



## Advanced Training Workshop

Go beyond the basics of your BCC Mail Manager software.

BCC Software's **Advanced Training Workshop** goes beyond the Standard Training Workshop, delving into the advanced features of your BCC Mail Manager™ software. Ideal for users with working knowledge of the software, the Advanced Training Workshop focuses on what you can do beyond simple processing of a mailing job. You will be guided step-by-step through features that will help you leverage everything that this powerful software has to offer. 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, you will have the knowledge you need to leverage every advantage that BCC Mail Manager has to offer, 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
- » Boost profits by achieving the maximum from your mailing software

This class provides 15 hours of instructor-led training delivered over three days 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.

### AGENDA

- » **New Lists:** dBase configuration files, masks and address groups
- » **Importing:** Merge and hide on import, advanced import options, importing variable data
- » **ZIP + 4® Researching**
- » **Advanced List Maintenance:** 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
- » **Label Design:** Text boxes, advanced label output options, bitmaps, multi-layout (different label formats in a label run), calculated text
- » **Presorting:** Advanced presort options, Presort Selectivity, Saturation mailings
- » **User-Defined Reports:** Report wizard, report calculations, crosstab reports



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