



Power Training Workshop

Go From Novice to BCC Mail Manager Expert in Record Time.

BCC Software's **Power Training Workshop** combines all of the instructional content of both the Standard and Advanced Training Workshops into a single, streamlined format that delivers more information in less time than it would take to complete each Workshop separately. This in-depth session takes you from novice to power user in just three or four days, with step-by-step instructions on how to process mailing jobs and leverage BCC Mail Manager's advanced features. Practice exercises give you the opportunity to put this knowledge in action, with the instructor standing by to answer questions and guide you as needed.

At the end, this turbo-charged course gives you the knowledge you need to take full advantage of BCC Mail Manager's features and functionality, helping you increase your efficiency and maximize your bottom line.

- » Learning-intensive sessions with hands-on approach
- » One-on-one instructor interaction provides top results
- » Available through LogIn Live and onsite at BCC Software's Rochester, NY training facility

This class is available as a three-day course at BCC Software's Rochester, NY training facility, and as a four-day course via **LogIn Live** sessions, BCC Software's remote, online training solution. From the comfort of your own home or office, you will participate in morning and afternoon sessions in a live, hands-on environment, where you will interact with your instructor and fellow classmates just as if you were sitting in a classroom. With LogIn Live, you can eliminate travel expenses and have the opportunity to focus on work at your facility before, between, and after sessions.



75 Josons Drive, Rochester, NY 14623
 (800) 337-0442 • info@bccsoftware.com
www.bccsoftware.com

AGENDA

- » **Mailing Sequence**
- » **Updating BCC Mail Manager™**
- » **New Lists:** Creating lists, modifying layouts, templates, dBase configuration files, masks and address groups
- » **Importing and Exporting:** Merge and hide on import, advanced import options, importing variable data
- » **ZIP + 4® Encoding:** List preparation, encoding options, CASS™ reports, analyzing encoding results, ZIP + 4 researching
- » **List Maintenance:** Data entry timesavers; Selectivity and Indexes; Compression and Packaging; global modifications; duplicate removal; advanced duplicate removal; Calculated Expressions for selectivity, indexes, importing, labels and more; user-defined functions; Advanced Selectivity (nesting, table sets, sampling); Configuration Tables; backup procedures
- » **Reports and Labels:** Quick reports; distribution reports; creating and designing labels; printing to a printer or to a file; templates; creating and designing labels: text boxes, advanced label output options, bitmaps, multi-layout (different label formats in a label run), calculated text
- » **Presorting:** Selecting presort parameters, destination discounts, advanced presort options, Presort Selectivity, Saturation mailings
- » **Presort Documentation:** Working with presorts; saving, generating and printing presorts; reports and container tags; previewing and printing presorted labels; appending labels to a file
- » **Data Services**
- » **User-Defined Reports:** Report wizard, report calculations, crosstab reports
- » **BCC Mail Manager Premium Options**



For more information, visit: bccsoftware.com

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