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informxl

informXL Analyzer for FAST
On-Site Training Agenda

Sample Agenda
2-Day Training

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The training sessions are split into Basic and Advanced.

BASIC: The Basic sessions are intended to provide department users with training on department-specific Analyzers, give users an understanding of the data within each Analyzer, and ensure that users have knowledge of informXL core functionality.

ADVANCED: The Advanced sessions are intended for users who want to learn and explore some of the advanced pivot table, charting and formula features available in informXL. During these sessions we will work with end-users to create custom pivot table and pivot chart reports to meet specific department needs.

Day 1 - Agenda
8:30 am – 10:00 am: Warranty *Analyzers reviewed: Warranty Details, Lot Details* **8:30 – 9:15 Warranty Basic informXL Training** **9:15 – 10:00 Warranty Advanced informXL Training**
10:00 am – 12:00 pm: Production *Analyzers reviewed: Lot Schedules, Job Cost Details, Land Budget, Lot Details* **10:00 – 11:00   Production Basic informXL Training** **11:00 – 12:00   Production Advanced informXL Training**
1:00 pm – 5:00 pm: Sales *Analyzers reviewed: Sales Summary, Sales Gross Margin, Change Requests and Change Orders, Lot Details* **1:00 – 3:30 Sales Basic informXL Training** **3:30 – 5:00 Sales Advanced informXL Training**

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Day 2 - Agenda

8:30 am – 12:00 pm: Purchasing

Analyzers reviewed: Margin Analysis (PCA & Price Book), Lot Schedules, Job Cost, Sales Summary, Sales Gross Margin, Lot Details, Change Requests and Change Orders, PO Details, Land Budget

8:30 – 10:30 Purchasing Basic informXL Training
10:30 – 12:00 Purchasing Advanced informXL Training

1:00 pm – 3:30 pm: Accounting

Analyzers reviewed: AP Details, GL Balance, Sales Summary, Job Cost, Lot Details

1:00 – 2:30 Accounting Basic informXL Training
2:30 – 3:30 Accounting Advanced informXL Training

3:30 pm – 5:00 pm: Open

This session is reserved to address user-specific additional needs such as creation of custom reports or diving into more detailed advanced training scenarios on an as-needed basis.