EZ-CARE2
Center Management Software

SofterWare™

Training Class Offerings

SofterWare has a team of professional trainers ready to help you get the most productive and beneficial use from our software. We offer a variety of training options designed to meet every client's needs and budget.

Webinars

Participate in these online classes from your location, using your computer and the Internet. Once you've signed-in, a live instructor guides the class using a full running version of our software. Ask questions via "live chat" and have them answered in real time -- just as if you were in a classroom!

Unlimited Webinar Subscription

Access our entire catalog of webinar topics for an entire year! This is by far the most economical way to expand your skills and proficiency. Move through our classes at your own pace, and take any webinar as many times as you want!

One Year	$249*
(Per Person)	

Single Webinar Cost
(One 1.5 hour class)

Connection	$75*
Addl Users	$25*
(same computer)	

*Part Support add 10%

Class offerings are updated often. Visit **www.softerware.com/webinars** for the latest schedules, agendas, changes, additions, and to register.

NEW! Getting Started with EZ-CARE2

Because getting off on the right foot is so important, this webinar presents all the basics of navigation, from keystrokes to toolbars. At the end of this session you'll know the crucial elements of setting up your Center Drawer and be able to properly add families and children. You'll understand our powerful, unique grid design. And we show you how to create schedules and generate attendance for complete and accurate tuition billing. **The ideal start for the new client or new user.**

NEW! Tuition and Payments

The various rates, subsidies, and discounts of a typical center can be complex. This webinar offers a detailed look at the way our software handles virtually any billing and payment scenario. You'll get a walk-through of the entire process, including how to save time dealing with exceptions (such as parents who pay from separate accounts) and how to edit incorrect entries. **If you are responsible for keeping track of money and family balances, this webinar gives you what you need.**

NEW! Productivity Tools – EZ-Viewer and Mail Merge

Can the same tool be used to move an entire classroom of children to the next level, quickly find anyone with incomplete address information, and export all their names to send a graduation letter? The EZ-Viewer does all that and more! One of the most powerful features of EZ-CARE2, it can give you unique ways of working with your data and quickly make changes that would take much longer if done one at a time. This webinar includes the basics of sorting and selecting that are so useful throughout the system. **Use EZ-CARE2 as it was meant to be used.**

Basic Reporting

Our extensive catalogue of standard system reports gives you vital information at your fingertips. Once you understand how it is organized, our unique layout and simple design really is EZ to use. We will show you how to use a number of key reports that will have an immediate impact on your information flow. This is just the starting point. There is so much to show you that we barely get to the Report Wizard. We cover that much more extensively in our "Reports Unlimited" webinar. **Information, please!**

Reports Unlimited

Using the Custom Report Wizard, we'll show you how to choose the right report style for lists, labels, exports and much more. Plus, you'll learn how to take any report (including System Reports like invoices) and further enhance it with tools not available in the wizard. **Improve the look and impact of your reports!**

Advanced Report Design

Go beyond Reports Unlimited and learn other powerful features of the Report Designer. Add fields, change fonts and otherwise modify System Reports (such as invoices & attendance sheets) or your own Report Wizard reports. **All the tools to create the reports you want and need.**

NEW! Advanced Report Design II

Take your report skills to the next level. This session builds on the Advanced Report Design webinar, going beyond the basic tools and elements of the Report Designer. Ever wonder how to print dates as text (July 7)? Or, how to use color or **bold** letters to emphasize certain records (**Balance Due!**)? We give lots of examples to help you bring impact to your reports. **Recommended for those who have taken Advanced Report Design I, or have similar experience.**

The Director's Edition

This session highlights important reports & tools that can help you better manage your staffing, center finances & even licensing. We'll show you specific ways to take advantage of the information already in your system, as well as ideas for improving your use of EZ-CARE2. **Harness the data and power of your system!**

TimeClock™

You'll learn basic operation of TimeClock as well as more advanced features to help you get the most accurate tracking and billing with the least time and effort. We'll cover daily procedures, on-screen messaging, collecting parental responses, reporting, and many other options. **Tap into the many benefits of TimeClock!**

Tips & Tricks

Learn over a dozen proven time savers, such as the quickest way to send out enrollment thank-you letters, entering one-time fees with the fewest keystrokes possible, and using linked drawers to eliminate re-entering data. **Discover handy techniques that are certain to save you time and effort!**

Customizing Your System

Take advantage of all of EZ-CARE2's flexibility, including using the Cabinet Wizard to modify screens. Also discover features such as database linking, user preferences, and picklists. **Learn how to easily modify your system to suit your unique needs.**

Database Maintenance

Learn to use tools like Global Change and EZ-Viewer to quickly update data. This class also covers security and passwords, year-end procedures, backup and periodic maintenance tasks. **Ensure that your system and data stay in perfect shape.**

Webinars

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Individualized Training

On-Site Training

Per Day	$695*+

*Plus travel time and expenses

Virtual On-Site

Per Hour	$80 +

+ Part Support add 10%

To order or schedule training, call
888-220-8111

Online:
www.softerware.com/ training

Parent Communications

Personalized letters, pre-filled medical or re-enrollment forms and more can be just a mouse click away. Learn to easily merge data into letters or emails and improve the effectiveness of parent communications. **Also includes ideas for invoices, tracking parent contacts and more!**

Schedule/Attendance Mgt.

Learn how to take full advantage of the many features and reports in the scheduling and attendance module. Starting with an overview of how to maintain schedule and attendance data, the class will focus on reports that allow you to use this data effectively. **Improve the effectiveness of your scheduling and attendance management.**

In addition to our regularly scheduled webinars, we offer more individualized training. You will learn using your own screens, codes, and data. This allows us to completely customize the training experience to meet the unique needs and goals of your center.

On-Site Training

An in-person visit from one of our trainers is often the best solution. In your environment, we can consult with you on how to match EZ-CARE2 to the way you want to work. Often, when there are several people to be trained, a training at your location can be not only the most convenient and comprehensive format, but highly economical. Larger groups can also be trained on-site, and we will work with you to ensure that the right people get the right training.

Virtual On-Site

We use remote desktop-sharing technology to see what you see on your own system. Using your unique data and screens, we talk you through procedures, projects and answer any questions you have. Best used as a follow-up to more basic webinars, this session can be scheduled at your convenience and customized to any topic.

Start-Up Package

Our start-up training package will provide you with a strong foundation right from the beginning. It includes our Unlimited Webinar Subscription Plan and one-on-one phone training to address your unique needs.

Start-Up Package	
Price	$349*

* Part Support add 10%

Webinar Subscription

Unlimited access to our entire catalog of webinar topics for an entire year is an ideal way to become proficient in EZ-CARE2.

Virtual On-Site Training

Scheduled at your convenience, this 1.5 hour one-on-one session is the ideal complement to our Webinar Subscription Plan.

Comparison of Training Options

	Webinar	On-Site	Virtual On-Site
Length:	1.5 Hour Sessions	Full Day	1 Hour Sessions
Content:	Focused Topics	User Determined	User Determined
Max. Number of Participants	15	4 or fewer*	4 or fewer
Format:	Slides & Demo	Hands-on with your system	Hands-on with your system
Scheduling:	Scheduled frequently	By Appointment	By Appointment
Unique Benefit	Focused Topics & convenience	Face-to-face	Personlized Topics

Additional attendees charged $50 per person

To Register

Phone:
888-220-8111

Online:
www.softerware.com/ training

Questions:

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