase Windows – starting with the basics-Profile skills
- ClientBase Windows – starting with the basics-Merge to PNR

*Note – there are Q&A classes several times a week that you can join and ask questions to a live instructor. This is a great tool you can use anytime.