



Natural Broadcast Software Training Agenda

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The main objective for the class 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</i>
<i>Lunch Break 12:00 – 1:00 pm</i>	
<i>1:00 pm –2:30pm</i>	<i>Customer Account Browser Broadcast Order Broadcast order continued</i>
<i>Afternoon break 2:30 pm</i>	
<i>2:45 – 4:30 pm</i>	<i>Assigning copy from the order line Copy Manager Scheduling complex copy rotations Copy schedules and packets</i>
<i>4:30 pm – 5:00pm</i>	<i>Questions & Answers</i>



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(Continued)

<i>Tuesday</i> <i>9:30 am</i>	<i>Log Templates / Daily Log Template</i> <i>Special Event Log template</i> <i>Special event scheduler</i> <i>Linking orders to the special event template</i>
<i>10:30 am Morning break</i>	
<i>10:45am</i>	<i>Commercial Logs</i> <i>Charging /Finalizing</i> <i>Importing / Exporting the log</i> <i>Reconciliation of the log</i> <i>Billing</i>
<i>12:00 pm –1:00 pm Lunch break</i>	
<i>1:00 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>Accounts Receivables (cont.)</i> <i>Transaction Browser</i>
<i>Wednesday</i> <i>9:30 am</i>	<i>Payments</i> <i>Prepayments</i> <i>Adjustments</i>
<i>10:30 am Morning Break</i>	
<i>10:45 am</i>	<i>End of the Month Closing</i> <i>Reports in Natural Log</i> <i>Exporting reports to Excel</i>
<i>12:00 Dismiss Class</i>	
<i>“The agenda is subject to change depending on the progress of the class”</i>	