

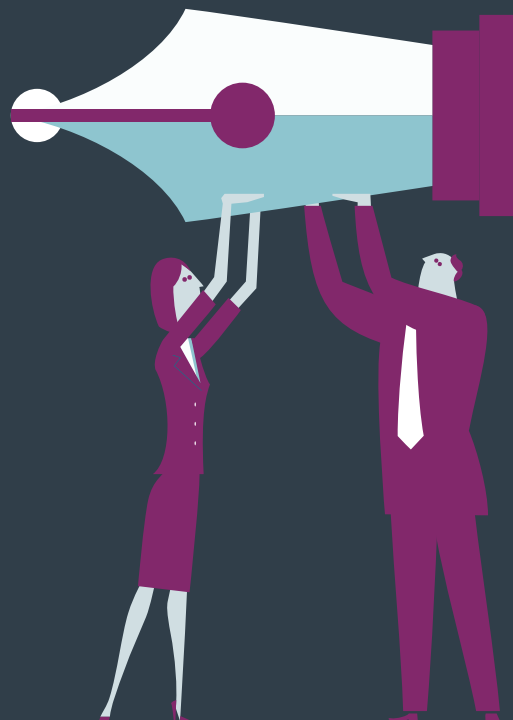
Our range of dedicated Microsoft Dynamics Training Courses





Brilliantly **mind-blowing** - at a pace you can follow

Lynda, Fayrefield Foods Ltd



Diving deeper into the world of Dynamics?

Don't worry, we have your back covered.

Whether you have a brand new user joining your team and want them to get up to speed with the basics quick sharp, or an experienced user who needs to get something more from Dynamics to help optimise their work life - we will have a course to suit.

Use us to get the most out of your software investment. Our training days are delivered in the latest version of the software (suitable for anyone using Dynamics NAV 2013 and above), all the equipment you will need is provided and you'll leave with a dedicated training bundle to use after course completion to ensure you have everything you need once back at your desk!

Our training options now come in a few different shapes and sizes - and are not only cost effective but give huge return on investment. So make sure you take the time to look through and see what you could be missing!

Scheduled Dynamics Learning courses

Our Scheduled courses run every Wednesday and are held in our dedicated training suite, at our offices in Wolverhampton, where you will spend the day emerged in your chosen topic and guided by our very own expert trainer, *George!*

From newbies, to those who simply want to enhance their understanding and optimise the way they work – we have a variety of courses just ripe for the picking.

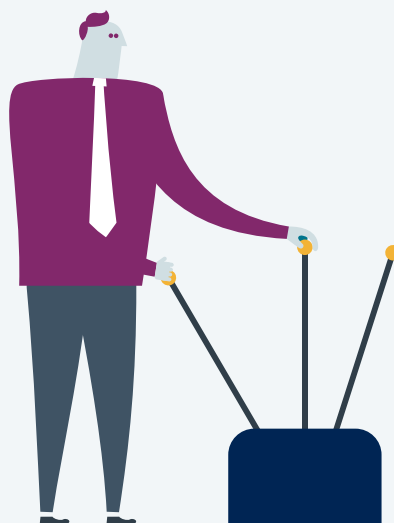
Our dedicated, classroom training enables users to get up to speed in a focused and friendly environment - and we're also including a hearty lunch for all!

We are kicking off our next batch of Scheduled Dynamics Learning Courses to include some old favourites – and some new faces!

Have a look through the schedule below and see what might tickle your fancy...

We've only included a brief description of the courses available - but if you want a detailed agenda, just ask away!

For dates and prices, visit tecman.co.uk/DynamicsLearning.



Microsoft Dynamics NAV Overview & Key Skills

This course is aimed at providing all new and existing users with a guided tour of the main features of Dynamics NAV.

Dynamics NAV Fundamentals of Finance - Cash Mgmt (#1)

This course will show users how to work with the financial functionality within Dynamics NAV.

Dynamics NAV Fundamentals of Finance - Oversight (#2)

This course will cover a number of key areas including dimensions, the chart of accounts and posting groups in Dynamics NAV.



George was excellent in his presentation, patience and flexibility of the content delivered.

Carol, Wyevale Nurseries



Using Microsoft Power BI

This introductory course is aimed at giving new users of Power BI a solid start with the main features.

Dynamics NAV Super User Training

This course is aimed at demonstrating to the more experienced user how to perform personalisation and configuration of the Dynamics NAV user interface, including of how to configure & understand the process of setting up correct permissions for users inside Dynamics NAV.

Using Jet Professional for Microsoft Dynamics NAV

Ensure you get the most out of the data within your ERP system. Learn how to create the links to pull the correct data from Dynamics NAV to Microsoft Excel and then work with it.

