



# Introduction to Figaro Back Office

## About the course

The purpose of this course is to provide delegates with an overview of the Figaro Back Office program so that they can begin to successfully use it. The course includes a hands-on element using a generic FIGARO system.

## Course Objectives

On completing the course, the successful delegate will be able to:

- Sign on and navigate through the Figaro Back Office
- Customise the screen
- Remap the keyboard
- Work with prints and spools
- Troubleshoot errors
- Search for and view data in the main screens (Client Data, Cash Statements, Portfolios and Crest Transaction List)

## Who should attend the course?

- This course is designed for back and middle office users of FIGARO.
- It is suitable for both new users and those experienced users who have learnt on the job and want to fill gaps in their knowledge

## Course Prerequisites

- Delegates should have an existing knowledge of MS Windows

## Course Content

Part 1: Introduction to the iSeries

- Sign on and Navigation
- Customisation
- Main Commands

Part 2: General Menu Overview

- Client Data
- Cash Statements
- Portfolios and Transactions
- Prints and Spools
- Troubleshooting
- Submitted Jobs

## Course Details

- Duration: 1 hour
- Course booking reference: **GENERA4eo4**

## Course Venues

Courses can be held at our fully equipped training facilities in London (details below) or delivered on your premises

- JHC Plc, Ground Floor West, Cottons Centre, Cottons Lane, London SE1 2QG

## Contacting JHC Plc

For information on booking this course please contact our training department:

- Ph. 0207 367 6534
- Email: [training@jhc.co.uk](mailto:training@jhc.co.uk)

