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Subject: New online training on CitiDirect Card Management System
Date: Friday, November 04, 2011 3:21:17 PM

Dear A&M System Training Coordinators,

We are pleased to announce the availability of five new online courses in TrainTraq on how to use the CitiDirect card management system. The courses are intended for business administrators who use this system to review monthly statements for payment cards used within their organizations, allocate charges to accounts, and track activity using reports. New CitiDirect users will be required to complete these five courses in TrainTraq before being given access to the system.

The training consists of recorded demos of how to perform various tasks using the CitiDirect system. The titles and TrainTraq course numbers are:

- CitiDirect Card Management System – Login and Navigation (2111561)
- CitiDirect Card Management System – Single Transaction Allocations (2111559)
- CitiDirect Card Management System – Split Transaction Allocations (2111560)
- CitiDirect Card Management System – Mass Transaction Allocations (2111558)
- CitiDirect Card Management System – Running Reports (2111562)

The training was developed in conjunction with Financial Management Operations (FMO) at Texas A&M University. Many thanks to Clint Merritt in FMO and Wade Giesenschlag in EOD for developing these courses. Please let Wade know if you have questions about this training (wgiesenschlag@tamu.edu, 979-862-7193).

Thanks,

Pat

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