



# LeaseControl Administrator Course

A ONE DAY COURSE

## About the course

The LeaseControl training program is for users who will be responsible for the company or site title or contracts administration. Participants will be shown how to manage their data using LeaseControl, as well as being shown detailed processes for entering, reporting and exporting all title and agreement related data.

### At the completion of this course participants should be able to:

- Create new title and agreement entries
- Customise reporting to jurisdiction and business requirements
- Produce reports via templates and query builder
- Update library codes as required
- Create actions and financial configuration for land and agreements alerts, to meet requirements
- Create email alerts on required actions
- Have an understanding of the administration of the LeaseControl database

### Who should attend?

All general title and agreements administrators, environmental and legal managers. Those attending for the purposes of a refresher course should advise of time of booking.

### Trainer:

Our course leaders are selected from our team of highly skilled data consultants, which includes a tenement manager with titles, contracts and corporate experience relevant throughout the world.



TRAINING

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1. **Discussion on the principles of LeaseControl.**
2. **Basic functionality:**
  - a. Review the various methods of viewing and searching data.
  - b. LeaseControl Libraries – How to update and modify.
  - c. Contacts and Projects – How to add and modify and relations to alerts.
  - d. Lease
    - Review browser fields
    - Viewer field explanation
    - Adding a new lease
  - e. Agreements
    - Review browser fields
    - Viewer field explanation
    - Adding a new agreement
  - f. Reporting from browser windows
3. **Advanced functionality:**
  - a. Query tool and reporting, bulk updating
  - b. Actions
    - Explanation of types
    - How to configure
    - Configuring financial items
    - Practical activity, adding action
    - Redo actions function
    - Email alerts, including escalation
  - c. Query tool for redo actions and rents
  - d. System Administration
    - Database connections
    - GIS link
    - Importing financial data
    - Adding tabs
    - Archiving leases, agreements etc.
    - Setting auto number for agreements

