

Redcastle Academy

Adding value to your business

The Academy

Courses commence at 9:30 a.m. and finish at 4:00 p.m.

We believe that learning to use software should be an enjoyable experience in an informal setting, to best achieve this we have a maximum of four delegates per course. The courses consist of short (10 – 15 minute) explanatory demonstrations followed by delegate exercises to develop SuperOffice Skills. Printed notes are provided for use during the course and as reference when the delegates return to the working environment

The aim is to provide a relaxed, but concentrated learning environment, to this end the use of mobile phones will not be allowed, except during lunch and breaks. In an emergency delegates should be contacted via the Redcastle switchboard (0115 967 7767).

A buffet lunch is provided with lacto-vegetarian option; please inform us of any special dietary requirements at least one week prior to attendance.

Courses take place at our offices located at:

The Business Park
Technology Drive
Beeston
Nottingham
NG9 2ND

Full directions will be sent upon booking.

All Academy credits required must be paid for in full before attendance on the first course.

The Courses

Introduction to SuperOffice SIX

Aim:

To familiarise new users of SuperOffice SIX with the interface and give them the best possible training in the use of the application's basic functions.

Prerequisites:

Delegates will be expected to be familiar with the use of Windows and generally proficient at using a PC.

Contents:

Familiarisation with the SuperOffice Interface: Logging on; The Navigator, The Toolbar, The index, mini and list cards; Basic configuration.

The Company Environment: Finding companies; Adding companies and contacts; defining relationships.

Project: Introduction to the concept of projects.

Activities: The types of Activities; Adding of activities by the toolbar functions; Completing activities.

The Diary: Views; Managing follow-ups and appointments both individually and with participants.

E-Mail: The SuperOffice / Outlook link; Saving incoming and sent E-Mails; Known and unknown contacts.

Selections: Static and dynamic selections; Creating a static selection; Performing simple tasks using selections.

Advanced SuperOffice SIX

Aim:

To give basic users an introduction to the more advanced features in the application.

Prerequisites:

Attendance on the Introduction Course.

Contents:

Projects: Creating projects; Adding project members; Linking activities; Mail merge for projects.

Reports: The reports screen; Standard reports, Search criteria; Running, viewing, printing and saving reports.

Selections: Adding to static selections; Dynamic selections; More tasks using selections; Exporting a selection.

Templates: Creating template documents; Template variables.

Administration – use of the SuperOffice SIX maintenance client

Aim:

For employees acting as SuperOffice administrators an introduction to the use of the SuperOffice SIX Maintenance Client.

Prerequisites:

Attendance on the Introduction and Advance Courses.

Contents:

Navigating the Maintenance client

The Status screen

The Licences screen: Editing licence information

Users and Roles: Associates, External users and others; Adding users; Editing user rights, deleting users; User groups; The predefined roles; Creating roles; Specifying data and function rights for a role; Editing and deleting roles.

Lists: Administrating lists; Adding lists; List items, adding editing and deleting; Heading and grouping of lists; Document templates.

User defined fields: Adding fields; Field types; Maximum number of fields; Editing fields, tab order and positions; Deleting Fields; Page one fields.

Preferences: Active settings and preference levels; Important preferences; Functions, Images and visual effects; Allowing individual settings.

Options: Changing labels; Resetting labels; Our companies; Free text search; System events, Number allocation.

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Booking form for Redcastle Academy Courses 2007

Please complete and return by fax to 0115 922 4465 or email to academy@redcastle.co.uk

Course	Date	No. of delegates	Course	Date	No. of delegates
January 2008			April 2008		
Introduction	15 th		Introduction	15 th	
Advanced	16 th		Advanced	16 th	
Administration	17 th		Administration	17 th	
Quotes.net	23 rd		Quotes.net	23 rd	
February 2008			May 2008		
Introduction	19 th		Introduction	20 th	
Advanced	20 th		Advanced	21 st	
Administration	21 st		Administration	22 nd	
Quotes.net	27 th		Quotes.net	28 th	
March 2008			June 2008		
Introduction	18 th		Introduction	17 th	
Advanced	19 th		Advanced	18 th	
Administration	20 th		Administration	19 th	
Quotes.net	26 th		Quotes.net	25 th	
Credits required					
Additional Training Credits, dates to be confirmed					
Total credits required					

Training Credits	No. required	@ each	£
One		£200	
Five		£900	
Ten		£1600	
Twenty		£3,000	
Fifty		£6,750	
One Hundred		£12,000	
Total Cost			£ + VAT

Please note that payment must be received in full before attendance on the first course.

Please supply me with credits for ___ Redcastle Academy Days as detailed above

Signed _____ Name _____

Company _____

PO number _____ Date _____