# One day Martus Training Plan

## Benetech Human Rights Program

### Session 1: Setting up Martus

1. Introduce software with detailed overview presentation.
2. Install Martus and create accounts on all user computers.
3. Review key aspects of the Martus account and workspace.
4. Explain how to use Martus effectively for maximum data security. Develop a basic understanding of Martus encryption/rules.
5. Train on how to back up the Martus encryption key and how to restore a Martus account from a backup key file.
6. Explain best practices for preserving and protecting project username/password/key data.

### Session 2: Basic Martus Functionality

1. Introduce data entry in Martus. Explain how to create a Martus record.
2. Explain the difference between saved, versioned and shared records and how to modify an existing record.
3. Have participants create a few practice records, and view image attachment locations on a map (if geo-location data is available).
4. Train on how to configure the Martus server and how to back up to the Martus server.
5. Observe the backup process.
6. Train on how to delete records.
7. Practice downloading records from the Martus server.
8. Introduce how to set up secure data sharing relationships between two Martus accounts.
9. Introduce the concept and design of information flow.
10. Demonstrate and practice setting up Contact account relationships.

### Session 3: Advanced Martus Functionality

1. Introduce form templates and have participants download the demo Martus Customization template.
2. Explain basic form template customization in Martus.
3. Have participants load the Amnesty International Urgent Action demo data. Please contact martus@benetech.org to get these sample records to use in your training.
4. Introduce searching in Martus. Discuss simple and advanced searching, and practice saving search filters.
5. Demonstrate and practice searching using demo records, and saving search results by copying the resulting records into a newly created folder.
6. Introduce reporting and charts in Martus. Discuss page and table report formats as well as bar, pie, and line charts.
7. Demonstrate and practice creating sample reports and charts using demo records.
8. Demonstrate deleting a Martus account and restoring it from the key backup file.
9. Briefly introduce Mobile Martus for Android.