

BOOKNET (INTRODUCTION)

Start Time	Finish Time	Course Content
9.15am	9.30am	Arrive 9.15am for a 9.30am start
9.30am	11.00am	BookNet Setup / Administration <ul style="list-style-type: none"> ~ Global/Shop Defaults ~ Access Security / Taskbar Setup ~ Table Maintenance ~ Printer References
11.00am	11.15am	Morning Tea
11.15am	12.15am	Inventory <ul style="list-style-type: none"> ~ Setting up a Supplier/Publisher ~ Setting up an Item (also using GBIP or BookData) ~ Enquiring on an Item ~ Adjusting an Item ~ Reports
12.15pm	12.30pm	Customers <ul style="list-style-type: none"> ~ Creating a Customer ~ Enquiring on a Customer ~ Profiling Customers
12.30pm	1.00pm	Point of Sale (including End of Day Procedures) – BookNet POS <ul style="list-style-type: none"> ~ Selling at the POS using BookNet POS ~ End of Day Process
1.00pm	1.30pm	Lunch Break
1.30pm	2.00pm	Special Orders, Reservations, Approvals & Layby <ul style="list-style-type: none"> ~ Processing a Special Order (<i>also using GBIP</i>) ~ Selling a Special Order with/without a deposit ~ Laybys
2.00pm	2.15pm	Direct Invoicing <ul style="list-style-type: none"> ~ Invoice/Credit Adjustment ~ End of Day Process
2.15pm	2.45pm	Ordering <ul style="list-style-type: none"> ~ Supplier Maintenance ~ Table Maintenance / Release Codes ~ Creating/Maintaining an Order
2.45pm	3.00pm	Afternoon Tea
3.00pm	3.30pm	Receiving <ul style="list-style-type: none"> ~ Invoice and Stock together ~ Invoice only ~ Stock only
3.30pm	4.00pm	Returns to Supplier <ul style="list-style-type: none"> ~ Requests/Claims ~ Reconciliation
4.00pm	4.30pm	Review / Question Time