



EVOLUTION COURSES

1/2 Day Fixed Assets

- Navigating Evolution.
- Fixed Asset Maintenance.
- Processing Capex Budgets/Orders
- Processing Depreciation, Sale/Scrap Asset
- Processing Transfers, Revaluation
- Enquiries.
- Reports

1/2 Day Business Intelligent Centre – Report Writer

- To operate Pastels standard reports
- Run reports
- Create a standard report
- Manage reports
- Union reports
- Write assessment

1/2 Day Business Intelligent Centre – Administrator

- The data connection process
- Create a data container
- Create a multiple table data container
- Maintain data expressions
- Create a SQL expression
- Write Assessment

1 Day BIC – Report Writer and Administrator

Report Writer

- To operate Pastels standard reports
- Run reports
- Create a standard report
- Manage reports
- Union reports
- Write assessment

Administrator

- The data connection process
- Create a data container
- Create a multiple table data container
- Maintain data expressions
- Create a SQL expression
- Write Assessment

1/2 Day Time and Billing

- Creation of Projects, Tasks, Expenses
- Allocations to Agents
- Export projects to Agents
- Creating Timesheets and allocating expenses
- Submitting Time Sheets
- Importing Time Sheets
- Creating Invoices

5 Day Comprehensive

- Navigating Evolution.
- Evolution Administration
- AR, AP, GL and Inventory Maintenance
- Processing Quotes, S/O, P/O, Credit Notes, RTS
- Processing Adjustments, Stock Counts
- Processing AR, AP Transactions
- Enquires
- Reports

1/2 Day Contact Management/Resolve

- Creation of Agents/Groups, AR, Inventory
- Creation of Incidents
- Creation of People, Priorities, Lookup Table
- Creating Contract Templates, Contracts
- Using Advance Filters
- Incident Reports
- Creation of Escalation Groups, Workflows
- Working with Document List, Knowledge Base

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