

Skill Building Seminars



July 2009

P Select the Sessions you wish to register for!

Purchase Order/Procurement & Requisition

July 9, 2009 @ 1:00 p.m.

July 16, 2009 @ 9:00 a.m.

July 24, 2009 @ 1:00 p.m.

Jonas Report Writer

July 10, 2009 @ 1:00 p.m.

July 17, 2009 @ 9:00 a.m.

July 27, 2009 @ 1:00 p.m.

Inventory Control

July 13, 2009 @ 11:00 a.m.

July 20, 2009 @ 9:00 a.m.

July 28, 2009 @ 1:00 p.m.

Jmail

July 7, 2009 @ 9:00 a.m.

July 15, 2009 @ 1:00 p.m.

July 22, 2009 @ 9:00 a.m.

Design Your Own Forms

July 10, 2009 @ 9:00 a.m.

July 22, 2009 @ 1:00 p.m.

July 29, 2009 @ 9:00 a.m.

Murray, Skerrett & Associates is pleased to offer Skill Building Seminars via the Internet. Whether you are new to Jonas or have been working with it for years, you are certain to learn something new from our classes.

Registration Fee:

Only \$125

per person, per session

REGISTRATION FORM

Name: _____

Company: _____

Job Title: _____

Email: _____

Phone: _____

Please fax this registration form to:

Tracy Murray
Fax (902) 461-9559
Phone (902) 461-0079
tracy@teammsa.com

Upon registration you will receive an email confirmation. You will also receive an email reminder 1 day before each Skill Building Seminar.

Please cancel 24 hours before session to avoid full charge.



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Skill Building Seminars



Course Descriptions

Purchase Orders/Procurement & Requisition

Manage your RFP's and purchase orders. Learn how to automatically create purchase orders for both inventory & non-inventory items. Customize the purchasing process to fit your business needs.

Jonas Report Writer

Learn how to use the Report Generator to create your own customized reports from any and all modules within Jonas to enhance business analysis.

Inventory Control

Learn or review useful skills for managing your inventory in Jonas. Gain knowledge to effectively receive & process merchandise and be able to run detailed reports.

Jmail

The Jonas Jmail feature allows you to email a variety of documents from your Jonas Management System. Both forms and reports are available for emailing.

Design Your Own Forms

The NEW design your own forms program allows the user to create customized forms using Microsoft word, which are then merged with your Jonas data. Learn how to edit an existing template, or start from scratch, the possibilities are endless.

We are accepting suggestions for future topics, please send them to: suggestions@teammsa.com

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