

C3 ERP/MIS Software
for print and packaging

Workshop Program 2021



Workshop–Program 2021 (Webinar)

We are glad to present you our new workshop program for 2021. You can find all of our current offerings concerning workshops, trainings and courses including the learning goals and dates. Our courses target C3 beginners as well as long-time users who want to learn about new areas of the software. All of our workshops are set up as interactive courses – every participant can transfer his new knowledge immediately into the software. Our goal is, to create a comfortable atmosphere so that the participants have enough time for networking and exchanging experiences. Due to the Corona pandemic we offer workshops in 2021 as webinars. This means a PC with microphone (or camera, if desired) and a stable internet connection are required for participation. After registering for the webinar, you will receive instructions from us on how to set up and test the training environment.

Sprache

- The workshops can be held either in German or English. The language depends on the preferred language of the participants and will be communicated two weeks before the workshops. If you wish to take a course in another language, you can cancel your registration within one week without paying any processing/cancellation fees.

Prices and Services

- Participation fee 550 € excl. VAT per workshop and participant.
- The second participant of the same company gets a discount of 50 %.
- Every participant receives detailed instruction material.

Workflow

- The workshops take place as a video conference. Each participant receives access to their own training environment.
- For the best possible learning experience the number of participants is limited to eight persons, res. four companies.
- The workshops are led by our employees whom you already know from hotline or consulting.
- All workshops are planned in a way that leaves enough time for questions and individual problems.
- Workshops start at 9 am CET.

Overview

Workshop	1st term	2nd term
WS Administration 1	Monday, Apr. 19, 2021	Monday, Oct. 11, 2021
WS Administration 2	Tuesday, Apr. 20, 2021	Tuesday, Oct. 12, 2021
WS Customizing / Poweruser	Wednesday, Apr. 21, 2021	Wednesday, Oct. 13, 2021
WS Purchasing	Thursday, Apr. 22, 2021	Thursday, Oct. 14, 2021
WS BDE / Post-Calculation	Monday, Apr. 26, 2021	Monday, Oct. 18, 2021
WS CRM	Tuesday, Apr. 27, 2021	Tuesday, Oct. 19, 2021
WS Estimation Beginner	Wednesday, Apr. 28, 2021	Wednesday, Oct. 20, 2021
WS Estimation Advanced	Thursday, Apr. 29, 2021	Thursday, Oct. 21, 2021
WS Label Production	Monday, May 3, 2021	Monday, Oct. 25, 2021

If you have any questions for signing up or concerning the different workshops, please directly contact our office team with +49 7141 79155-0.

Sincerely

Kathrin Krauß, Jessica Röhrle and Lisa Borst

Administration 1 (Installation, Update)

Learning Goal

The installation of C3 on individual clients and terminal servers. The creation of a testing environment and execution of an update. Generate a backup plan for C3.

- ☐ Installation
 - System requirements
 - Installation
 - Special features for terminal servers

Duration: 1 day
Recommended for: IT employees or user with good knowledge about C3 and Data Processing (DP)
Previous knowledge: Installation of applications and networks

- ☐ Security
 - Establish a database backup
 - Restore from database backup
 - General data backup

Dates: Mon., Apr. 19, 2021
 Mon. Oct. 11, 2021

- ☐ Update
 - Workflow of a complete C3 update

- ☐ Testing environment and resolving problems
 - Creation of a testing environment
 - Resolving the most common problem

Administration 2 (Views, Analysis and Reports)

Learning Goal

Establishing and editing of C3 views/ analysis and editing of printable reports our of C3.

- ☐ General
 - Requirements for editing reports
 - Requirements for editing/ establishing views
 - Introduction to data structure in C3

Duration: 1 day
Recommended for: C3 users with great user knowledge and good DP knowledge
Previous knowledge: Good user knowledge in C3. SQL knowledge is required. Knowledge of SQL management studio must be proven. Knowledge of MS Office (Access and Excel) are recommended

- ☐ C3 views/ analysis
 - General possibilities and use
 - Copy existing views
 - Create new views
 - Export/ import views as XML
 - Prepare data graphically

Dates: Tue. Apr. 20, 2021
 Tue. Apr. 11, 2021

- ☐ Reports
 - General possibilities and use
 - Edit existing fields (add new fields, move existing fields, change fonts, ...)
 - Embed reports in C3 via printing processes

Customizing / Poweruser

Learning Goal

Fit C3 better to company individual demands.

