

## BIZZFO SOFTWARE WEBINAR TRAINING CONFIRMATION

Training is no longer available in Classroom format. Only On-line Webinars will be available. Webinars can be arranged on a one-to-one basis or for Groups of 6 or more. Training will be confirmed once 6 candidates per webinar has confirmed their attendance. Contact us for on-site or bespoke training. Our Webinar training allows you to study in your own time.

Own Notebooks/Computers must be available as no training PC's will be provided.

Training can commence at any time, and modules already completed for the current month, will be attended in the next month.

Please complete the information and return to [training@bizzfo.co.za](mailto:training@bizzfo.co.za)

<b>VENUE - WEBINAR</b>	<b>Start Date (Month):</b>	
<b>COMPANY NAME:</b>		
<b>CONTACT PERSON:</b>		
<b>PHYSICAL ADDRESS:</b>		
<b>VAT NUMBER:</b>		
<b>TEL NUMBER:</b>		
<b>E-MAIL ADDRESS:</b>		
<b>Attendee 1:</b>	<b>Name &amp; Surname:</b>	
	<b>Cell Number:</b>	
	<b>Email Address:</b>	
	<b>ID No.:</b>	
<b>Attendee 2:</b>	<b>Name &amp; Surname:</b>	
	<b>Cell Number:</b>	
	<b>Email Address:</b>	
	<b>ID No.:</b>	
<b>Attendee 3:</b>	<b>Name &amp; Surname:</b>	
	<b>Cell Number:</b>	
	<b>Email Address:</b>	
	<b>ID No.:</b>	



## TERMS & CONDITIONS

We **must receive payment for training 5 days before** webinar commence. VAT registration is pending, therefore NO Vat will apply.

No refunds will be granted if a candidate does not attend or partially attend the duration of the Course.

Pass mark for all End-user candidates is 75% and 85% for Business Partners. Re-write of the exam will be possible if a mark of 60% or higher is achieved; arrangements must be made with the training department. A fee of R1 000 will apply for a re-write. Only one re-write will be permitted.

If a result below 60% is achieved, the candidate must redo the entire course.

If a result below 75% was achieved and the candidate has attended the full course without being absent for any period during the course, the candidate will receive an Attendance certificate.

Training Manuals are copyrighted and will be provided in PDF format (No Print, NO Copy) ONLY, Bizzfo Trainers can order these in advance from [training@bizzfo.co.za](mailto:training@bizzfo.co.za). Printed Manuals can be ordered from the Training Department at a fee of R350.00 per manual.

Please sign below as acceptance of the Terms and Conditions.

I hereby declare all information supplied to be true and accurate and accept the terms and conditions of the confirmation form.

Signed on \_\_\_\_ / \_\_\_\_ / 201\_\_ at \_\_\_\_\_

Signature: \_\_\_\_\_

Name and Surname of Signatory: \_\_\_\_\_

## ONLINE WEBINAR TRAINING

With Webinar training you can be anywhere in the world. If you have connectivity to the internet you will be able to attend. The platform will work on any browser as well as Android and iPhone.

You can therefore attend training without having to leave your office/home.

Webinars will be short sessions (90 minutes maximum with 10 minutes Q&A). The fee chargeable is for the Full course or per session and copyrighted documentation will be sent to each candidate in advance. Recordings can be made available at an additional fee of R250.00 per recording.

Webinar sessions will be scheduled between 19:00 to 20:30.

If one-to-one sessions are booked for a specific client, such session will only be available for that specific client and their staff members.

If a session falls on a Public Holiday, it will be moved to the next due date for that session. Should a session be cancelled due to bad weather or power outages, new times will be communicated.

