

**USER CONFERENCE REVAMPED**

**EASTER QUIZ**

**TRAINING COURSES**

**CALENDAR**

**User Conference Revamped  
We're Stronger Together!**

The PCI Customer Conference is being restructured *to focus on the areas in Prof.IT that could help you reduce your costs and improve your service levels.* It will be held at **PCI House** in Sheffield on **Tuesday 12<sup>th</sup> May 2009** and it's **FREE**, including lunch.

The day will include a review of all of the enhancements that have been included in the upgrades over the last 12 months to ensure you know about them, and how you could use them to make your job easier.

We will ensure that you are aware of the full extent of the core system you are using, additional modules that you have access to, and how they can best be used in your Company.

If, as a result of the day, you decide to make some changes in the way you would like to use Prof.IT, we will provide, (attendees only), with special offers on training and report writing.

**Top Tips (continued)**

**Tip 11.** If you are concerned about sales order margins but you haven't got time to monitor all the orders try using the "**Sales Order Items below Target Margin**" report. It can be found in

Reports < Reports < SOP. This will help you focus on the problem areas.

**Tip 12.** Are you getting the best out of the Management Inquiry options? They are the quickest way to keep track of Outstanding Enquiries, Overdue Sales Orders, Stock Valuations, Invoices by Customer, Outstanding Procurement Orders and many other key bits of information. The selected dates can be changed or preset. They can be found in Organisation < Inquiries < Management.

**Tip 13.** If you run the same reports on a regular basis save yourself time by using Prof.IT's Batch Reporting, "Set-up and forget". You can run reports at a set time each Day, each Week or each Month. They can be distributed via the printer fax or e-mail and to multiple destinations. They can be found in Reports < Report Batches.

**Staff Spotlight**

The Company Secretary is often the quiet unsung stalwart of an SME; it's no different here at PCI. Hazel joined PCI in June 1996 and over the following few years converted her accounting experience in to formal qualifications, passing her AAT exams in 2004

For the last few years Hazel has been doing two days a week at PCI, with the rest of the week working for three other SME's here in Sheffield.



Hazel Morley

She has a son Russell, aged 13, and along with her partner she loves to spend her spare time walking in the Peak District and keeping fit at the local gym. Other pastimes include a love of Indian food and the occasional glass of wine.

**Release Days**

Our next FREE Release Day is likely to take place in early April. We will send an e-mail to confirm the arrangements as soon as we have a specific date.

**Comments**

If you have any comments about this or previous newsletters please send them to [editor@pcisystems.co.uk](mailto:editor@pcisystems.co.uk)

## PCI's Training Course, Content Details and Dates 2009-2010

Course Title	Description	Date
Transport Manager	Prof.IT contains a fully specified Transport Management system that maintains records for vehicles types, vehicle specifications (weights, lengths etc), drivers, insurance dates, MOT dates, routes and loads. This information is used to manage the daily job of allocating drops to loads and produce the paperwork. The course covers all aspects of this system.	September 2009
Crystal Reports An Introduction	The course provides an overview of Crystal Reports giving practical opportunities to design and create your companies' own reports and documents based on existing designs. You will be able to change layouts, sort sequences and data grouping.	July 2009 January 2010
Crystal Reports Advanced Skills	The course provides practical opportunities to build new documents, inquiries and reports. This includes a standard Data Dictionary for the Prof.IT database and opportunities to include additional data.	August 2009 February 2010
System Management An Introduction	As the title suggests this course covers those areas that are usually maintained by a System Manager. They include Back-up procedures, Data Recovery, User Access, User Permissions, Workflow, Teams and Groups.	April 2009
Stock Management	This is designed to help you make the most of your stocks, to maximise your stock turnover and predict your stock requirements. It covers Stock Reporting and Valuation, Reorder Levels and Procedures and Forecasting.	November 2009
Critical Path Analysis (CP)	During the day you will be shown how to set-up templates, create Critical Paths, integrate them to parts of Prof.IT, like Product Development, enter information and use the automatic "To Do List" and reports.	December 2009
Customer Relationship Management (CRM)	CRM packages are often 'stand alone'. This course is designed to help you get the most out of Prof.IT's integrated CRM module. It covers how to import prospect databases, create merged mailed shots, monitor responses and set reminder	May 2009 October 2009

**By sharing the day with other Companies you can lower you costs significantly, please call the Sheffield office for details on booking and costs.**

## PCI's Calendar of Events and Publications 2009 - 2010

What On 2009-2010	March	April	May	June	July	August
Events			User Day			
Release Day					Release Day	
Training PCI House		System Management	CRM	Critical Path	Crystal Reports Introduction	Crystal Reports Advanced
News Letter	Spring			Summer		
Special Offers			Special Promotion			Special Promotion
What On 2009-2010	Sep	Oct	Nov	Dec	Jan	Feb
Events	Golf Day	NASS Dinner				NEASS Dinner
Release Day		Release Day			Release Day	
Training PCI House	Transport Management	CRM	Stock Control	Critical Path	Crystal Reports Introduction	Crystal Reports Advanced
News Letter	Autumn			Winter		
Special Offers			Special Promotion			Special Promotion

## PCI's Easter Quiz – Answers by Tuesday 31<sup>st</sup> March

1. Easter falls on the first Sunday after which full moon?
2. In which TV programme did the Easter Bunny leave presents for everybody in the village?
3. Settlers from which European country introduced the Easter Bunny to the USA?
4. When did Cadbury sell their first Cream Egg?
5. How many Cream Eggs are sold each year (to the nearest 2 million)?
6. Who produced the most sort after eggs in the world?
7. What flower is depicted on his 1898 egg?
8. Which Jewish festival is associated with Easter?
9. Which date does Easter fall on this year?
10. What do you get when you pour hot water down a rabbit hole?

**Entries must be received by 31<sup>st</sup> March. The Winner and Runner up with be drawn from the correct entries on 1<sup>st</sup> April**  
**Winner will receive a £25 Thornton's voucher**  
 (A Runner's up prize of a Thornton Classic Easter Egg)  
 Did you know that Thornton's opened their first shop in Sheffield 1911

## PCI's Partners



Acer – Empowering People



Compuware – Uniface

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Business Objects – Crystal



National Association of Steel Stockholders

**SOPHOS**

Sophos - security through control



Equinet – Inspiring Innovation



Sheffield Chamber of Commerce and Industry



Yorkshire Wildlife Trust

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