

GIFTS Online Training Courses 2010

At Buzzacott, we are committed to supporting our clients in addressing the challenges of change.

NEW ONLINE TRAINING COURSES

Our bite-sized online GIFTS training courses offer a convenient way of getting to grips with key functionality of GIFTS from the comfort of your own computer. Join our new live online virtual classroom and gain hands-on experience with the training examples by connecting to one of our GIFTS training databases. These sessions do not require you to have GIFTS installed on your computer.

Searching

The key to any database reporting is searching. This interactive online training session includes both basic and advanced searches to locate the records you need to generate reports, correspondence and charts. Learn how to create and use saved searches to have your most frequent searches at your fingertips. It is strongly recommended that anyone new to GIFTS completes this session before attempting other online training courses as it covers key concepts required to fully understand the database.

Dates 24th May 14th June 5th July 9th August 4th October 8th November

GIFTS Data Entry - Organisations, Requests, Activities and Requirements

Learn the key concepts and best practice for entering Organisations, Requests, Requirements and Activities in this interactive online training session. During this 90 minute session we will identify the essential fields for tracking information in GIFTS.

Dates 25th May 15th June 6th July 10th August 7th September 5th October 9th November

GIFTS Processing Requests & Generating Correspondence

During this interactive online training session learn how to approve and decline Requests for funding, create Payments while approving, roll Requests back to pending and update them as they move through your process. In this 90 minute session delegates will be taught how to save time by generating acknowledgement letters, award letters, and Write-ups directly from GIFTS.

Dates 26th May 16th June 7th July 11th August 8th September 6th October 10th November

GIFTS Contacts & Affiliations

Learn the foundations of managing contacts in this interactive online session. The training includes best practice for entering contacts, changing primary contacts on and affiliating contacts to, both organisations and requests. In this 90 minute session delegates will also be trained on how to make the appropriate updates in GIFTS.

Dates 17th June 8th July 12th August 9th September 7th October 11th November

GIFTS Working with Views

Customising the layout of data in GIFTS can help you work with maximum efficiency, identify key information without opening records and prepare your data before exporting to Excel. In this 90 minute interactive online training session learn how to change columns and sort options to create and save customised views to help you easily work with the data.

Dates 1st July 26th August 30th September 14th October 18th November

HOW TO REGISTER

www.buzzacott.co.uk/events or contact Simon Jones at jones@buzzacott.co.uk or 020 7556 1246.

GIFTS Generating Standard Reports

Learn the key concepts of generating standard reports from the GIFTS Report Library. During this 90 minute session we will review the most popular reports that help organisations get the information they need. In this interactive online training you will learn how to apply search criteria and saved searches to reports to quickly get the information you need.

Dates 28th June 23rd August 27th September 11th October 15th November

Introduction to Ad-Hoc Reporting

Learn how to create reports customised to the reporting needs of your organisation and then save them in the GIFTS Reports Library for future use. This interactive online training session will cover the key concepts in creating and saving reports, including changing columns, sorting, grouping, basic formatting and important concepts to keep in mind when determining what criteria should be added to the report when saving it.

Dates 29th June 24th August 28th September 12th October 16th November

GIFTS Summary & Top N Reports

All ad hoc reports start out as Detail Reports, but these are just the beginning. In this interactive online training learn about the other two types of custom reports that you can create through ad hoc reporting, including how to convert the reports and special formatting considerations.

Dates 30th June 25th August 29th September 13th October

GIFTS Plus Pack Session 1

Learn how Emails Plus enables you to access and attach external documents. This session also covers Reminders Plus and Links Plus.

Dates 3rd August 13th September 2nd November 1st December

GIFTS Plus Pack Session 2

Learn how to create payments in a batch on single or multiple grants, how to schedule grant and payment requirements in a batch and how to transform your GIFTS data into presentation ready charts.

Dates 4th August 14th September 3rd November 2nd December

GIFTS Plus Pack Session 3

This interactive online session will enable delegates to clean up data and coding and make changes to batches of records, keeping all information current.

Dates 5th August 15th September 4th November 3rd December

NOW AVAILABLE

All courses are 90 minute sessions that start at 10.30am and cost £95 (plus VAT). You can also purchase a bundle of three online courses of your choosing for £255 (plus VAT) or five for £395 (plus VAT).

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