



Practice Management -
Job Management

e-Learning

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Aims and Objectives

Aims

To help new users of Job Management create, complete and report on client based Jobs.

Objectives

After attending the course delegates will be able to:

- ✓ Create a new job against a client assignment
- ✓ Modify the homepage to show/filter job information
- ✓ Complete the steps required in order to complete a job from start to finish
- ✓ Export a job to excel
- ✓ Run a report to monitor a jobs progress

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.