

Branch Admin Snow Training Outline

1. [Preperation](#) – Kevin Kehoe discusses the importance of preparation.
2. [Snow Logic Demo](#) – General overview of how Aspire works for Snow.
3. [Time Entry Review/Adjustments](#) – How to effectively review employee/subcontractor time and allocations
4. [Payroll Setup](#) – How to properly set up Pay Codes for your system (defaults, pay code overrides, premium rates)
5. [Sub Auto Expense Setup](#) – Understanding and proper set up of Sub Auto Expenses
6. [Sub Portal](#) – Best practices for set up and use of the sub portal
7. [Purchasing/Sub Auto Expense](#) – How to utilizing purchasing assistant to help with snow admin work
8. [Snow Scheduling \(Property/Route Assignment\)](#) – Creating tickets from crew mobile and scheduling from the field.
9. [Snow Production Reporting](#) – Reviewing various reports starting with preseason, through an event, and event review.
10. [Log an Event \(Invoicing/Reporting\)](#) – How to use log an event to improve snow reporting and communication on invoices
11. [Snow Financial Planning](#) – Creating budgets and forecasting revenue for the winter season
12. [Snow Financial Reporting](#) – Reviewing various reports to help review storms/division
13. [Ask The Experts](#) – Marty Grunder hosts a panel of snow companies to discuss a variety of snow topics and how they are utilizing aspire in practice.