

***Fringe Facts*® Communicator Training Classes**

To download an order form, please visit www.bsiweb.com/forms

The fastest, easiest way to produce professional quality, high-impact benefit statements is to attend the *Fringe Facts* Communicator “Getting Started” series of Online training classes. The Getting Started series includes five classes that are led by an experienced *Fringe Facts* user and trainer. Since the classes are offered Online you never need to leave your desk and the classes are kept short so you still have plenty of time to finish your daily activities.

Your instructor will cover the essentials of preparing for, setting up and printing benefit statements. After you complete the five classes you will have a much better understanding of your benefit statement project and how *Fringe Facts* Communicator will make printing statements much easier this year and in the future.


Who should attend?


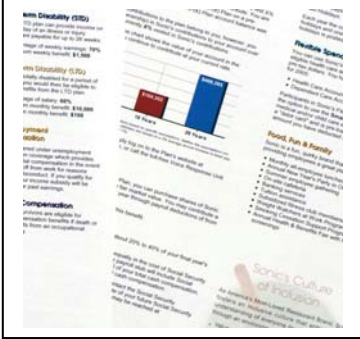


The “Getting Started” series is designed for new or novice *Fringe Facts* Communicator users. Novice users should take the classes sequentially. Experienced users will also benefit from taking one or more of the classes to learn new skills.

Online Class Fees

The fee for each class is \$100 or you can take all five classes for \$450. Each class takes less than two hours to complete and the series of classes may be spaced out over two non-consecutive weeks. Experienced users will benefit from taking one or more of the classes to gain a deeper understanding of how *Fringe Facts* Communicator is used to manage their benefits communication project.

What is covered in the classes?

Class	What’s covered
<p>1. Introduction & Wizard</p> 	<p>Students will learn benefit statement project basics and how to produce a simple statement using the <i>Fringe Facts</i> Wizard.</p> <ul style="list-style-type: none"> • What is a benefit statement? • Gathering data • Entering company data • Selecting statement format • Statement color and fonts • Statutory rates • Defining benefit groups • Identifying benefits & formulas • Importing employee data • Calculations • Printing statements

Class	What's covered
<p>2. Company Setup</p> 	<p>Students learn what's required to complete a successful benefit statement project. Introduction to <i>Fringe Facts Communicator</i>.</p> <p>Planning your project • Benefit checklist • Gathering data</p> <ul style="list-style-type: none"> • Benefit groups • Company information • Statutory rates & ceilings • User defined fields • Manually entering employee data
<p>3. Gathering Employee Data</p> 	<p>Students learn how to identify and gather employee data and manage this data in <i>Fringe Facts</i>.</p> <p>Entering employee data (imported or manually keyed)</p> <ul style="list-style-type: none"> • Data filters • Criteria • Setting up import definitions • Assigning import fields • Exporting data • Summary reports • Custom reports
<p>4. Putting it Together</p> 	<p>Students learn how to create formulas that show benefit calculations.</p> <p>Basic formula entry • Using the formula builder</p> <ul style="list-style-type: none"> • Using function keys • Begin-End formulas • Multi-tiered formulas • Common calculations
<p>5. Designing & Printing Statements</p> 	<p>Students will learn how to design and print a professional quality, high-impact employee benefit statement.</p> <p>Statement format preferences</p> <ul style="list-style-type: none"> • Text Blocks and editing text • Headers and footers • Working with tabs • Merge codes • Formatting text • Print conditions • Graphics • Charts • Title bars • Printing statements • Consistency checks • Print to PDF