Staff Training and Training Videos

Sales 07 Training for Sales & Events = Add New Order, Book Order, New Order, Product Purchase

The ERM is ICONIC uniquely designed software program that all Sales and Events Staff will use in their work.

There are many features and functions of the ERM. One in particular that will be associated with most of your daily work tasks is the **Add New Order** of the ERM. This refers to how you to add a new order for a customer, book an event or order or doing a product purchase.

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SALES / EVENT TRAINING VIDEO about the ERM Add New Order, Book Order, New Order, Product Purchase.

Training Video = ERM - Add New order

As part of this part of the training we also recommend you read the FAQ and KB about the ERM. You may have already view the manuals of the ERM from a previous training session. If this is the case, you do not need to view them again here to unless you are re-training or refreshing your understanding. To view the manuals for the ERM, please click here.

We also recommend that you read as part of your training the following FAQs:

- Steps to Book an Event or Add New Order
- How do I add another product to an order?
- A customer would like to have two shows on the same day, but the product availability page shows only 1?
- Deposits for Events, shows and products
- How can a customer make a booking? What options do we provide to customers to make a booking?
- In the specific Category of this subject in the FAQ knowledge base server.

After viewing and understanding this training session remember to acknowledge receipt of completion of the training by following the company procedure of How to acknowledge you have completed part of your training or state you have viewed or read a FAQ

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Attached files:

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Unique solution ID: #1353
Author: n/a
Last update: 12-Aug-2017 03:34

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