TRAINING
ON SET UP
IN AUGMENTED CASH

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CERTIFYING TRAINING

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SIDETRADE

Duration: 3 days face to face

Objective: be able to set up your Augmented Cash platform, respecting your needs, with the support of the functional analysis document*.

This training, intended to administrators of Augmented Cash solution, allows to have a full knowledge of initial configuration done and to be autonomous for future set up updating.

* the functional analysis document is only applicable to new customers.

Audience concerned:

This training is geared to all collaborators who will have to administrate Augmented Cash platform.

Access for people with disabilities: possibility to adapt the training content, please contact us first.

Prerequisites:

- Use Windows environnement
- Master basic desktop tools
- Know internet basic functions

Project based education:

One of this training strength is its approach through a project. During the training, attendees will work on a concrete case: their professional context.

At the end of the training, administrators will have a platform ready to use and adapted to their needs.

Price: 4 900€ for 3 attendees maximum.

Access modalities and timeline: subscription validated upon purchase order, and training contract on demand, within 7 working days. The delivery will begin within 3 months after the purchase order signature.

ADMINISTRATOR TRAINING PROGRAM

1   Introduction on Augmented Cash solution and its set up
- ↝ Discover Augmented Cash
- ↝ Connect to ST

2   Data control

3   General parameters of the platform
- ↝ Complete the platform general parameters and define the historization dates (cut-off)
- ↝ Set up invoices status and invoices sub-status
- ↝ Translate the list of statistic codes

4   Collection set up
- ↝ Discover the collection to-do list and dunning actions
- ↝ Define and organize the collection SideGroups
- ↝ Set up and modify the dunning documents, templates, actions and workflows
- ↝ Assign workflows to collection SideGroups

5   Users set up
- ↝ Discern access scope and collection portfolio notions
- ↝ Define and organize collector's portfolios
- ↝ Constitute user's access scope
- ↝ Create the managers and the users
- ↝ Assign collectors to their portfolios

6   Specific set up
- ↝ Create actions, templates and specific documents (out of workflows)
- ↝ Set up other types of actions (ASA, AIA, BA)

7   Reporting set up
- ↝ Create Other Uses SideGroups
- ↝ Prepare ageing balances
- ↝ Create alerts
- ↝ Define the reporting DSO

8   Specific module(s) set up
- ↝ Customize criteria to use specific module(s)

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TRAINING ENGINEERING

Prerequisites to attend the training:

To perform this training, a process workshop must have been done with the credit managers or the ones making decisions on collection strategy. Following this workshop a functional analysis document is created and will be used to set up the platform*.

To attend this training it is mandatory to understand the skills associated to the job of cash collector and credit manager.

*Only applicable to new customers.

Technical prerequisites:

In terms of equipment, the following items are necessary:

 - a training room

 - ideally a computer for each attendee (or a computer for a group of 2) with an internet connection

 - a code to connect into wifi

 - a Augmented Cash preview platform

 - a paperboard or a board

 - a projector with an HDMI output

 - multi sockets for attendees.

Pedagogical resources and methods, modalities and tools:

This training is conducted face to face, it will be collective in a training classroom.

Different kind of teaching aid will be offered to attendees (PowerPoint presentation, exercises book, internet platform….). At the end of the training, a memo is available to each attendee classifying main features to master.

The pedagogical methods which will be used are affirmatives, participatives and actives. The trainer will show how to do, will ask questions and will let attendees search and get to know the platform by themselves. The trainer will adapt his pedagogical methods and tools regarding the attendees and the situation.

Monitoring and evaluation system:

A **presence sheet** will be signed by every attendee.

To make sure the attendee has acquired all knowledge areas, the trainer will carry out **informal evaluations** (questions and exercises) all along the training. A **quiz** will also be proposed at the end of the training.

The attendees will be asked to evaluate the training through an online survey.

Finally, after several weeks using Augmented Cash, **a certification Basic level** could be tried by the attendee. It is a free on-line evaluation delivered by Sidetrade.

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