



Training

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Full training is given to all users of the systems provided by JAC. This training is usually split into three parts:

1. Basic User training
2. Administrator User training
3. Report / Query writer training

Training can be provided either on or off site with JAC's new training facilities opening in 2007.

Training can be for up to 6 people per day and courses can be tailored to meet the needs of the client.

Usually, a training environment is added to the system which 'mirrors' the live system where users can add records and change system settings without the live system being affected.

One to One training can also be provided by JAC if the client needs intensive training. This can also be on or off site depending on the needs of the client. It is sometimes beneficial to be out of the office away from distractions.

Training manuals are provided with screen shots which allow the user to visualise the system and provide help and guidance once the training has finished.

Training is very important to the smooth implementation and running of a system and is often underestimated. It is for this reason that JAC recommend that a particular user or users are trained to be the Administrators of the system and if necessary the user can provide training themselves.

