



# xEvent

Objectives: : Participants will understand the features of the application, display xEvent information, be able to maintain suppliers & events, search for bookings and the configurator tool.



## Module 1 Introduction

- Introduction to the xEvent System
- xEvent Features
- xEvent Structure
- Language Support
- Accessing xEvent
- The main screen Overview

## Module 2 Supplier Maintenance

- Searching for suppliers
- Editing or Adding Suppliers
- Loading Supplier Data

## Module 3 Event Maintenance

- Searching for Events
- Editing or Adding Events
- Loading Events
- Assigning availability and rates to events

## Module 4 Searching for Events

- Searching for Events
- Viewing the search results

## Module 5 Importing & Exporting tools

- Importing Events
- XML to Excel converter
- Export a Event to Excel
- The Excel Format

## Module 9 Summary

- Module review
- Questions & Answer session
- The Help Tool.

Additional Topics can be added

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