



Sage Master Builder Training Packages

Training is one of the best ways to optimize your Sage Master Builder software investment. With our flexible online learning sessions, you'll participate in classes right from your desk, on a schedule that works for you.

Our training packages—Essentials and Customer Choice—give new and advanced users the resources they need to take full advantage of Sage Master Builder's many key features, at a lower fee than if classes were purchased separately. If you decide, however, that a package is not right for you, you can always register for individual classes or a training series.

The Sage Master Builder training packages are:

Essentials (also included in TotalCare support plan)

Our Essentials package is designed to get new customers up and running quickly using recorded sessions. The package includes 12 Anytime Learning courses with hands-on activities that teach you program navigation as well as mission critical tasks, such as setting up your chart of accounts and entering customers, vendors, invoices, checks, and payroll. The subscription also includes an additional 8 recorded Replay Learning classes that cover basic bookkeeping and accounting principles for employees that need or want additional help with these key construction accounting concepts.

New Customer Training Anytime Learning sessions include:

Learn Program Basics	Enter Receivable Invoices and Payments
Set Up a Company	Set Up Payroll Management
Enter Starting Balances	Enter Employees
Enter Vendors and Payable Invoices	Enter Timecards and Paychecks
Pay Invoices	How Menu Items Work Together
Enter Clients and Jobs	Set Security and Defaults

Construction Accounting Replay Learning sessions include:

General Business Decisions	Budgets, WIP, and Financials
Compensations and Contracts	Bonds, Insurance, and Record Retention
Bookkeeping Basics	Bookkeeping Concepts
Bookkeeping Procedures	Bookkeeping Terminology

The Essentials training package can be used by all employees of subscribing companies for one year. Employees can view these sessions as many times as they like, whenever they need to, wherever they have high-speed Internet access.

DEFINITIONS OF CLASS TYPES

Anytime Learning—Delivers collections of short, recorded sessions that are easy to use, always accessible, and ready when you are, anytime, anywhere. All you need is a computer with speakers or headphones and a high-speed Internet connection.

Realtime Learning—Combines the interaction of a classroom and the convenience of staying at your own location. These Web-based sessions are led by an instructor and scheduled for a specific date and time. Everything happens live, so you can ask questions and interact with other customers.

Replay Learning—Gives you the opportunity to view a recording of a previous live session whenever you're able. You also get all the same collateral training materials that are provided with the live Realtime Learning class.

Customer Choice

Intended for more experienced users or those that want to delve a little deeper into their software's capabilities, the Customer Choice package entitles subscribing companies to 10 Realtime Learning classes during the subscription year. With 70+ live classes to choose from, customers can determine the best training for their employees based on educational need. Use the Customer Choice purchase credits to register for a variety of live training classes such as construction management, project management, estimating, job costing, payroll, billing, report and form design, year-end procedures, scheduling, service receivables and inventory, and more.

For complete listings and descriptions of all Anytime and Realtime Learning classes, please visit Sage University at www.SageU.com.



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Sage Software, Inc.
15195 NW Greenbrier Pkwy
Beaverton, OR 97006
800-628-6583
www.sagecre.com

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software
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