

## Hands-On Workshop Training Overview

Our hands-on workshops are a cost-effective solution for individuals and small groups that want to learn our software. Classes are kept small, so there is plenty of time for questions. The classes are taught in a hands-on style, and each person is provided with an individual computer station.

Our TIP for Windows workshops are for Administrators as well as assistants. Attendees will learn how to quickly get up and running with the software and become more efficient and effective in your job. Sessions are held throughout the year.

### SYLLABUS

The content of each training session deals with such topics as data entry, report production, and relating the software's features to specific management functions at the campus or district level. Below are topics covered in each class:

#### Campus Version Class

- quickly add new books to your inventory
- increase inventory for existing books
- distribute books to students and teachers using 3 different methods
- use a short cut to print textbook receipts
- import student and teacher data
- locate the owner of a book found in the hallway
- print out lost book letters that can be mailed home to parents
- collect books at the end of the year and produce an obligations list
- print reports for periodic book checks

#### District Version Class

- quickly add newly adopted books to your books database
- create campus requisitions for books
- Use Pick Tickets to have warehouse staff fill orders
- create orders to increase your warehouse inventory
- print reports to show you where your books are
- use course enrollment to set up quotas for ordering of textbooks
- record campus losses and payments and print out reports
- complete your end of year campus inventory audits

#### Bar Code Class

- Print out ISBN and accession bar code labels with discussion on placement in books
- Print student ID/teacher ID bar code reports to accelerate the distribution process
- discussion on best practices for distribution of textbooks at the beginning of the school year
- hands on use of connected scanning equipment
- hands on use of portable scanning equipment (Symbol PDA unit)
- how to correct scanning errors

## **PRICING**

The standard price for attending a 1 day workshop is \$225.00 per person. The standard half day bar code workshop is \$115.00 per person. Depending upon the date and location of the workshop there may be discounts available for multiple people; check the detailed schedule to see.

## **CANCELLATION POLICY**

Each session has a cancellation date associated with it. When viewing the schedule make note of this date. Refunds cannot be made and purchase orders will be billed and payable if cancellation is not made before this date.