**EAGLE**
BUSINESS SOFTWARE

5351 Lincoln Highway, Suite 9 Gap, PA 17527

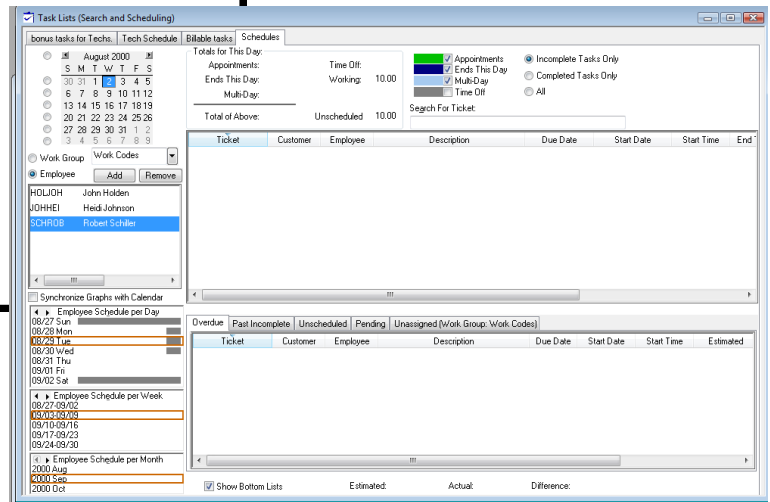# You are invited to attend an EBMS Forum

**TASKS**

In this Forum, the following topics will be discussed.

Introducing the new enhancements in tasks
New scheduling View
Multiple employees and schedules
Printing work orders
Using tasks for CRM functions and a contact manager
Task types, defaults, and task
Status Settings
Advanced Queries and Groups
Billable vs. Actual time
Entering parts and labor
Approving tasks
Billing tasks
Billable time reports

**Time: 2:30-4:30**

**Date:  October 14, 2009**



Location: Houston Run Family Center | Webinar—Virtual Forum.
**The conference room will be opened at 2:15 pm**

Cost: These forums are FREE for all companies that have the Subscription plan.

If you plan to attend this forum, please fax this sheet to Eagle Business Software at  717-442-1096 or email your response to mstauffer@eaglebusinessSoftware.com.     If you have questions, contact Melissa at 717-442-3247, ext. 1124.

Company Name:_____

Contact Name:_____

Phone Number:_____        Number Attending:_____

Phone: 800-818-5761        Fax: 717-442-1096        E-mail: sales@eaglebusinessSoftware.com