



Thinking Ahead.



PO Box 1639  
Basalt, CO 81621  
866 PHONE ISI  
866 746 6347  
instantsoftware.com

### **Work Orders**

Entech Rental Management software offers a Tracker/Work Order module that will track, print, and bill owners for work orders.

Expected Outcome: Enable the attendees to use the Tracker/Work Order module to add inventory, create and print work orders, bill owners and create payables.

### **Housekeeping –**

The session will cover how to set up the housekeeping module and demonstrate how it can be used. Topics included in this session will include Entech Housekeeping functions and reports. Users have the ability to track the clean status of a unit, update cleaning status for units, assign housekeepers to units and pull reports that will assist in these tasks.

Expected Outcome: Users attending this session will have a better understanding of how the Entech Housekeeping module works and will learn the proper use of the module.

### **Trip Insurance**

Using practical business tools with Entech to protect your business from catastrophic loss. This session will discuss securing rental commissions with the use of Trip cancellation insurance in the Entech Rental Program. This class will also discuss the benefits to the owners and guests.

Expected Outcome: Attendees will learn how to protect their commission from loss due to catastrophic events.

### **Exporting to Excel**

Learn how to use the export feature in Entech to create custom reports for the client's Management Company. Learn how to sort and edit data in MS Excel, giving you control over the way the data looks.

Expected outcome: Attendees will be familiar with the method used to export guest and owner information from Entech and the use of Excel to manipulate the data so the information becomes useful to the Management Company.

### **Custom Letters**

Learn how to create new and useful custom letters in Entech. Multiple letters can be set up for many different reasons, making your job easier. Owner letters, guest thank you letters, contracts with directions to the unit.

Expected outcome: Attendees will have a basic knowledge of MS Word in order to create custom letters to meet the needs of their Management Company.

### **System Utilities**

There are many advanced tools in Entech that can be intimidating to use. This session will allow the user to feel more comfortable doing these tasks. Users will come away from this session with confidence in selling units, changing tax rates, and much more.

Expected outcome: Attendees will have a better understanding of the "back office" functions, usually not used by front desk personnel.

### **Tax Worksheet Report**

Clients will learn how to set up and read the Tax Worksheet so that taxes are paid correctly each and every month. Learn how to compare the payables to ensure that all the right tax money is paid.

Expected outcome: Attendees will have a general knowledge of the setup and use of the tax worksheet. Attendees will also be able to troubleshoot problems matching the payables to the worksheet.

### **End of Year Procedures**

Although the End of Year procedures are run only once a year, it can often be the most stressful time of year. The Entech Client Care team would like to help reduce the stress of the process and provide helpful solutions. Join this session to get tips and tricks in successfully completing the End of Year Functions.

Expected outcome:

Attendees will come away from this session with the confidence and understanding to complete the year end accounting. Users will better understand the functionality within the software to help relieve the stress of completing the process.