Manage users and rights, configure user interfaces individually and extend the options bar with your own entries (views, reports).

- ☐ User/ groups
 - Create users and user groups
 - Special configuration for users or groups
- ☐ Rights
 - Rights distribution in C3 central
 - Right distribution in user/group management
- ☐ Customizing user interface
 - Mandatory fields and rights
 - Masking and renaming of fields
 - Configuration of the options bar
 - My Central
- ☐ Systemwide settings
 - Introduction in adaptivity

Duration: 1 day
Recommended for: C3 user / C3 Poweruser
Previous knowledge: Good user knowledge in C3
Dates: Wed. Apr. 21, 2021
 Wed. Oct. 13, 2021

Shop Floor Control/ Post Calculation

Learning Goal

Prepare your company and your C3 for the implementation of Shop Floor Control. Oversee SFC in daily business and step in if necessary.

- ☐ General
 - Master data for SFC in C3
 - Preparing procedures for use
 - Tips for every day working
- ☐ Data gathering
 - Recording of labor time
 - Recording of actual time and material consumption
 - Manual and unplanned bookings
- ☐ Correction of bookings
 - Control of recorded times
 - Typical exceptions
- ☐ Assessment of bookings
 - Production, auxiliary and down times
 - Post calculation of production orders

Duration: 1 day
Recommended for: C3 user / C3 poweruser
Previous Knowledge: Good C3 user knowledge
Dates: Mon. Apr. 26, 2021
 Mon. Oct. 18, 2021

Customer Relationship Management and Document Management

Learning Goal

Better transparency about customers, processes and documents in the sales department. Independent planning and execution of marketing campaigns.

- ☐ Processes
 - General funktionalität
 - Attributes/ contacts
 - Create new processes
 - E-Mail links
- ☐ Follow-Up
 - Implementation of follow-ups in business processes
- ☐ Campaign planning
 - Approach
 - Address selection
 - Assessments of campaigns
- ☐ TAPI-connection
- ☐ Document template/ files
 - Creating and attaching document templates
 - Use of word templates with text marks
 - Saving external files, pictures and documents

Duration: 1 day
Recommended for: Sales/ Marketing and DP employees
Previous knowledge: General C3 knowledge

Dates: Tue. Apr. 27, 2021
 Tue. Oct. 19, 2021

Purchasing

Learning Goal

Make the right decisions on the purchasing market with the help of C3 tools.

- ☐ Purchasing master data
 - Supplies
 - Articles
- ☐ Purchasing prices and discount structure in C3
 - Price lists
 - Discount matrix
- ☐ Article analysis with the help of ABC-analysis
 - Inventory and minimum stock level
 - Reorder level
 - Order-related
 - Purchasing with ABC-analysis
- ☐ Our CRM process management in purchasing

Duration: 1 day
Recommended for: Employees from purchasing department
Previous knowledge: General C3 knowledge

Dates: Thur. Apr. 22, 2021
 Thur. Oct. 14, 2021

Estimation/ Product Configuration (Beginner)

Learning Goal

Build or expand a C3 product configuration. Map your company specific estimation logic in C3.

- ☐ General
 - Intended use and possibilities
 - Composition of product classes and attribute groups
- ☐ Attributes
 - Create and manage attributes
 - Define dependencies between attributes
 - Value list/ define standard values
 - Text generation
- ☐ Workflow/ material consumption
 - Use of workflow templates
 - Dependencies of attributes and work steps
- ☐ Problem solving
 - Common mistakes
 - Problem solving

Duration: 1 day
Recommended for: IT employees or users with a good knowledge of estimation
Previous knowledge: Comprehension of estimation in economic sense or product comprehension in technical sense
Dates: Wed. Apr. 28, 2021
 Wed. Oct. 20, 2021

Estimation/ Product Configuration (Advanced)

Learning Goal

Build or extend a C3 product configuration. Creation of efficient and individual estimation logics.