Dynamics 365 (CRM) Overview & Key Skills

This course is aimed at providing all new and existing users with a guided tour of the main features of Dynamics 365 (CRM).

New for Winter 2017

We are now offering Pick & Mix training days!

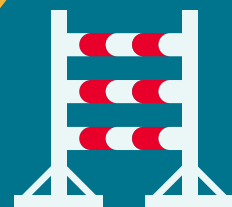
**A full day of Dynamics Learning
delivered in a way that suits you.**

Every Thursday, you will have the opportunity to choose from any of our Dynamics Learning courses and have the day dedicated to you.

You could come along to one of our scheduled training courses on a Wednesday, and stay over to do a second day on a different topic to make the most of your time. Or perhaps if you'd like to cover more than one topic in a day and Pick & Mix two courses you think would be useful for a half-day session on each – you can have it all in a way that best suits your needs.

Regardless of what you choose for your Pick & Mix day, you will still leave with all the course documentation and videos to help support you back at the office and all your training will be performed by our dedicated, professional trainer George.

Choose from our list of Scheduled Dynamics Learning courses, or even pick one of our two bonus courses which are only available for Pick & Mix...



Introduction to Sales Order Management

This course will give anyone starting to work in the Sales area a sound overview of the documents, data sources and processes within standard Dynamics NAV.

From initial enquiry, to order promising and after sales, we will look how to offer your customers the best level of service and work in the most efficient ways.

Microsoft Excel proficiency

For a person who is "getting by" and wishes to become a more confident power user, to the more experienced person who is needing to use a more advanced tool set such as pivot tables & dashboards.



Booster Sessions: Flexible, live Skype mini-sessions to boost your knowledge and build confidence.

A full day of Dynamics Learning,
delivered in a way that suits you.

These quick, hour-long online sessions can be done from the comfort of your own offices and you will still take away comprehensive Booster Notes, specially designed to help you perform the tasks covered in your session once back at your desk.

We have a growing range of Booster Sessions available.



Human Resources

- A run through of the Human Resources features in Microsoft Dynamics NAV.
- Creating and maintaining employee information, including: employment contracts, confidential information, qualifications, and employee contacts.
- How you can use Human Resources to register employee absences, holidays taken and periods of sickness and how you can then analyse registered absences as necessary.



Posting Groups

- Reviewing and adding to your Posting Group setup, from the General Posting Groups and General Posting Setup.
- Understanding the Specific Posting Groups that control postings to your Balance Sheet accounts.
- How to review your VAT Posting Groups and VAT Posting setup.



Dimensions

- How to use Dimensions to group entries and then easily retrieve those entries for analysis.
- The setup and assigning of Dimensions to master data (Customers/Vendors/Items) and then using those Dimensions on documents, journals and budgets.
- Setting priority for Dimensions and blocking certain Dimension combinations.
- How to review postings with Dimensions.



The Booster Session training package includes a Skype session working through practical examples in our dedicated training system with our professional trainer. Plus, the 'Booster Notes' booklet, with detailed images and clear examples to support you afterwards.

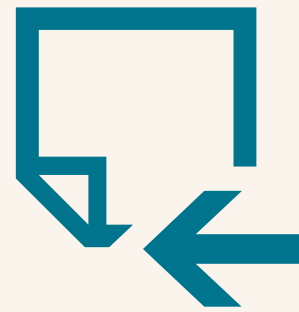


Chart of Accounts



- An overview of the features within the Chart of Accounts in Dynamics NAV, its structure, how new GL codes can be added and how to use it for analysis, for example to see the net change on a specific code for a period.

Using Templates with Master Data



- How to control and improve the data quality in your system using templates, to either pre fill key fields on new customers/vendors/items or to apply to existing records and update missing data.
- Using templates and creating new templates, from scratch, and using existing records as a model.
- The use of templates when creating a customer or vendor from a contact.

Jump in and start your training with us!

We help manufacturing and distribution businesses enhance their performance with Microsoft Dynamics 365, Dynamics NAV, Dynamics CRM and Office 365 as well as the supporting infrastructure. Having delivered over 4,000 successful projects, we've plenty of experience implementing business systems, Microsoft Dynamics solutions and the technical infrastructure to support them.

We are a Microsoft Gold Certified Partner for ERP & CRM and can deliver Microsoft Dynamics solutions on your own IT infrastructure, hosted in our UK data centre or in the Microsoft Cloud. Based in the Midlands, we support clients across the UK and further afield.

Talk to us today for a jargon free discussion on how we can help your business enhance its performance:

Call: 01902 578 300

Email: hello@tecman.co.uk

Visit: www.tecman.co.uk

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