



CINC Up '19 Schedule - Last Updated March 20, 2019

Monday, March 25

This information is tentative, and subject to change.  
 Please check the class schedule posted on [cincupconference.com/schedule](http://cincupconference.com/schedule) to confirm the latest information.

Time	Conference Room C	Conference Room D	Conference Room E
1:30 PM to 2:20 PM	<p>Collections Module</p> <p>This class will cover setup, best practices, collections flow, and reset.</p> <p><i>Instructors: Darren and Andrea</i></p>	<p>Violation Template Setup</p> <p>This class will cover main violation letters, sub-templates, and covenant templates, and tips and tricks to make the most of violations.</p> <p><i>Instructors: Andrew and April</i></p> <p><i>Note: This class is also offered on Tuesday at 2:30 PM.</i></p>	<p>CINC for Beginners</p> <p>This class will cover basic navigation of CINC, homeowner and vendor searches, and the Quick Navigation function.</p> <p><i>Instructors: Melissa and Nicole</i></p>
2:30 PM to 3:20 PM	<p>Accounting Tips and Tricks</p> <p>This class will cover the Statement Scheduler, Recurring Invoice Templates, Common Accounting Reports, Recurring Transfers, and Tips and Tricks for Setting Up a New Association and Inactivating an Association</p> <p><i>Instructors: Accounting Staff</i></p>	<p>Violations Module Setup and Processing</p> <p>This class will cover how to set up the Violations Module in CINC, and how to use it (assigning violations, violation escalation, and violation fines), as well as violation reports.</p> <p><i>Instructors: Andrew and April</i></p> <p><i>Note: This class is also offered on Tuesday at 3:30 PM.</i></p>	<p>General Template Creation</p> <p>This class will cover how to create templates and use the Quick Correspondence function.</p> <p><i>Instructors: Chellbie and Juanita</i></p>
3:30 PM to 4:20 PM	<p>Homeowner Billing and ACH Setup</p> <p>This class will cover homeowner billing best practices, as well as training and setup for ACH.</p> <p><i>Instructors: Accounting Staff</i></p>	<p>Homeowner ACC Requests</p> <p>This class will cover the setup and usage of the ACC Request Module through CINC WebAxis.</p> <p><i>Instructors: Melissa and Nicole</i></p>	<p>Operations Tips and Tricks</p> <p>This class will cover Alerts, Welcome Package, and Common Reports.</p> <p><i>Instructors: Darren and Andrea</i></p>



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Tuesday, March 26

Time	Conference Room C	Conference Room D	Conference Room E
1:30 PM to 2:20 PM	<p><b>Resales: Training and Best Practices</b></p> <p>This class will cover the topic of resales, including how-to training, and best practices.</p> <p><i>Instructors: Accounting Staff</i></p>	<p><b>Management Module</b></p> <p>This class will cover the setup and usage of the Management Module, for management and addendum fees.</p> <p><i>Instructors: Melissa and Nicole</i></p>	<p><b>Miscellaneous Information Screens and Custom Reports</b></p> <p>This class will show you how to set up the Miscellaneous Information screens, and how to run custom reports.</p> <p><i>Instructors: Darren and Juanita</i></p>
2:30 PM to 3:20 PM	<p><b>Alerts and Balancing Screens</b></p> <p>This class will review Alerts and Balancing Screens.</p> <p><i>Instructors: Accounting Staff</i></p>	<p><b>Violation Template Setup</b></p> <p>This class will cover main violation letters, sub-templates, and covenant templates, and tips and tricks to make the most of violations.</p> <p><i>Instructors: Andrew and April</i></p> <p><i>Note: This class is also offered Monday at 1:30 PM.</i></p>	<p><b>CINC WebAxis - Beginner</b></p> <p>This class will cover the administration setup and template creation in CINC WebAxis.</p> <p><i>Instructors: Linda and Nicole</i></p>
3:30 PM to 4:20 PM	<p><b>Month-End and Year-End Best Practices</b></p> <p>This class will cover best practices for month-end and year-end.</p> <p><i>Instructors: Accounting Staff</i></p>	<p><b>Violations Module Setup and Processing</b></p> <p>This class will cover how to set up the Violations Module in CINC, and how to use it (assigning violations, violation escalation, and violation fines), as well as violation reports.</p> <p><i>Instructors: Andrew and April</i></p> <p><i>Note: This class is also offered Monday at 2:30 PM.</i></p>	<p><b>CINC WebAxis - Intermediate/Expert</b></p> <p>This class will cover additional and custom content within CINC WebAxis, including Broadcast Texting setup and usage.</p> <p><i>Instructors: Linda and Nicole</i></p>



4:30 PM to 5:20 PM

### Financials and Process Effects

This class will cover how processes affect reports and other areas of the system (i.e. posting an invoice, transfers, move payments, partial payments).

*Instructors: Accounting Staff*

### General Template Creation

This class will cover how to create templates and use the Quick Correspondence function.

*Instructors: Chellbie and Juanita*

*Note: This class is also offered Monday at 2:30 PM.*

### CINC WebAxis - Board Pages/Interaction

This class is a Train-the-Trainer session to enable you to train your Board Members on how to use the Board pages in CINC WebAxis.

*Instructors: Linda, Nicole, and Melissa*