



Natural Broadcast Software Training Agenda

***Training Room address:
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The main objective for the week is to complete an overview/training of the Natural log system and to address any questions or concerns.

<i>Monday</i>	<i>Installing / Registering Nat Log Data Back-up (Internal & External) Updating Nat Log from the website Help File / Print User Manual</i>
<i>9:30 am</i>	
<i>Morning Break 10:30 am</i>	
<i>10:45 am</i>	<i>Set-Up Program Options User Permissions Stations Settings Account Rep / Agency/Avail Type Product Code/Revenue Type Customer Account Browser Broadcast Order</i>
<i>Lunch Break 12:00 – 1:30 pm</i>	
<i>1:30 pm – 2:30pm</i>	<i>Broadcast order continued Assigning copy from the order line Copy Manager Scheduling complex copy rotations</i>
<i>Afternoon break 2:30 pm</i>	
<i>2:45 – 4:30 pm</i>	<i>Log Templates / Daily Log Template Special Event Log template Special event scheduler Linking orders to the special event template</i>
<i>4:30 pm</i>	<i>Questions & Answers</i>



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(Continued)

<i>Tuesday</i> <i>9:30 am</i>	<i>Commercial Logs</i> <i>Charging /Finalizing</i>
<i>10:30 am Morning break</i>	
<i>10:45am</i>	<i>Importing / Exporting the log</i> <i>Reconciliation of the log</i> <i>Billing</i>
<i>12:00 pm –1:30 pm Lunch break</i>	
<i>1:30 pm</i>	<i>Broadcast Invoices</i> <i>Electronic Invoices</i> <i>Non-Broadcast Invoices</i>
<i>2:30 pm Afternoon break</i>	
<i>2:45 pm</i>	<i>Accounts Receivables</i>
<i>4:30 pm</i>	<i>Questions & Answers</i>
<i>Wednesday</i> <i>9:30 am</i>	<i>Accounts Receivables (cont.)</i> <i>Transaction Browser</i>
<i>10:30 am Morning Break</i>	
<i>10:45 am</i>	<i>Payments</i> <i>Prepayments</i> <i>Adjustments</i> <i>End of the Month Closing</i>
<i>12:00 pm – 1:30 pm Lunch Break</i>	
<i>1:30 pm</i>	<i>Reports in Nat Log</i> <i>Exporting reports to Excel</i>
<i>3:00 pm</i>	<i>Questions & Answers</i>
<i>“The agenda is subject to change depending on the progress of the class”</i>	