



Training Program Outline - Windows Application

Training Session One

CiiRUS System Setup

- Downloading and Logging into the CiiRUS Application
- Navigating throughout the System
- Software Settings Assistant / Integrating to Credit Card Processors
- Homework

Webinar Recording:

<https://register.gotowebinar.com/recording/264407655437279747>

Training Session Two

Adding and Configuring Properties

- Adding Properties
- Property Rates
- Property Assistant Overview
- Quick Property Setup
- Homework

Webinar Recording:

<https://register.gotowebinar.com/recording/736506062326979587>

Training Session Three

Managing Owner Profiles and Creating Additional Booking Services

- Manage Owners
- Owner Portal
- Cart Extras

Webinar Recording:

<https://attendee.gotowebinar.corecording/1002684636940479496>

Training Session Four

Manage Reservations

- Booking Audit

Webinar Recording:

<https://attendee.gotowebinar.com/recording/4381536647002401287>

Training Session Five

Creating Quotes and Processing Reservations

- Create Quotes
- Processing Credit Card Payments
- Bookings Schedule

Webinar Recording:

<https://register.gotowebinar.com/recording/5955672255321007106>

Training Session Six

GuestPass and Creating Outbound Email Templates

- GuestPass
- Newsletters & Templates
- eCiiGN

Webinar Recording:

<https://register.gotowebinar.com/recording/4768982549513200903>

Training Session Seven

CRM- Marketing to your Guests

- Manage People
- Mandrill Integration
- Emailers & Rules

Webinar Recording:

<https://attendee.gotowebinar.com/recording/255899639238649862>

Training Session Eight

Day to Day Operations

- Reporting
- Housekeeping Schedule
- Inspection Module
- Creating and Sending Work Orders
- Service Logon

Webinar Recording:

<https://attendee.gotowebinar.com/recording/5080946987842343947>

Training Session Nine

Creating and Finalizing Monthly Owner Statements

- Owner Account Settings
- Recurring Charges
- Disburse Owner Amounts
- Processing Cleans
- Applying Work Orders to Statements
- Finalizing Monthly Statements

Webinar Recording:

<https://attendee.gotowebinar.com/recording/1013338904881751046>

Training Session Ten

Owner and Bill Payments, Conclusion

- Setting up Utility Account Numbers
- Bill Payments
- Payments to / from Owners
- Bookkeeping Reports
- Tax Reports

Webinar Recording:

<https://attendee.gotowebinar.com/recording/4668919298629378316>