



Open Training Days March 2012 – June 2012

March 2012	
Wednesday 7 th March	
New User Admin	Entering customer data, creating property records, publishing details, sending letters
Wednesday 21 st March	
Refresher - Reports	Property Reports, Customer Reports, Management Reports. A look at new and improved features of Version 21.
April 2012	
Wednesday 4 th April	
New User Negotiator	Property Search, Mailing properties, Appointments, Offers and Chain
Wednesday 18 th April	
Refresher - Ad Hoc	Topics by request - Good Practice, Tasks and the Diary, Creating a Floorplan, Templates, Newspaper Advert. A look at new and improved features of Version 21.
May 2012	
Wednesday 9 th May	
New User Admin	Entering customer data, creating property records, publishing details, sending letters
Wednesday 23 rd May	
Refresher	The process as a whole. A look at new and improved features of Version 21.
June 2012	
Wednesday 6 th June	
New User Negotiator	Property Search, Mailing properties, Appointments, Offers and Chain
Wednesday 20 th June	
Refresher - Marketing	Marketing History – recording telephone calls, Marketing History Letter / Report Customer Search – Mass Mailings, Customer Reports. A look at new and improved features of Version 21.

Training starts at 10.00 am and finishes at 16.00 p.m. - *Refreshments Provided*



PropertyPro[®] TRAINING BOOKING FORM

FAX: 01788 862525

Date of Training Course

Attendee's Name:

Attendee's Name:

Attendee's Name:

Attendee's Name:

Attendee's Name:

Attendee's Name:

I agree that late cancellation of less than 48 hours will incur a £25 per person administration charge.

Signed

Print Name

Company Name