



Relate Company Secretary – Training Course Brochure

Our training courses for all users is designed as a 'hands-on' tutorial led experience, which once completed will allow you to carry out all of your work with added confidence.

To get the best from your Company Secretary Software investment and to improve staff efficiency we would recommend that you attend our training course.

Benefits

- Online training facilities
- Extensive tutorial-based manual to download
- Trainers selected from our support team – experts in Relate Company Secretary

The course is run once a month from 09:30 to 12:30. All courses are now running online using Go-To Training. This site gives our customers easy access to our training courses, just click on the link you receive, register your details and you are ready to join the training.

The training course fee is €195 (VAT Exempt). To book visit <https://www.relate-software.com/rcs-online-booking/> or email training@relate-software.com.

Terms & Conditions

There are **NO** refunds offered on training.

Rescheduling:

If you need to Reschedule the course you can email training@relate-software.com and they will advise you of the next available dates for the Company Secretary Course.

If you need to cancel we will endeavour to reschedule your training initially, however, if it is not possible to reschedule and you need to cancel then we can offer you credit for the amount paid for training.



Course Content

Tutorial 1 - Login, Access Groups & Users

Logging in and out, setting up access group and users.

Tutorial 2 - Options

Setting up practice, system, printing and E-filing details and setting up presenters.

Tutorial 3 - Individuals

Setting up Individuals, printing individual reports and officer change of address[B10].

Tutorial 4 - Companies

Setting up Companies, printing company reports and checking a Companies Annual Return Date.

Tutorial 5 - Events

Create Company, Share Capital, Officer and Shareholder events.

Tutorial 6 – E-Filing

Setup an account with the CRO, register as a statutory electronic filing agent, setup E-Filing and E-File.

Tutorial 7 – Tools

Setup Lookups, Document Templates, Event Templates, Generate Merge File, Toolbars and Registration.

Tutorial 8 – Reports

Learn how to generate reports.

Tutorial 9 – Utilities

Convert Shares, Remove Locks, Compact and Repair, View Address, Query Data, SAP Link, Update E-Filing Flag, Remove Unused Individuals, Remove Unused Addresses, Remove Duplicate Addresses, Clear Submission No, Get Latest Version of Program, Communications Test, Execute SQL List, Validate Officers and Export Annual Return List IE.



Course Schedule

From	To	Duration	Module
		Mins	
09:30	09:40	10	Welcome & Introduction to Trainer, Relate Software & Support
09:40	10:00	20	Login, Access Groups & Users
10:00	10:30	30	Presenters and Individuals
10:30	11:00	30	Companies
11:00	11:15	15	COFFEE BREAK
11:15	11:45	30	Events
11:45	12:15	30	Tools, Reprots, Utilities



Frequently Asked Questions

1. How long is the course?

The Course is a half-day course, and it starts at 09:30 am and finishes at approximately 12:30 pm

2. What is the course fee?

The full training course fee is €195 per person. The training is VAT Exempt. Fees may be paid by Visa Debit, Credit Card or Bank Transfer.

3. When does the course run?

The course is run online once a month.

4. How do I book the course?

To book the course you can go to <https://www.relate-software.com/rcs-online-booking/> and use the booking calendar to select your dates and book and pay for the course or you can call us on 01 -4597800 or else email training@relate-software.com.

5. Do I need to purchase any materials or books for this course?

No, all required course materials are included in the course fee, you receive a PDF copy of the training manual to download before the course starts.

6. What do I need to do if I cannot make it to the course?

It is best to reschedule your training as soon as possible, you can do this by contacting us by phone on 01 4597800 or by sending us an email to training@relate-software.com.

7. Where is the course held?

All courses are now running online using Go-To Training. This site gives our customers easy access to our training courses. Once you are booked onto the training you will receive an email from training@relate-software.com the night before the course with a registration link to access the training, just click on the link you receive, register your details and you are ready to join the training.