

**Advanced Accounting**  
**Instructor: Cheryl Allen**

This class has been designed for Accounting Department Managers. The class will focus on a walk-through of accounting procedures and reporting to help maximize your understanding of how PropertyPlus moves money through the system. Attendees will learn helpful steps to do throughout the year to minimize and simplify the accounting workload in preparing for the year end process. As an added bonus, the class will have a brief overview of the Bank Reconciliation routine.

**ActivitiesPlus**  
**Instructor: Betsy Taylor**

You may or may not know about ActivitiesPlus, but after attending this class not only will you know what it does but will be asking how do I get it? Learn how ActivitiesPlus can help you offer ancillary products and services through your system to create and maximize revenue streams.

**Daily / Weekly / Monthly Set Up**  
**Instructors: Michele Jewett and Dora Avila**

Learn how to set up and use the My Desk feature so that you can set up a task schedule to efficiently perform your daily/weekly/monthly processes. Once your MyDesk is all set up you can also share your MyDesk set up with another user to take over for you after that big promotion or long awaited vacation. Just have the user copy your MyDesk options and they can handle things smoothly from there.

**Housekeeping Plus and Advanced Work Orders**  
**Instructor: Betsy Taylor**

For users that want to learn the new features that have been added to PropertyPlus for Housekeeping and Maintenance. You may be running cleaning reports, but did you know that housekeepers can call in from a property and automatically change the status of the properties in PropertyPlus for you? You'll learn how to copy work orders; add tasks to a property in order to create automatic work orders; use inventory to track supplies and their cost and create linen reports for a linen delivery system.

**GuestLink as a Marketing Tool**  
**Instructors: Michele Jewett and Dora Avila**

Use GuestLink to keep in touch with your owners and guests by emailing them right out of PropertyPlus. You'll learn how to create a newsletter, request for payment, notice of upcoming events or practically anything else you can think of to email to owners and guests – past or future. Have you ever wanted to send a promotional email to all of your guests that stayed with you last year but have yet to book this year? Now you can through GuestLink.

**Advanced Reservations**  
**Instructor: Joni Jennert**

This is a class for Front Desk and Reservation Managers who are already using PropertyPlus. This class will give you the tools to work smarter. You will learn which weekly reports and functions will assist you in tracking guest balances, arrivals, departures and how to use the reports more efficiently. Learn what the ever progressing reservation screen's functions do and how they can help you navigate the system with ease.



Thinking Ahead.

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### **Advanced Reporting Instructor: Dane Viel**

OK...so you have found the report you are looking for; you hit "print" and then what? You sometimes feel as if it may as well have come out of the printer in Ancient Greek. This class is intended to help you find the right reports; to include the valuable information you are looking for and to help you understand the facts and figures.

### **Get the Most out of PropertyPlus Instructor: Dane Viel**

Did you know that you can not only update the cleaning status of the house over the phone when it is cleaned? Did you know that you can take home your arrival, departure and vendor list when you are on call so you are always prepared? Did you know that you can run a routine that will prepare a Direct Deposit for your owners? Well, you will know all of this and much more after you attend this class!

### **Help Us to Help You! Instructors: Joni Jennert and Cheryl Allen**

What is the best way to report an issue to Client Care...when do I need to schedule further training for my staff...how do I get my system updated...and more. This class is intended to arm you with the knowledge of how to get the best and most insightful results from the Client Care team for PropertyPlus.

### **Reporting using Microsoft Excel and Access Instructor: Scott Dyer**

If you'd like to create your own report using information in PropertyPlus, then this is the class for you. You'll learn how to export data from PropertyPlus and design your own reports using Microsoft Access and Excel to merge the data into the form you want.

### **PropertyPlus Roundtables: Instructors: PropertyPlus Client Care Team**

Didn't get your question answered? Attended a session that brought up another question? This is the time to ask...an open session that will include PropertyPlus Client Care Team and the users in attendance. You will be able to learn from other users as well as the Client Care Team panel of experts.