



CCH Central - Clients

e-Learning

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Aims and Objectives

Aims

To help new users to CCH Central create and maintain clients CCH Central.

Objectives

After attending the course delegates will be able to:

- ✓ Use the new employee wizard to create a new client.
- ✓ Maintain exiting clients within CCH Central.
- ✓ Access clients and review their information.
- ✓ Understand the difference between contacts and clients.

Pre-Requisites

- ✓ Have a working knowledge of Windows software.
- ✓ Be able to use a keyboard and mouse without help.

Duration

We estimate this course to take a maximum of 90 minutes to complete.

Please remember that our e-Learning courses can also be used as a post-training support tool.