



## 'Quick Tip' Webinar Programme



Sourcing City hold regular webinars where you can join us online to hear about the training topic being discussed. Webinars ensure that you are fully informed about all of the functionality within Sourcing City, & more importantly how we can make your life easier & improve your sales opportunities.

(What is a 'Webinar'? It is simply a 'techy' way of saying: You join us online, & can see and hear our demonstration!)

**Everyone Welcome: Whether Current User, Potential User, or Supplier. No Obligation & No Charge!**

| 2010     | Weds | Webinar Subject<br>Wednesday: 10.30am to 11am (Max)  | 2010      | Weds | Webinar Subject<br>Wednesday: 10.30am to 11am (Max)   |
|----------|------|--|-----------|------|---|
| January  | 6th  | <b>How to Create Virtual Samples Using Technologo, &amp; then use them on Ideas List for free!</b>   | January   | 20th | <b>Your Customer Area Explained:</b> Your Performance Statistics, Market Analysis & Industry Reports  |
| February | 3rd  | <b>How to use Sourcing City to the full</b><br>• See full list of topics covered in webinar below.   | February  | 17th | <b>Overview of Dynamic Office Lite free business management system</b><br>• How to Bespoke Your E-Mail Templates to Your Corporate Image<br>• How to Manage Ideas Lists, Quotations & Sales Follow Ups<br>• How to Raise Purchase Orders, Progress Chase & Send Invoices<br>• How to Create Your Own E-Shot Marketing E-Mailers |
| March    | 3rd  |  | March     | 17th |   |
| April    | 7th  | <b>How to Create Virtual Samples Using Technologo, &amp; then use them on Ideas List for free!</b>   | April     | 14th | <b>Sourcing City Web Creations:</b> Introducing Sourcing City Web Creation Services.  |
| April    | 21st | <b>How to use Sourcing City to the full</b><br>• How to Use Creative Searches & Generate Ideas<br>• How to Use Multi Search Pad & Search in one go<br>• How to Get Product Prices & Use Express Delivery<br>• How to Use Item Type Searches & Search Filters<br>• How to Create Ideas Lists<br>• How to Use Shotgun to Contact Multiple Suppliers<br>• How to Use 'Sources' & 'Similar Item' Buttons<br>• How to See Current Special Offers, New Products & Industry News<br>• How to Use Trade Services & Supplier Directory<br>• How to Advance Search in Suppliers Product Ranges | April     | 28th | <b>Your Supplier Area Explained:</b> Your Performance Statistics, Market Analysis & Industry Reports  |
| May      | 5th  |  | May       | 12th | <b>Overview of Dynamic Office Lite free business management system</b><br>• How to Bespoke Your E-Mail Templates to Your Corporate Image<br>• How to Manage Ideas Lists, Quotations & Sales Follow Ups<br>• How to Raise Purchase Orders, Progress Chase & Send Invoices<br>• How to Create Your Own E-Shot Marketing E-Mailers |
| June     | 2nd  |  | June      | 16th |   |
| June     | 30th | <b>How to Create Virtual Samples Using Technologo &amp; then use them on your Ideas List for free!</b>   | July      | 14th | <b>Sourcing City Web Creations</b><br>• Demonstrating how Sourcing City Web Creation Services can increase your online marketing.   |
| July     | 28th |  | August    | 11th | <b>Overview of Dynamic Office Lite free business management system</b><br>• How to Bespoke Your E-Mail Templates to Your Corporate Image<br>• How to Manage Ideas Lists, Quotations & Sales Follow Ups<br>• How to Raise Purchase Orders, Progress Chase & Send Invoices<br>• How to Create Your Own E-Shot Marketing E-Mailers |
| August   | 25th | • See full list of topics covered in webinar above.  | September | 8th  |   |

\* Dynamic Office Lite is a Free Business Management System which is inbuilt into Sourcing City for your free use.

**Wednesday Webinars Start at: 10.30am – End at: 11am** (Maximum Half Hour, normally less.)

**Simply Call Us or E-Mail Us to Get an Invitation to Join Any Sourcing City 'Quick Tip' Webinar.**

Tel: 0844 504 5000 | [sarah@sourcingcity.co.uk](mailto:sarah@sourcingcity.co.uk)