



## Open Training Days July – October 2010

<p><b>July 2010</b> Wednesday 7<sup>th</sup> July</p> <p style="text-align: center;"><b>New User Admin</b>    Entering customer data, creating property records, publishing details, sending letters</p> <p>Wednesday 21<sup>st</sup> July</p> <p style="text-align: center;"><b>Reports</b>    Property Reports, Customer Reports, Management Reports</p>
<p><b>August 2010</b> Wednesday 4<sup>th</sup> August</p> <p style="text-align: center;"><b>New User Negotiator</b>    Property Search, Mailing properties, Appointments, Offers and Chain</p> <p>Wednesday 18<sup>th</sup> August</p> <p style="text-align: center;"><b>Ad Hoc</b>    Topics by request - Good Practice, Tasks and the Diary, Creating a Floorplan, Templates, Newspaper Advert. An overview of new and improved features of Version 20.</p>
<p><b>September 2010</b> Wednesday 8<sup>th</sup> September</p> <p style="text-align: center;"><b>New User Admin</b>    Entering customer data, creating property records, publishing details, sending letters</p> <p>Wednesday 22<sup>nd</sup> September</p> <p style="text-align: center;"><b>Refresher</b>    The process as a whole. A look at new and improved features of Version 20.</p>
<p><b>October 2010</b> Wednesday 6<sup>th</sup> October</p> <p style="text-align: center;"><b>New User Negotiator</b>    Property Search, Mailing properties, Appointments, Offers and Chain</p> <p>Wednesday 20<sup>th</sup> October</p> <p style="text-align: center;"><b>Marketing</b>    Recording and reporting marketing activities, Marketing History Letter Customer Search – Mass Mailings, Customer Reports</p>

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



# PropertyPro<sup>®</sup> 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** .....