



YouTube Videos Guide

To accommodate different styles and preferences in learning and accessing information, The Trust has created both written resources, like this one, as well as audio-visual resources in the forms of YouTube tutorials and webinars.

Here is the link to our YouTube channel:

<https://www.youtube.com/channel/UCn80Yxvjd634LEOskz0INfw>

- Alternatively, if you search for it on YouTube You want to make sure you select The Children's Trust channel that references "Provider Support Channel" and includes "tutorials."
- For easier access in the future, once you are on the page, bookmark it in your web browser. This way you can access it by clicking on it from your list of bookmarks or if you start typing "The Children's Trust" in your address bar, it will likely come up as an option to choose from.

Outline of YouTube Playlists & Videos

- [Trust Central General Playlist](#)
 - [General - Trust Central's Updated Look](#)
 - [How to Access Trust Central](#)
 - [General Layout within Trust Central](#)
 - [How to Format Grids in Trust Central](#)
 - [How to Filter Grids in Trust Central](#)
 - [How to save a grid view in Trust Central](#)
 - [Dashboard functionality in Trust Central](#)
 - [How to Reset Your Password in Trust Central](#)
 - [General - My Profile Functionality in SAMIS](#)
- [Trust Central – Agency Admin](#)
 - [Agency Admin - How to Create a New User](#)
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- [SAMIS 2.0 Fiscal Playlist](#)
 - [SAMIS 2.0 Fiscal Orientation Webinar](#)
 - [Workflow - What is a workflow in SAMIS?](#)
 - [Workflows - How to access and setup workflows in SAMIS](#)
 - [Reimbursements - How to create a reimbursement in SAMIS](#)
 - [Reimbursements - How to enter expenses in SAMIS](#)
 - [Reimbursements - How to submit a reimbursement in SAMIS](#)
 - [Document Repository - How to upload a document to Document Repository in SAMIS](#)
 - [Reimbursements - How to repay an advance](#)
 - [Position Management – How to Access Position Management](#)
 - [Position Management - How to Modify a Position](#)
 - [Position Management - How to Create a New Position](#)



- [Position Management - Fringe Benefits Position](#)
- [Budgets - How to create a budget](#)
- [Budgets - How to setup Program Funders](#)
- [Amendments - How to create an amendment](#)
- [Amendments - How to edit and submit a budget amendment](#)
- [Budgets - How to Create a Budget Using Copy Budget](#)
- [Compare Feature for Fiscal Documents](#)
- [Trust Central – Contracts](#)
 - [Introduction To Contracts Station, Contracts Workflow, and Initiative-specific Scope for HSB and HIE](#)
 - [Contracts - Introduction to the Contracts Station \(YAS\)](#)
 - [Contracts - Introduction to the Contracts Station \(YEN\)](#)
 - [Introduction to Contracts Station, Workflow, and Initiative-specific Scope for Specialty Contracts](#)
 - [Contracts - Basic Navigation Within the Contracts Station](#)
 - [Contracts - Workflow Overview](#)
 - [Contracts - Workflow setup](#)
 - [Contracts - Workflow Process](#)
 - [Contracts - Workflow Audit Trail in Contracts Station](#)
- [SAMIS 2.0 Programmatic Playlist](#)
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 - [Cases and participants in SAMIS](#)
 - [How to enter units of service in SAMIS](#)
 - [How to enter multiple performance measures for a participant in SAMIS](#)
 - [How to enter one performance measure for multiple participants in SAMIS](#)
 - [How to enter Narrative Responses](#)
 - [How to Add a Service Component in SAMIS](#)
 - [Youth Enrichment Summer - SAMIS Programmatic Data Entry Start to Finish](#)
- [Program Metrics](#)
 - [Intro to Metrics Station](#)
 - [Program Progress Metrics Overview](#)
 - [CAT Tool Development & Background](#)
 - [Group Parenting Observation Tool Overview](#)
 - [Individual Parenting Observation Tool Overview](#)
 - [Training Requirements for Parenting CAT Observers](#)
 - [Introduction to Metrics Station - Webinar](#)
 - [Program Metrics: Year 2 Changes](#)