informxl

informXL Analyzer for BRIX
Departmental Training Agenda

Sample Agenda

Purchasing: 2 hours

Analyzers reviewed*: Purchase Orders, Job Cost, Takeoff Compare, Sales Summary, Job Details*

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: 2 hours

Analyzers reviewed: *Accounts Payable, GL Balance, Job Cost, Purchase Orders, Job Details, Sales Summary*

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: 2 hours

Analyzers reviewed: *Sales Summary, Job Details, Others as requested*

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.

Open – 2 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.