



**informXL Analyzer for NEWSTAR
Departmental Training Agenda**

Sample Agenda

Purchasing – 4 hours

Analyzers reviewed: *PO Details, Sales Summary NSS, Takeoff Margin, Model Estimates, Parts, Job Cost Details, Job Scrub, Lot Options, Subcontract Details, Start Scrub, Lot Schedules, Suppliers, Bid Rates*

Purchasing informXL Training

informXL training specifically focused on Purchasing and Production reporting. This session is intended to ensure department users are trained on Purchasing / Estimating / and Production specific Analyzers, understand the data within each Analyzer, and are comprehensive on each report's basic usage and informXL core functionality. During this session we will work with end-users to create custom pivot table and pivot chart reports to meet specific department needs, as time permits.

Accounting – 3 hours

Analyzers reviewed: *Accounts Payable, Checks, GL Balance, Job Scrub, Sales Summary, PO Details, Lot Schedules, Suppliers*

Accounting informXL Training

informXL training specifically focused on Accounting and Job Cost reporting. This session is intended to ensure department users are trained on Accounting, Finance, and Job Cost specific Analyzers, understand the data within each Analyzer, and are comprehensive on each report's basic usage and informXL core functionality. During this session we will work with end-users to create custom pivot table and pivot chart reports to meet specific department needs, as time permits.

Sales – 3 hours

Analyzers reviewed: *Sales Summary, Lot Details, Lot Options, Prospects*

Sales informXL Training

informXL training specifically focused on Sales reporting. This session is intended to ensure department users are trained on Sales specific Analyzers, understand the data within each Analyzer, and are comprehensive on each report's basic usage and informXL core functionality. During this session we will work with end-users to create custom pivot table and pivot chart reports to meet specific department needs, as time permits.

Warranty – 2.5 hours

Analyzers reviewed: *Warranty Details, PO Details, Suppliers, Lot Options*

Warranty informXL Training

informXL training specifically focused on Warranty reporting. This session is intended to ensure department users are trained on Warranty specific Analyzers, understand the data within each Analyzer, and are comprehensive on each report's basic usage and informXL core functionality.

Production – 2 hours

Analyzers reviewed: *Lot Schedules, PO Details, Lot Details, Job Cost Details*

Production informXL Training

informXL training specifically focused on Production reporting. This session is intended to ensure department users are trained on production and job cost Analyzers, understand the data within each Analyzer, and are comprehensive on each report's basic usage and informXL core functionality.

Open – 1.5 hours

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.

