



Standard Training Workshop

Learn the basics of your BCC Mail Manager software.

BCC Software's **Standard Training Workshop** provides you with the knowledge you need to take full advantage of BCC Mail Manager's basic features and functions. You will be guided step-by-step through processing a mailing job, with tips on how to make best use of each feature and tool involved. 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 know-how to become a smarter mailer while opening the door to even greater efficiencies and profits.

- » Learning-intensive sessions with hands-on approach
- » One-on-one instructor interaction provides top results
- » Boost profits by getting the most 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.



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

AGENDA

- » **Installing/Updating BCC Mail Manager™**
- » **New Lists:** Creating lists, modifying layouts, templates
- » **Importing and Exporting**
- » **ZIP + 4® Encoding:** List preparation, encoding options, CASS™ reports, analyzing encoding results
- » **List Maintenance:** Data entry timesavers, selectivity and indexes, compression and packaging, global modifications, duplicate removal
- » **Reports and Labels:** Quick reports, distribution reports, creating and designing labels, printing to a printer or to a file, templates
- » **Presorting:** Selecting presort parameters, destination discounts
- » **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**



For more information, visit: bccsoftware.com

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