Topics Covered:

I. Caterease Introduction
   A. Ribbon Tabs
   B. Navigation Pane
   C. Frequently Used Buttons
   D. Event Manager: Using the Event Display
   E. Event Manager: Using the Sub-Event Display

II. Using the Event Wizard
    A. Accessing the Event Wizard
    B. Adding a New Account/Contact Person
    C. Choosing a Wizard Layout
    D. Completing the Informational Fields
       A. Filling out General Details
       B. Filling out Room Details
          a. Using the Room Selection Wizard
       C. Filling out Site Location Details
       D. Entering Food/Service Items Details
          a. Retrieving Food/Service Items from Default Menus
          b. Adding a Custom Food/Service Item to an Event

III. Adding a Second Sub-Event

IV. Generating the Contract (Or Other Print)
    A. Printing the Contract (Or Other Print)
    B. E-mailing the Contract (Or Other Print)

V. Posting a Payment

VI. Customizing Quickpick Lists

VII. Q & A