

Pronto-Xi Overview

IN BRIEF

Delivery: Instructor Led

Duration: 2 hours

Class size: 10 Students Max.

Cost: \$200.00 per person + GST

Inclusions: Certified instructor, comprehensive course manual, individual computer access and refreshments.

Prerequisites: This course assumes no prior knowledge of Pronto Xi. Participants are expected to have a general understanding of Windows operating systems and terminology.

Products Covered:
Pronto-Xi

Course Description

This is an essential introductory course for all new PRONTO users, or for those upgrading to Pronto Xi.

Attendees will be able to move around PRONTO screens and menus, use PRONTO's function keys, hot keys and many other Desk Top utilities.

Included in the course are the procedures necessary for reporting and navigating Pronto, together with demonstrations and hands-on exercises designed to help users achieve competency in the application.

Audience

Essential Introductory course for all new PRONTO users.

Objectives

On completion of this course, attendees will be familiar with the general navigation and functionality available within Pronto.

Topics Covered

- Recognising the components of the Pronto Xi Desktop
- Navigating the Pronto Xi tree menu
- Using the menu bar
- Using the toolbar
- Using the Pronto Xi function keys
- Using the data grids
- Viewing and printing reports using the Report Manager
- Exporting reports to Excel
- Managing favourites
- Utilising Quick Links

Other Workshops Available:

- Accounts Payable
- Accounts Receivable
- Customised Pricing
- End of Year
- Fixed Assets
- General Ledger
- Local Purchasing
- ODBC
- Payroll
- Roles & Securities
- Sales Order Processing
- Spreadsheet Financial Reporting
- SQL
- Warehouse
and more.....

