

# WorkCenter Available Training and Coach Options and Solutions

We wish to personally thank you and congratulate you on your purchase of our proprietary WorkCenter CRM software solution for mortgage and financial professionals. As you already know, WorkCenter is a powerful industry specific relational database solution created by industry leaders with years of experiences. If you spend a little time learning some of the major features of WorkCenter, you will come to realize the power and flexibility this program offers you. We are also very confident that WorkCenter will pay for itself many times over in a very short time if properly used.

We at vForms have created several options for you to become trained and very proficient in the use of WorkCenter. This flash video will cover the major tools, solutions and options at your fingertips to enhance your professional image, generate more loans, make more money and constantly stay in touch with your present and prospective clients using WorkCenter.

## **Training – Coaching & Solution Options:**

**#1: WorkCenter Quick Start Reference Guide:** To simplify your reading and research, we have prepared a quick start reference guide. This guide is complete with instructions and screen shot views for all major uses of WorkCenter. This guide can be printed or saved to your computer desktop. The guide has bookmarks incorporated for quicker access to specific topics. The WorkCenter quick start guide consists of approximately 100 pages. We highly suggest and recommend you save this guide on your computer desktop and also print the guide for easy access.

You can find this reference guide by clicking on the **WEBCENTER TAB** and then the **TRAINING CENTER TAB**. You can also find this guide by going to our [www.vForms.com](http://www.vForms.com) website and clicking on the Training/Support tab located at the left of the website page.

**#2: Flash videos:** We have created approximately 100 flash videos for your review. These videos cover all major aspects of our WorkCenter CRM software. These flash videos are broken down into major categories for quick reference and can be found in the same area as the WorkCenter Quick Start Reference Guide. Before you get started using WorkCenter, we strongly suggest you print and read the quick start guide and review the flash videos. As you view these videos, you will quickly become aware of the marketing, communications and tracking features incorporated within WorkCenter.

You also have the option for a small fee to purchase a CD that contains all the training videos and written script files for these videos. Once you have purchased a copy of this training CD, you have our permission to reproduce this CD for use with your employees or other team members. To purchase this CD, call your business development officer at 877.498.6888 or go to [www.vForms.com](http://www.vForms.com) and select our e-commerce website.

**#3: Personal training and coaching sessions:** You can purchase personal training and coaching from our professional staff at vForms. Each coaching session is tailored to meet your specific needs with you running the keyboard and using WorkCenter under the direction of our trained staff. Call your business development officer or our sales division at our toll free number 877.498.6888 for more details and options.

**#4: WEBnR Training and Coaching Sessions:** WEBnR coaching and training sessions are available through vForms. These sessions are conducted over the Internet and cover numerous subjects and topics. Each session has a limited time allotted for questions and answers. You also have the ability to email your questions to the presenter during their presentation. Please see our website [www.vForms.com](http://www.vForms.com) or [www.WorkCenterCRM.com](http://www.WorkCenterCRM.com) for a time and schedule of our upcoming WEBnR coaching sessions.

