



Group Training Days 2019

GROUP TRAINING DAYS

We are pleased to continue with our popular and cost-effective group training sessions in 2019. This document contains information on the courses available and the dates they will run this year.

The maximum number of delegates at any one session will remain at 8. Please note we reserve the right to cancel courses where the number falls below 4 attendees.

The option for a short introduction will take place at the beginning of all courses to show any existing and new system navigation and shortcuts.

As these sessions are open to all our customers, and so by definition cannot be customer specific, the cost is £175.00 + VAT per delegate per day.

Places are limited, we would advise that you book as soon as possible by indicating dates required and returning the completed form at the back of this pack, which will act as your Purchase Order.

Please note that due to the restricted numbers on these courses, we require notification of cancellation AT LEAST 1 week prior to the course date. Failure to do so will result in a charge in full.

Light refreshments and lunch are provided within these costs.

If you have a training need and do not wish to travel don't forget we can offer 'online training' sessions at £95 an hour. This involves a member of our team connecting remotely to your PC to demonstrate the software whilst simultaneously giving instruction by telephone. Many of our customers have made use of this 'one on one' facility, in particular, where more involved training can be broken down into smaller sessions.

Details of the various course contents are as follows:

Basic Introduction at the start of each course (optional)

- 1) Basic Introduction
 - How to use
 - How to copy records
 - Screen layouts use of OK, Save, Cancel & Delete buttons
 - Item and Stock Search functions
 - Using Help
 - Stock screen review and trickle feed principles
- 2) Item Review
 - Creating new PGR's SGR's etc.
 - Creating Unit/Variant tables (colour/size matrix)
 - Use of Units and Variants (colour size) in a matrix
 - Changing structure

Session 1 – Purchasing, Price Changes and Promotions

- 1) Review of Purchase Ordering (Maintenance)
 - Attaching Additional Costs
 - Use of Auto-texts and how to attach special texts to a supplier
 - Pack ordering
- 2) Purchase Planning (Fashion Order)
 - Functional Overview use in Head Office and remote on Lap Tops
 - Creation of Items and Purchase Orders in one go
 - Downloading Purchase Orders as Branch Specific Orders
 - Downloading as a Warehouse Order with a Branch Allocation
 - Downloading as a Warehouse Order without an Allocation
- 3) Purchase Order Recommendations (Core Items)
 - Setting Minimum Stock Levels
 - Running Order Recommendations
- 4) Price Changes and Promotions
 - Set and Area Price Changes
 - Promotions

Session 2 – Stock Management (Stock Audit)

- 1) Inventory
 - Functional Overview
 - Using Lists
 - Using Sets and Scanners
 - Reporting
- 2) Goods-In and Branch Transfers
 - Goods-In with and without a Purchase Order
 - Branch Transfers
 - Copy and Reversing Goods In
 - Copy and Reversing Branch Transfers
 - Cost Price Corrections
- 3) Stock Corrections
 - Impact if used with Inventory
 - Other options
- 4) Stock Auditing and problem solving
 - Reports
 - Item History
 - Stock Deltas

Session 3 – Warehouse Management

- 1) Goods In
 - Goods-In without a Purchase Order
 - Goods-In with a Purchase Order
 - Copying and Reversing Goods In
 - Creating Stock Locations for 'put away'
- 2) Allocations
 - Allocation Planning against Branch pre-planned Purchase Orders
 - Allocation Planning against Purchase Orders and Goods In
 - Using Goods-In assigning
 - Manual Allocations
 - Using Allocation Planning to redistribute stock from any location
 - Creating Replenishments
- 3) Picking and Despatch
 - Creating Pick Lists
 - Rectifications
 - Creating Despatch Notes
 - Combining Despatch Notes

Session 4 – Reporting

1) POS Reports

- Running POS Reports
- Running POS Statistics
- Displaying Screen Journal

2) General Reports

- Item overview, adding reporting attributes, Item Lists
- Running Stock Lists
- Running GI Logs
- Running Open Purchase Order Lists
- Running IBT Lists

3) Statistics

- Understanding Calculations
- Cost Price Correction
- PGR, SGR, TYPE Correction
- Item History
- Product Statistics Reports
- Exporting Product Statistics to Excel
- Exporting Product Statistics files to Price Changes and Promotions
- STPS Screen Reports
- STPS Print Outs
- STPS Trend Analysis

Session 5 – Branch Activities

1) Tills

- Price Enquiry
- POS Management
- Password requests on transactions

2) Cashing up

- Pick Ups/Drop Offs
- POS Reports
- Investigations

3) POS Reports

- Running POS Daily Analysis
- Running POS Reports
- Displaying Screen Journal

4) POS Audit Reports

- Running the various reports
- Filtering and grouping in the report

5) Time Entry and Management

- Time Entry control
- Time Entry manual entry
- Time Management reporting

6) Task Lists

- Task lists in daily tasks

Seminar 6 – Futura4Data

- 1) Items
 - Creating a new item (single item)
 - Creating a new style (items with units and variants)
 - Creating a new unit/variant against an existing style
 - Updating an item
 - Editing an EAN
- 2) Stock Import and Adjusting
 - Updating stock levels
 - Items that should not hold stock (e.g. services, bags)
- 3) Stock Exports
 - Exporting item lists and stock files
 - Template creating using Stock Export Pro
- 4) Sales Exports
- 5) Reports – Find Item In
- 6) Saving Configurations
- 7) Troubleshooting
 - Debugging spreadsheet issues
- 8) Tools
 - Users
 - Log Display: Futura4Data DN Log
 - Log Display: Futura Log

Please return this booking form to Futura by E-mail to training@futurauk.com
Group Training Program 2019

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Session 1 - Purchasing, Price Changes & Promotions(10am-4pm)

Dates: Tuesday 21th May 2019 please tick
Monday 23rd September 2019

Customer.....

I would like to book place(s) on this seminar

Name of Delegate.....Name of Delegate.....

Name of Delegate.....Name of Delegate.....

Special Dietary Requirements

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Session 2 – Stock Management (10am-4pm)

Dates: Monday 3rd June 2019 please tick
Thursday 17th October 2019

Customer.....

I would like to book place(s) on this seminar

Name of DelegateName of Delegate.....

Name of Delegate.....Name of Delegate.....

Special Dietary Requirements

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Session 3 – Warehouse Management (10am-4pm)

Dates: Thursday 4th April 2019 please tick
Monday 28th October 2019

Customer.....

I would like to book place(s) on this seminar

Name of DelegateName of Delegate.....

Name of Delegate.....Name of Delegate.....

Special Dietary Requirements

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Session 4 – Reporting (10am-4pm)

Dates: Tuesday 18th June 2019 please tick
Thursday 14th November 2019

Customer.....

I would like to book place(s) on this seminar

Name of DelegateName of Delegate.....

Name of Delegate.....Name of Delegate.....

Special Dietary Requirements

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Session 5 – Branch Management (10am-4pm)

Dates: Monday 1st July 2019 please tick

Customer.....

I would like to book place(s) on this seminar

Name of DelegateName of Delegate.....

Name of Delegate.....Name of Delegate.....

Special Dietary Requirements

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Session 6 – Futura4Data (10am-4pm)

Dates: Tuesday 16th July 2019 please tick

Customer.....

I would like to book place(s) on this seminar

Name of DelegateName of Delegate.....

Name of Delegate.....Name of Delegate.....

Special Dietary Requirements

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**Please return to: Futura Retail Solutions Ltd by e-mail to
training@futurauk.com**

This will act as a Purchase Order.

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