

AGENDA

Intermediate Training Course

11. System Administration and Good Housekeeping

- 11.1 Organising & deleting Catalogues
- 11.2 Back Up and Restore
- 11.3 Changing Default Layout settings
- 11.4 Set Standard Payment Terms
- 11.5 Adding/Changing Validation Rules
- 11.6 Password & Security Settings
- 11.7 Assemblies
- 11.8 Favourite Products/My Favourites

12. Printing Reports & Graphs

- 12.1 Suppliers Turnover Print & Graph
- 12.2 Using reports to create own Price List
- 12.3 What Reports are Available

13. Sales/Order Discounting

- 13.1 Discount Bands
- 13.2 Supplier Discounts
- 13.3 Recording Payments
- 13.4 Creating Credit Notes
- 13.5 Creating Add-Ons & Remedials

14. Working with Purchase Orders

- 14.1 Amend Delivery Dates
- 14.2 Cancel Items off Purchase Order
- 14.3 Record Supplier Confirmation
- 14.4 Record Purchase Invoice Details
- 14.5 Booking of Goods Inwards

15. Schedule/Appointments Diary

- 15.1 Creating Actions & Resources
- 15.2 New Appointments and Reminders
- 15.3 Using Filters
- 15.4 Appointments Diary

16. Word Processor

- 16.1 Working with Templates
- 16.2 Creating Templates
- 16.3 Mail Merge

17. Creating Fitting Calculator