

Easy Bill & Route 2018 Training Seminar



The webinar is back! A 4-day Training Seminar that will be delivered as a webinar so you can include everyone at your company.

Get trained on all aspects of the Easy Bill & Route system. Learn to utilize the system fully to save you time and money!

We cordially invite you to attend our Annual Training Seminar to be held at your office from Tuesday, February 13th through Friday, February 16th, 2018. We are excited to “virtually” see you there!

2018 Training Seminar Payment Authorization Form

This Training Seminar is charged by the number of computers used to connect to the Webinar. That is, if you can fit three people comfortably around the computer that you will be using to attend the Seminar, then you will only need to specify "1" for "# of computers". Please specify the "# of computers" below.

of computers _____ x \$300.00 = _____ (total that will be charged)

Email address to send Webinar link to: _____

Please fill in the remainder of this form and fax it to 775-322-7592.

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Email receipt to: _____

I _____ authorize WAM Software, Inc. to charge the checking account or credit card given above in the amount of \$ _____ for the 2018 Training Seminar.

Signed _____ Date _____

Print Name _____ Company _____

Training Seminar 2018

Attendee Schedule

All session times are listed in Pacific Standard time zone. Please adjust times for your location. There will be 5-10 minute break every hour, each day.

Tuesday, February 13th

9:00am – 9:15am Welcome and Introduction

9:15am – 12pm Training Session Basics
This session will cover the basics including the Master Menu, accessing and using functional help, report queue features and functions, using quick access keys, getting screen prints with your notes, and setting up custom individual signon settings with colors and fonts of your choice. For reporting, we will cover running reports, documents, update programs, and exporting reports. Also, we will go over how to efficiently look up accounts, setting up rates and routing for a customer, how to track phone numbers and email addresses per location, and an in-depth understanding of the detail screen. We will touch on reporting that is specific to customer accounts such as reports that will show you new accounts, closed accounts, stopped accounts, etc.

Wednesday, February 14th

9:00am – 9:15am Welcome and Introduction

9:15am – 12pm Training Session Routing Accounts
This session will cover basics like adding stops to a route, setting up every other week and monthly service, resequencing routes, running and printing driver sheets, adding in route heading messages, exception reports, mapping features, verifying that routing information is in line with your current rates, calculating per pickup rates by route, and yardage totals by month and week. You will learn how to set up average pounds by type of customer, export routes, utilize mapping, show customers near each other, and track front loader containers, residential toters, and portable toilets.

Thursday, February 15th

9:00am – 9:15am Welcome and Introduction

9:15am – 12pm Training Session Billing
You will learn how to move around in the detail history and add charges, payments, and adjustments. You will learn how to limit the allowed range for post dates. We will also go over due dates, entering customer messages, entering internal messages, and running one-key billing. You will learn and understand post dates, aging dates, how late charges are applied, how fuel surcharges are applied, how to automatically apply stop service dates and how to automatically remove them if the customer pays. We will also go over some of the different billing formats that are available.

Friday, February 16th

9:00am – 9:15am Welcome and Introduction

9:15am – 12pm Training Session Web Services / Administration / Requested Topics

We will cover the many different ways that you can get payments from your customers including checks by phone, web payments, ACH payments, and credit card batches. We will also go over some of the services available within Web Services, including the Call Center, Email Center, and Credit Card Center. Also we will cover the Admin duties of file backups, maintenance, code tables, archiving, and data reorganization. Finally, we will go over any topics that have been requested over the last few days.