

**TOOLWATCH TRAINING****Streamlining the Purchasing Process***A Comprehensive Course on Purchasing the ToolWatch Way*TR-PM-101
7 February 2003**Course Details:****Class Description:**

This course is designed for ToolWatch users and administrators who want to gain fundamental knowledge of the features and functions of ProcurePro™. The class demonstrates how to manage vendors, document pricing agreements, and apply these pricing structures to the items that you purchase. Once your pricing structure is established, we'll see how to create Purchase Orders using the Low Level Browser and other methods. Participants will learn how to receive new items into stock via the Receiving Ticket and the Receiving Wizard. We'll also see how the Wizard automates the process of creating new tool records for your unique tools, and automatically adjusts the quantities of tools or consumables that you track by quantity. On completion of the course, participants will be awarded certification for the skills they have mastered.

Prerequisites:

In order to attend the course, the student must have attended the ToolWatch Essentials course or have a working knowledge of the ToolWatch SE system. All ToolWatch classes assume that students have a good understanding of Windows® 95/98, NT, or 2000. Before attending this class you should have a basic understanding of your company's purchasing process.

This Class Covers:

- Purchasing Module Navigation
- Managing Vendors and Pricing Agreements
- An overview of purchasing fields on Tool and Consumable detail records
- The Low Level Browser
- Multiple methods of creating Purchase Orders for tools and consumable items
- Receiving new items into your system via the Receiving Ticket and the Receiving Wizard
- Understanding the various Purchasing reports and how to print and distribute them

Time: Wednesdays 1 p.m. to 5 p.m. Mountain Time.**Location:** 13111 East Briarwood Avenue, Suite 200, Englewood, CO 80112**Cost:**

Seats	Standard Price	Alliance Price	Unit
1	\$250.00	\$199.00	ea.
2-3	\$225.00	\$175.00	ea.
4-5	\$200.00	\$150.00	ea.

For the current training schedule, please visit the [ToolWatch web site](http://www.toolwatch.com) or call 800.676.4034.