Fees per session (Excluding VAT):

Date	<input checked="" type="checkbox"/>	Module	Price per Candidate
1 <sup>st</sup> Tuesday of every month		Install, Update & Program Options	R 600.00
1 <sup>st</sup> Thursday of every month		Staff, Access and Time & Attendance	R 600.00
2 <sup>nd</sup> Tuesday of every month		Suppliers and Clients	R 600.00
2 <sup>nd</sup> Thursday of every month		Inventory	R 600.00
3 <sup>rd</sup> Tuesday of every month		Recipes and Manufacturing	R 600.00
3 <sup>rd</sup> Thursday of every month		Point of Sale	R 600.00
4 <sup>th</sup> Tuesday of every month		Ledger Accounts	R 600.00
4 <sup>th</sup> Thursday of every month		The Hive and Devices	R 600.00
<b>FULL Course (all 8 modules)</b>		<b>All modules listed above</b>	<b>R 4 200.00</b>

**\*\*\* Prices quoted are not subject to VAT. A Training Manual is included and will be sent by email. A printed manual can be ordered at an additional fee of R250.00 per Module.**

Invoice will be sent well before sessions start.

Please indicate the month that you will attend here: \_\_\_\_\_

Complete the details on page one for each attendee as invites to sessions will be sent via email.

The Webinar sessions will be scheduled as follows:

<b>Date</b>	<b>Module</b>	<b>Training Content</b>
1 <sup>st</sup> Tuesday of every month 19:00 to 20:30	<b>MODULE 1 - Install, Update and Program Options</b> <b>Install = Business Partners ONLY</b>	How to install Bizzfo Terminal set-up Upgrades Backups Company Info Printing General Settings Hardware setup Other Setups Client Terminal settings
1 <sup>st</sup> Thursday of every month 19:00 to 20:30	MODULE 2 - Staff, Access and Time & Attendance	Staff Details Access Clock In/Out Attendance
2 <sup>nd</sup> Tuesday of every month 19:00 to 20:30	MODULE 3 - Suppliers and Clients	Supplier and Client Setup Purchase Orders Goods Received vouchers Invoices History Receipts Outstanding amounts
2 <sup>nd</sup> Thursday of every month 19:00 to 20:30	MODULE 4 - Inventory	Inventory Items Barcodes (Weighted Items) Reports Stock take
3 <sup>rd</sup> Tuesday of every month 19:00 to 20:30	MODULE 5 - Recipes and Manufacturing	Creating Recipes Manufacturing Locations and Stock Transfers
3 <sup>rd</sup> Thursday of every month 19:00 to 20:30	MODULE 6 - Point of Sale	Touch Setup / Scan Interface Cash/Client Sales Cashup and Back Office
4 <sup>th</sup> Tuesday of every month 19:00 to 20:30	MODULE 7 - General Ledger	Back Office Ledger setups Cashbook and Journals Reports
4 <sup>th</sup> Thursday of every month 19:00 to 20:30	MODULE 8 - The Hive and Devices	The Hive processing Device Setup and Processing

Schedule for the remainder of 2019 (Subject to change):

Date	Module	Training Dates
1 <sup>st</sup> Tuesday of every month 19:00 to 20:30	<b>MODULE 1 - Install, Update and Program Options</b> <b>Install = Business Partners ONLY</b>	06 August 2019 03 September 2019 08 October 2019 05 November 2019
1 <sup>st</sup> Thursday of every month 19:00 to 20:30	MODULE 2 - Staff, Access and Time & Attendance	08 August 2019 05 September 2019 10 October 2019 07 November 2019
2 <sup>nd</sup> Tuesday of every month 19:00 to 20:30	MODULE 3 - Suppliers and Clients	13 August 2019 10 September 2019 15 October 2019 12 November 2019
2 <sup>nd</sup> Thursday of every month 19:00 to 20:30	MODULE 4 - Inventory	15 August 2019 12 September 2019 17 October 2019 14 November 2019
3 <sup>rd</sup> Tuesday of every month 19:00 to 20:30	MODULE 5 - Recipes and Manufacturing	20 August 2019 17 September 2019 22 October 2019 19 November 2019
3 <sup>rd</sup> Thursday of every month 19:00 to 20:30	MODULE 6 - Point of Sale	22 August 2019 19 September 2019 24 October 2019 21 November 2019
4 <sup>th</sup> Tuesday of every month 19:00 to 20:30	MODULE 7 - General Ledger	27 August 2019 23 September 2019 ( <b>Monday</b> ) 29 October 2019 26 November 2019
4 <sup>th</sup> Thursday of every month 19:00 to 20:30	MODULE 8 - The Hive and Devices	29 August 2019 26 September 2019 31 October 2019 28 November 2019