

## 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.

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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.
3 online training sessions:	System administration (1 hour), basic business processes (2 hours) plus manufacturing (2 hours).
Online support:	Priority key user support for the first 30 days. (Access to consultant)
Follow-up analysis:	Management call (c. 1hour) to evaluate how the start-up has succeeded and plan any future work.

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## Details

### Data migration

We migrate your item, partner and product structure (BoM’s) data from preformatted spreadsheets provided by us. You will enter you data to these spreadsheets and we ensure they are entered to the system correctly. Note: if your data is not in good order, either you or we will need to clean and normalize them first, and extra charges may apply for this work. Data cleansing can sometimes require a considerable of work time.

### 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

### 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".

## **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.