

Alliant Admin Training

October 25, 2023 9:00 AM-5:00 PM CST

Marigold

Are you the primary contact at your company for all things Alliant? Are you the person who sets up new users? Do you make changes to enterprise settings as needed? Are you the person people come to ask how something in Alliant works? This full-day training class is for you! You don't want to miss the first "Alliant Admin" class. You will become a better Alliant Admin and make incredible connections and develop a new network of users doing the same thing you do! Topics covered include:

- Setting up new users quickly and efficiently
- SKU Maintenance – how to manage and maintain a large SKU listing
- Best practices for establishing Revenue Classes
- Best practices for establishing SuperGroups
- The power and utility of Transaction Codes
- How Reason Codes can improve reporting
- Become an expert in new Price Change functions
- Group discussions about backups and best practices

Alliant Power User: Office & Customer Service – Year I

October 25, 2023 9:00 AM-5:00 PM CST

Sienna

Are you using the Alliant software but never received formal training on using the system to its full potential? You are a daily user in Alliant setting up accounts, customers, and items in the system. You are making changes every day. Did you learn how to use the software by watching others who weren't trained? Maybe you were not working when the software was installed in your current role. Maybe you are just smart and learned on your own, but you still want to learn how to use the system as intended. Alliant is excited to introduce our first 'Power User' class – Year I. In this training class, we'll do a deep dive into the daily use of the system and give you the tools to take your Alliant skills to the next level.

- Save time adding Accounts and Customers
- Use Templates when possible!
- Transaction Code training and best practices
- How to master the Item Maintenance screen
- All you need to know about Price Types
- Working with different delivery and pricing frequencies
- Invoice adjustments and Special Invoices – when to use both
- Time saving tips – Navigation and Inquiry features