

## Advanced Training Academy Day Course Structure

### DIRECTORIES MENU

#### REPORTING

Accounts and General

#### PATIENT RECALLS

Patient recalls  
Show recalls for a patient

#### BANKING MENU

Account Transfers  
Reconcile Bank Account  
Paying in Book  
Bank Statement  
Recurring Payments

#### OUTGOING MENU

Record Payment Due  
Make Payment  
Mileage Records  
Supplier Directory

#### TO DO LIST

### MESSAGES

### LAYOUTS

### CLICK N' STORE

### PREFERENCES MENU

Tidy Practice Manager Entries  
Set-up/Configuration on PM  
Security  
New Users and User Security

### REPORT BUILDER

### DIARY TEMPLATES

### GDPR SENTINEL MODULE

### PHARMACIERGE MODULE

### GROUP SYSTEM (LLP) OPTIONS

Specialist Fee Split Payments  
Fixed Price Package  
Setting up Specialist Directory