

## ToolWatch Enterprise Tool and Equipment Billing Workshop

### Gain fundamental knowledge to be successful

#### Course Details

This course is designed for ToolWatch Enterprise users and administrators who want to gain fundamental knowledge of the key components and skills needed to use the tool and equipment billing functionality in ToolWatch Enterprise. The class demonstrates how to set up and use fixed-rate and usage-based billing methods. Participants will learn how to post tool and equipment billing to assigned cost centers and see how they can export that data to accounting and job-costing systems.

Upon completion of each course, a brief examination is administered and participants are awarded certification for the skills they have mastered.

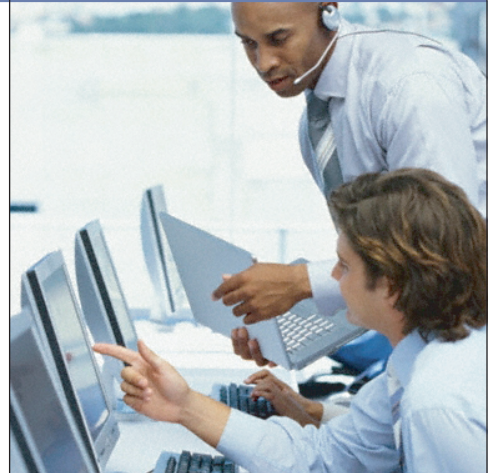
#### Prerequisites

In order to attend the course, participants must have attended the ToolWatch Enterprise Essentials course or have a good working knowledge of the ToolWatch Enterprise system. All ToolWatch classes assume that participants have a reasonable understanding of Microsoft® Windows . Additionally, before attending ToolWatch training you should:

- know basic mouse skills such as double-clicking and right-clicking;
- be able to display the contents of a “drop-down” box by pointing and clicking with the mouse;
- know how to scroll through the contents of an open window by using the up/down and left/right scroll arrows; and
- have a basic understanding of how your company plans to use the ToolWatch tool and equipment billing functionality.

#### This Class Covers

- Billing module overview and navigation
- Hourly, Calendar, and assignment job cost and billing methods
- Billing defaults and setup
- Setting up cost centers and cost codes
- Overriding billing defaults for specific products or cost centers
- Billing calendar configuration
- The billing wizard
- Exporting billing data to job cost accounting systems



#### Contact Us

If you would like to speak to someone directly, please contact our headquarters:

10303 E. Dry Creek Rd., Suite 250  
Englewood, Colorado 80112  
Phone: 303.799.0272  
Toll Free: 800.676.4034



# TOOLWATCH®