

Date: 21 Mar 2015

ToThe Secretary
Saraswati Shishu Vidya Mandir

Dear Sir,

Sub: Conduct of Software Familiarization Training at Bhubaneswar on 29 Mar 2015

Let me thank you for continuing prolonged relationship with our organization. As our School Management Software is used at your campus, in order to facilitate the end users and to minimize the mistakes at user end, we have planned a software familiarization training on 29 Mar 2015 (SUNDAY) from 10 AM to 5.30 PM. And we will continue this training in a periodical manner as per the requirement.

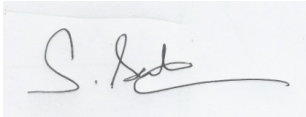
Training Schedule: 29 Mar 2015 (SUNDAY) - 10 AM to 5.30 PM**Training Venue:** CREATIVE TERABITE SOLUTIONS PVT. LTD.N5/112, Bijupattnaik College Road (Near Whirlpool Service Center)
IRC Village, Jaydev Vihar, Bhubaneswar
Bus Stop: Jaydev Vihar (Crown Hotel)**Training Details:** The training will be for 1 day only and will cover:-

1. Introduction to School Management Software.
2. Benefit of the software.
3. Different activities in the software where we can save time in comparison to manual work.
4. Sample entry in different modules (Especially Accounts Module) by focusing on the general mistakes done by the users.
5. How to use Help Manual while using the software.

Training Cost: The concerned school will bear the TA/DA for their concerned staff routed for the training. Our company will arrange the Refreshment/Lunch with payment of Rs 100 /- per head.**Requirement from School:** Before starting from the school please bring the latest database backup in pen drive. And also consolidate all suggestions / difficulties to make the software more users friendly.

We expect, you will appreciate our effort and extend your full cooperation to make this training successful. You are requested to send the details of the persons attending this training by 27 Mar 2015 (Friday).

Thanking You & With Regards.

For **Creative Terabyte Solutions (P) Ltd.**