

JobOps Base and Time Tracker Product Training Agenda

Day One	8:00-10:00	Housekeeping www.jobops.com ; support JobOps Base: Introduction and Overview JobOps Setups: Options, Misc. Codes
	10:00-10:15	Break
	10:15-12:00	JobOps Setups: Misc. Codes;, Activity Codes, Employees, Applied Labor Accounts; Work Ticket Classes
	12:00-1:00	Lunch
	1:00-3:00	JobOps Setups: Work Ticket Classes, Work Ticket Templates; Notification Templates
	3:00-3:15	Break
	3:15-5:00	Work Ticket Class Change Utility; JobOps Security Events Sales Orders and JobOps
Day Two	8:00-10:00	Work Ticket Types and Creation
	10:00-10:15	Break
	10:15-12:00	Work Ticket Anatomy and Transactions, Price Quotes and Work Tickets
	12:00-1:00	Lunch
	1:00-3:00	Warranty/Serial Tracking; Repair Item Processing Item-Based Work Tickets; Serialized Parent Items
	3:00-3:15	Break
	3:15-5:00	Make to Stock Work Tickets; Make to Stock Closings

<i>Day Three</i>	8:00-10:00	Component Exception Manager
	10:00-10:15	Break
	10:15-12:00	Accounts Payable; Purchase Order Processing
	12:00-1:00	Lunch
	1:00-3:00	Purchase Order Processing
	3:15-3:30	Break
	3:30-5:00	Inquiries; Reports JobOps Files and Crystal Reports Inventory Management
<i>Day Four</i>	8:00-10:00	Direct Time Entry; Time Tracker Setups
	10:00-10:15	Break
	10:15-12:30	Time Tracker Invoicing Work Tickets Q & A
	12:30-1:00	Lunch
	1:00 – 3:00	JobOps Product Certification Exam