

Classroom based training course detail & schedule January – March 2012

Training Centre at EQ Software
 Shuttington Fields Farm
 Shuttington
 Tamworth
 B79 0HA

Classroom based training course detail:

Standard Course Description	Subjects Covered	Pre-requisite
EQ Level 1 <i>Available for Foundation, Essential & Professional</i>	Installation & Catalogue Setup Overview, creating Customers, Building Quotations, placing Supplier Orders, Delivery Notes, Invoicing & Payments, add own Products, own Suppliers, adding basic Fitting costs, Using EQ Support facilities.	Some basic keyboard skills, combined with general PC confidence.
EQ Level 2 <i>Available for Essential & Professional</i>	Using WP to create & merge with Letter templates, Create & merge Text/Email templates, CRM, using Customer Folders, adding Manager Discounts, Appointments Diary, Basic Assemblies, Revisions, Favourites/My Favourites, Security & Password Protection, Fitting Calculator.	Candidates are required to have successfully completed Level 1, gained some experience of using Microsoft Word and have a good understanding of the company's required presentation portfolio.
EQ Level 3 <i>Available for Professional only</i>	Using Project tabs, Milestones & Project Tracking, Flags, Filters, Collections & Returns, Add-On & Remedial Orders, Rule based Assemblies, Goods Inwards, Stock Control, Scheduler, Follow On Delivery Notes, Trade Customer Discounting, Dashboard, Reports.	Ideally candidates should have successfully completed Level 1, Level 2 is recommended but not a prerequisite to entering Level 3.



Classroom based training course schedule Duration of each day course: 6 hours.

Arrival time 9:30am for 10:00am start.

Lunch and refreshments will be provided.

Date	Course	Edition	Cost per seat + VAT
Tues 17 th Jan	Level 1	Foundation/ Essential / Professional	£99
Wed 18 th Jan	Level 2	Essential / Professional	£99
Thurs 19 th Jan	Level 3	Professional	£99
Thurs 26 th Jan	Expert (course detail on request)	Professional	£99
Tues 14 th Feb	Level 1	Foundation/ Essential / Professional	£99
Wed 15 th Feb	Level 2	Essential / Professional	£99
Thurs 16 th Feb	Level 3	Professional	£99
Tues 13 th March	Level 1	Foundation / Essential / Professional	£99
Wed 14 th March	Level 2	Essential / Professional	£99
Thurs 15 th March	Level 3	Professional	£99
Thurs 22 nd March	Expert (course detail on request)	Professional	£99

To book your course
Call Martin Summers 01827 839259
Ref- Training
Or email sales@eqsoftware.net

