



HELM CONNECT Jobs Certified Helm Course; Dispatch, Billing or Both



If it's been challenging to get your dispatchers or billing clerks trained and fully operational in Helm CONNECT Jobs, let us help!

Our certified course for Helm CONNECT Jobs will turn your Dispatchers and Billing clerks into Helm CONNECT experts.

DISPATCH ONLY
\$800* pp

BILLING ONLY
\$800* pp

BOTH
\$1500* pp

* 8 seats per session; multiple seat purchase discount available.

Dispatch Course Content:

- Creating orders
- Request: New Ships, new locations
- Create jobs assigned to a competitor
- Adding Trips
- Adding Jobs
 - Resources
 - Company owned
 - Hiring competitor
- Creating and using templates
- Tracking competitor orders
- How to visualize jobs in the planner
- Review Onboard, crew completing the job

Billing Course Content:

- Adding new companies/ accounts
- Review contract configuration
- Agent Commissions
- Billing per order, trip, intervals
- Billing
 - Calculate
 - Email draft invoice
 - Manual adjustments
 - Approve
 - Submit

Your Commitment:

Dispatch only session

- 5 hours for one week
- 2 x 2.5-hour sessions
- Start time 7:30 AM Pacific Time
- Complete a test for certification

Billing only session

- 5 hours for one week
- 2 x 2.5-hour sessions
- Start time 7:30 AM Pacific Time
- Complete a test for certification

Dispatch and Billing

- 10 hours for one week
- 4 x 2.5-hour sessions
- Start time 7:30 AM Pacific Time
- Complete a test for certification

Your Trainer:

Janie Snyders
Senior Implementation Specialist



For course dates or to register, contact us
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