



TORONTO APPLIED SYSTEMS CLIENT NETWORK

Wednesday, September 16th – 12:30 PM to 3:45 PM

PLEASE NOTE THE START TIME

Weston Golf & Country Club
50 St. Philip's Road, Toronto
Wadsworth Room, Main Floor

YOU DON'T WANT TO MISS THIS MEETING!!

Sandy Oliver from AIS Technologies (an ASCnet Preferred Consultant) will be presenting two different ASCnet courses!

And, during the break, we will be drawing for a free registration to the upcoming ASCnet TenCon, to be held on October 13-16 in Kansas City, MO (TenCon registration value: \$600 U.S.). For more information on TenCon, please visit www.ascnet.org, and click on TENCON.

AGENDA

- 12:30-12:35 **Housekeeping Items & Updates**
- 12:35-2:05 **Reports in Depth – Expiration, Production, and Book of Business**
This class will take a look at 3 of the most important entries in the "Reports-Management": Expiration, Production, and Book of Business. In particular, this class will compare and contrast the Book of Business with the Production Report, including a discussion on the possible uses and the appropriateness of each.
- 2:05-2:15 **Break**
- 2:15-3:45 **Advanced Techniques for Form Letters and Proposals**
In this class, you will learn how to work with headers/footers, section breaks, pull from multiple applications, insert various objects, work with tables and math functions, macros, drawing objects, linking and embedding, and more. You will need a good working knowledge of Word to take your form letters and proposals to the next level as this class will move quickly.

Directions to Weston Golf Club:

- exit Highway 401 east or westbound at Weston Road (first exit west of Hwy 400)
- go south on Weston Road
- keep to the right, turning onto St. Phillip's just after going under the railway overpass
- the entrance to Weston Golf Club is on the right about 100 feet after crossing the bridge
- follow the signs and park at the back of the building

