



Administration Training

Using **framework** effectively can help maximise the control you have over your contracts and suppliers.



We learnt a fair few tricks throughout the day and the hospitality was legendary!



10:00	Welcome and Coffee
10:15	Icons, Breadcrumbs, Navigation, Searching and My Details Overview of “the basics”.
	Hands-on training Navigation and searching for information.
10:30	Suppliers Overview of supplier details.
	Hands-on training Adding a new supplier; editing existing supplier details, supplier contacts, supplier notes and attachments.
11:15	Break
11:30	Tasks Overview of tasks.
	Hands-on training Adding a new task against a supplier, viewing task details via task link, viewing task details via my tasks option and editing existing tasks.
11:45	Products Overview of products and product licensing.
	Hands-on training Adding a new product.
12:15	Contracts Overview of contract details, including main contract details and additional contract details.
	Hands-on training Adding a new contract; editing existing contract details, adding a notify list; adding an audience and deleting a contract.
13:00	Lunch
14:00	Contracts Overview of contract details; including contract products invoice details, forecast invoices, contact notes and attachments, note summary, linked schedules, variations and contract history.
	Hands-on training Adding a contract product, generating invoice forecasts, linking contracts and variations.

14:30	Administration – Employee Management Overview of employees and users of the system; employee and user teams; and user roles.
	Hands-on training Adding a new employee: editing an existing employee’s details, assigning an employee to a team, creating a new user role, creating a new user, assigning the user to a team, checking the user role and archiving a user account.
15:00	Administration – Base Information Overview of base information details, including contract configuration options, invoice information, product and service information, site and database location partitions and supplier information.
	Hands-on training Hands-on practise.
15:15	Break
15:30	Administration – Tailoring Options Overview of the tailoring options that allow framework to be uniquely configured for each different company, including user field groups and user defined fields.
	Hands-on training Create user field groupings and assign user defined fields to the new group to produce groups and fields on the additional details page(s)
16:15	Any other business and close of training

Cost

This course is available at a cost of £2180 +VAT per day for up to 6 attendees; this will cover the cost of lunch and training material. (Training per person per day is £500 +VAT)

Location

The event is held at the excellent conference and training facilities at Software Europe’s head office, Lincoln UK.

[Click here for directions](#)

How to Book

Once you have made your decision to attend you can register through the support portal (you may need to register):

<http://support.software-europe.co.uk/>

One-to-One

Whilst our training aims to ensure that each attendee does receive the attention they

need and get all they require out of the event; we will be happy to offer training on a one-to-one basis throughout the day.

One-to-one sessions can be requested in advance.

On-site Training

Please get in touch if you would like one of our in-house experts to come to your office to conduct a tailored training event for your Finance/Administration Team.

This will cost £2180 plus Software Europe expenses +VAT per day for up to 6 attendees; this will cover the cost of training material.

To book an on-site training visit please call 01522 881300.

