

## JAQ>> Training

### Session 1: Navigation, Checking over the settings and adding employees.

- Navigating the Menu.
- Quick check of the following settings in JAQ...
  1. Branch Details
  2. Fee's
  3. Accounts
- Employees
  1. Employee List and viewing employees
  2. Adding a new Employee

### Session 2: Customers and Suppliers

- Customers
  1. The Customer List
  2. Customer details
  3. Adding a new Customer
- Suppliers
  1. The Supplier List
  2. Supplier details
  3. Adding a new Supplier

### Session 3: Adding a Quote

- The Quote List
- Quote details page
- Q: drive
- Difference between a quote and job
- Adding a new quote
- Creating PDF's

### Session 4: Jobs

- The Job List
- Job details page
- J: drive
- Adding a new Job
- Sub Jobs
- Print Options

### Session 5: Purchases

- The Purchase List
- Purchase details
- Adding a new Purchase
- How Purchases and Jobs are tied together

### Session 6: The Stock(Item) Register

- The Stock List
- Adding a new stock item
- How Stock and Jobs are tied together

### Session 7: Time Sheets

- Check the rosters and rates.
- Filling in a time sheet
- Reports
- How Timesheets and Jobs are tied together

### Session 8: Delivery Dockets, and Document Register

- Despatching goods
- The Document Register

