

Description

To get your system in action as soon as possible, order the Quick Start Package. This combination of training, consultancy and data migration will get your basic system up and running with minimal costs.

These services are delivered “online”. We use Cisco’s GoToMeeting software to share your system screens so there are no additional travel costs. You can have multiple people attend the training, even in different locations. There is a toll free number for the discussion or you can use a headset on your computer.

Management call:	Plan your implementation and what features of Manu Online are needed in your company (1 hour)
Data migration:	You give your master data to us in a preformatted spread sheet; we make sure it goes into the system correctly.
6 online training sessions:	System administration, basic business processes plus manufacturing, Other 3 sessions depending on your system configuration, e.g. routing, barcoding, traceability etc.
Online support:	Priority key user support for the first 60 days. (Access to the consultant)
Follow-up analysis:	Management call (c. 1hour) to evaluate how the start-up has succeeded and plan any future work.

Details

Data migration

We migrate your item, partner and product structure (BoM’s) data from spreadsheets to your Manu Online account. Note: if your spreadsheets are unstructured, either you or we will need to clean and normalize them first, and extra charges may apply for this work.

System administrator training

This 1 hour session is designed for the person who will be the administrator or key user of the system. Covers user management, System settings, Principles of starting up the system

Online Startup training

The Manu Online consultant will guide you through the basics of the system in a two hour training session. After this training you are able to maintain item and partner information and manage the business process of the core system: sales to invoicing, but excluding manufacturing which is covered by a separate training module.

Subjects: System overview, login, basic use of screens and reports, Item Card for purchased items, Partner Card, Sales and Purchase Orders, Warehouse actions: Dispatch and Receive, Sales and Purchase Invoices and Payments

Online Manufacturing Training

In this two hour training session the Manu Online consultant helps you to understand Manu Online manufacturing concepts. After this training you are able to set up your product structures, open and execute work orders and follow the cost of production.

Subjects: Manu Online manufacturing overview, Item Card for manufactured items, Work Order creation and execution, Production Cost reporting

Other configuration and training sessions

Depending on your systems configuration, these sessions will look at specific business areas such as routing configuration and usage, barcoding, traceability, bulk processing.

Prerequisites

Attendees are assumed to have knowledge of basic business processes such as sales orders, invoicing, product structures etc. The training and support is intended to cover usage of Manu Online rather than basic business administration. Additional training can be organized at request. A cancellation fee will apply if training is cancelled with less than 24 hours' notice, or if the participant does not sign on to the online meeting at the agreed time. As is standard practice for internet training and events, payment terms are "In Advance".

Limitations

We will work with your existing data as best we can within the time available. However the amount of time needed to migrate data from a legacy system to Manu Online depends on the quality and structure of your data that you deliver to us. We can also use a system engineer to manipulate the data after it is in the system e.g. bulk updates according to your rules. The total allowance for data migration work in this Quick Start package is 4 hours.

Training sessions are designed to be 1 to 1½ hours each. The total time for training is 8 hours.

Off-site support (answering tickets, documentation at your request etc.) is limited to 4 hours.

Time used by our professional services team above these limitations will be billed according to our current price list for professional services work. We will advise you during the project if we think the limitations will or need to be exceeded.

Instructions for populating the data on the Excel spread sheet

There are three spreadsheets used for importing data. Prefill them by copying and pasting data from your existing system.

Instructions for how to fill in the sheets is included on an "Info" page in the sheets and further information is included in your help documentation in the "Getting started" section.