- ☐ Extra itemized costs
 - Create extra itemized costs and link them with attributes
- ☐ Decision table
 - Purpose
 - Performance
- ☐ Manage variants
 - Activate/ deactivate variants
 - Include variant logic
- ☐ Special functions
 - Include information from third parties articles/ material
 - Special functions
- ☐ Problem solving
 - Common mistakes
 - Solving problems

Duration: 1 day
Recommended for: IT employees or users with a good knowledge of estimation
Previous knowledge: Participation on workshop Estimation (Beginner)
Dates: Thur. Apr. 29, 2021
 Thur. Oct. 21, 2021

Basics Label Production

Learning Goal

Learn the basics of label production in conjunction with C3 product configuration.

- ☐ General
 - Which sorts of self adhesive labels exist?
 - How are they produced?
- ☐ Printing Process
 - What printing processes exist?
 - Where are they used?
 - Implementation in the C3 estimation
- ☐ Raw material
 - Sorts of material
 - Structure of materials
 - Implementation in the C3 estimation
- ☐ Web structure / Number Up / Estimation
 - What to consider
 - Implementation in the C3 estimation
- ☐ Practical examples
 - Technical projecting of a customer request
 - Estimation based on this project planning in C3

Duration:

1 day

Recommended for:

All C3 users with interest in understanding the estimation in the economic sense and product understanding in a technical

Previous knowledge:

General C3 knowledge

Dates:

Mon. May 3, 2021

Mon. Oct. 25, 2021

Fax-Answer to

→ +49 7141 79155-66

Or per e-mail to

→ workshops@theurer.com

Sign Up for the following workshops

- ☐ Administration 1 (Installation/ Update) on _____
- ☐ Administration 2 (Views, Analysis, Reports) on _____
- ☐ Customizing / Poweruser on _____
- ☐ Shop Floor Control / Post Calculation on _____
- ☐ Customer Relationship Management and Document Management on _____
- ☐ Estimation/ Product Configuration (Beginner) on _____
- ☐ Estimation/ Product Configuration (Advanced) on _____
- ☐ Purchasing on _____
- ☐ Basics Label Production on _____

Sign Up for:

Company _____ Phone _____

Street / PO Box _____ Telefax _____

Country / ZIP / City _____

Participant:

Name _____ E-Mail _____

Name _____ E-Mail _____

Name _____ E-Mail _____

Registration & Participation conditions for Theurer.com workshops

1. Conditions of participation

theurer.com and training courses are open to everyone. However, we ask you to check to what extent the seminar content and requirements correspond to your level of knowledge and learning objectives. Seminars and training courses are always conducted using the latest C3 version.

2. Booking & registration

Please register by fax or e-mail at least 14 days before your desired workshop.

3. Participation fees

The participation fee is per person and an event date plus VAT at the statutory rate. It includes event documentation and the training environment set up by theurer.com. The participation fee can be found in the individual event descriptions or the invoice. The participation fee is due for payment without deductions immediately after invoicing.

4. Discounts

You will receive a 50 % discount (for the second and each further participant) on the participation fee from the second participant onwards.

5. Cancellation & rebooking by the participant

Cancellation (in writing only) is possible up to 11 working days before the event for a processing fee of 50 € plus VAT. Up to 11 working days prior to the start of the event, it is also possible to have the original attendance fee credited against a processing fee of € 25 plus VAT when booking another event, if the latter takes place within 6 months of the date of the original event. If the cancellation is made between the 11th working day and one day before the start of the event, half of the participation fee is due. In the event of no-attendance or cancellation on the day of the event, the full participation fee will be due. The participant is generally entitled to prove that the cancellation on the day of the event did not cause any damage at all or that the damage is significantly lower than the processing fee retained by theurer.com.

6. Withdrawal and changes by theurer.com

theurer.com reserves the right to replace announced speakers with others and to make necessary changes to the event program while maintaining the overall character of the workshop. If it is not possible to hold the event due to force majeure or for good cause (e.g. due to illness of the speaker or too few participants), the participants will be informed immediately. In this case the participation fee will be refunded. A claim for reimbursement of travel and accommodation costs as well as loss of working hours or other futile expenses is excluded, unless such costs are incurred due to grossly negligent or intentional behavior on the part of theurer.com. theurer.com undertakes to do everything reasonable in the event of any disruptions to services in order to contribute to the rectification or limitation of the disruption.

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8. General terms and conditions

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