

Commence Training Courses from TPS Consulting

Below are details of the training courses we have been asked to run as a result of the feedback we received from our recent survey.

Title	Description	User Level	Duration options	Cost *
Basic filtering	An introduction to the understanding and creation of filters. This knowledge is useful for the creation of reports, views and agents.	Beginner to intermediate	½ day Or 2 x 2hr online	£ 375 20 units
Advanced filtering	Building upon the basic knowledge, this course focuses on nesting filters and using control codes. This knowledge is useful for the creation of reports, views and agents.	Intermediate to Advanced	1 day Or 4 x 2 hr online	£ 700 40 units
Basic Agents	An introduction to the understanding and creation of automatic routines using the agent feature.	Beginner to intermediate	½ day Or 2 x 2hr online	£ 375 20 units
Advanced Agents	This course requires a reasonable understanding of filters as it focuses on creating automatic and workflow routines	Intermediate to Advanced	1 day Or 4 x 2 hr online	£ 700 40 units

REPORTING				
Basic Commence Reporting	<p>Creating views and reports using the standard reporting tools within the Commence Application.</p> <p>This uses basic filtering and will enable users to create and modify all forms of standard reports e.g. Report, Book, Calendar and Gantt.</p>	Beginner to intermediate	<p>½ day</p> <p>Or</p> <p>2 x 2hr online</p>	<p>£ 375</p> <p>20 units</p>
Intermediate Commence Reporting	<p>This builds from the basic knowledge and encompasses the creation of multi-views plus document views. Desktop management is also covered.</p> <p>A more detailed knowledge of filtering is required for this course.</p>	Intermediate	<p>½ day</p> <p>Or</p> <p>2 x 2hr online</p>	<p>£ 375</p> <p>20 units</p>
Advanced Reporting	<p>This course focuses on the use of ReportWriter module that is provided within Commence.</p> <p>Please note that there will be a small amount of VB code work involved but a knowledge of Visual Basic is not required</p>	Intermediate to Advanced	<p>1 day</p> <p>Or</p> <p>4 x 2 hr online</p>	<p>£ 700</p> <p>40 units</p>

MAIL MERGING				
Mail Merging	A basic course to enable a user to understand and create mail merges through MS Word.	Beginner to intermediate	½ day Or 2 x 2hr online	£ 375 20 units
Basic Email merging	A basic course which utilises the Agent function for generating email merges. A basic knowledge of filters and agents will be required	Beginner to intermediate	½ day Or 2 x 2hr online	£ 375 20 units
Advanced Email merging	This course uses the Connect for Email module that is provided with Commence. A knowledge of filters, agents, MS Word and MS Publisher or web designing is required	Intermediate to Advanced	1 day Or 4 x 2 hr online	£ 700 40 units

IMPORTING AND EXPORTING				
Importing and exporting data	This course is designed to show attendees the methods and techniques used to import and export data between third party applications and Commence using the more popular ASCII file formats A knowledge of agents and filters is required	Intermediate to Advanced	1 day Or 4 x 2 hr online	£ 700 40 units

TECHNICAL				
Basic system administration	A basic course to help allow a user to understand the synching process and provide first line system maintenance	Intermediate to Advanced	½ day Or 2 x 2hr online	£ 375 20 units
Advanced systems administration	A comprehensive course covering the technical components of Commence. Topics covered are: System installation Security matrix Synchronisation Enrolling users Troubleshooting	Advanced	2 days Not available as an online course	£ 1,300
Basic Commence system design	An introductory course covering the understanding of a Commence database. This course shows the basics of adding new fields and modifying the detail form design.	Intermediate to Advanced	1 day Or 4 x 2 hr online	£ 700 40 units
Advanced Commence system design **	This is a very detailed course covering all aspects of creating a Commence database and modifying an existing one. Building techniques and the use of visual basic script are covered within this course.	Advanced	4 days Not available as an online course	£ 2,500

Course Notes

All courses are available as a open/ public course , for a single company or as a one to one when booked on a half day or daily rate. Online courses are on a one to one basis.

In order for us to arrange an open / public course we require at least 6 attendees. These course can be held in Birmingham, London, Canterbury, Paris, Toulouse, Dubai, Kula Lumpur and New York.

If you wish to attend an open/public course, the training will be generic to the Commence application. If you request a training course just for personnel within your organisaton, we will make best endeavours to tailor the course to your specific database requirements.

*Costs are based on per person basis and are subject to VAT. A bulk discount is available to companies requiring a course with 3 or more attendees. Online courses can be paid for using TPS Support units. Courses held at a company will incur any required travel and accomodation costs.

**The use of the KbIT ScriptEze VB scripting tool will form part of this course. This tool is available to purchase at a cost of £ 250 plus VAT.

ScriptEze is not essential for creating scripts to be used within a Commence application, but it makes the building and checking of scripts much easier if you are not totally proficient with VB programming.

We hope to be able to provide a course on the Automated Business Processing functions of Commence in late 2009/early 2010.