



POWERED BY BQE

# Quick Start Implementation Kit



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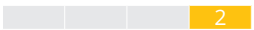
If you're pretty confident you're ready to use Core but want to make sure you have a solid understanding of the basics, then the Quick Start Kit is perfect for you. The individuals who supervise Core in your company should attend all sessions



## Training Courses:


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### Foundation Set-Up Training

Hours 


- Learn how to set up Core defaults including, users, and required field information, security and general company preferences to be aligned with your firm's policies. You will set up and understand the foundations of Core for successful business management.
  - *Employees who are setting up these items should attend.*
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### Project Setup

Hours 


- Learn how to set up active projects (hourly, fixed fee and internal); including building project details, teams, phases, job codes, invoice method and setting up budgets for both fees and time.
  - *Employees who are responsible for setting up and managing projects should attend.*
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### Time and Expense Entry

Hours 

- This course covers the fundamentals of how to enter time and expenses through the different options we offer in Core. This course is designed for your staff so they understand and develop good time and expense practices for efficient and accurate time entry. We'll be sharing some tips and tricks to enhance their day to day task of entering time.
  - *Employees who are recording time and expenses in Core should attend.*
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### Billing in Core

Hours 

- Learn how to set up the key aspects of billing: Clients, Projects and Global Settings. We discuss your existing pre-billing process and learn how to create invoices, enter payments and review important billing reports.
  - *Employees who are responsible for pre-billing analysis, billing or post-billing analysis should attend.*
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**Total Training Hours Included**

**8**

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# Is the Quick Start Kit Right for You?

The Quick Start Kit is a great way to learn the basics of using Core without a large investment of time. It helps you to start off on the right foot with the confidence of knowing what you need to do within the software. This is not a managed kit - it does not include Needs Analysis or a single, dedicated BQE point-of-contact. You will be responsible to coordinate with BQE to get all your sessions scheduled. Data Conversion is not included in this package if you are looking to convert from your legacy software. For a full implementation package with best practices training, in addition to the thorough foundational training from a single point-of-contact, please check out our [Promise Package](#).

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