



Topic	Subject	Notes	Handout	Exercise
Jobs				
Introduction				
	Creating Jobs			
	Using Resources for Jobs			
	Using Time Sheets for Jobs			
	Recording Usage for Jobs			
Creating Jobs				
	Creating a job card			X
	Creating tasks for a job			X
	Creating planning lines for a job			X
Using Resources for Jobs				
	Assign resources to jobs			X
	Recording resource usage for a job			X
	Adjust resource prices			X
	Resource price change suggestions based on existing alternate prices			X
	Resource price change suggestions based on standard prices			X
	Resource price change suggestions based on alternate prices			X
Using Time Sheets for Jobs				
	Creating a time sheet			X
	Copying job planning lines to a time sheet			X
	Defining work types and add one to a time sheet			X
	Reusing time sheet lines in other time sheets			X
	Filling in a time sheet lines and submit for approval			X
	Approving or rejecting a time sheet			X
	Reopening a time sheet			X
Recording Usage for Jobs				
	Recording usage for a job planning line of type Budget			X
	Recording usage for a job planning line of type Billable			X
	Creating job journal lines from job planning lines			X
	Creating job journal lines manually			X
	Reviewing planning lines for a job ledger entry			X

Cost per module per student is \$370 CAD
 Estimated training hours per module is 4hrs