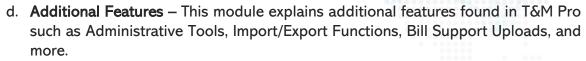# T&M Pro Online Certification

Course – Module Descriptions

1. **Training Materials** – This module of the Online Training walks through the process of downloading and extracting the training materials needed for this course.
2. **Getting Started** – The Getting Started module will give a brief explanation of what is required throughout the training course and gives a index of the input exercises in the training manual and workbook.
3. **Learning T&M Pro** – The module, Learning T&M Pro, takes the user through a basic overview of T&M Pro and covers the basic navigations in the program.
4. **How to Create a New Bill & Upload Data Files** – Enjoy videos that will take you step-by-step through the processes of creating a new bill and uploading data files.
5. **T&M Pro Project Data Files** – This module of the training explains, in detail, the three main files used in T&M Pro – Price Data File, Project Settings File, and Administrative File. The module also includes two, in-depth video explanations of the three files.
6. **T&M Pro Input Pages & Dialog** – Explore and understand the heart of T&M Pro – the Input Pages. This module breaks down how each of the input categories functions, how to navigate through the categories, and how to enter data.
7. **Billing & Secondary Reports** – The Billing & Secondary Reports module gives detailed explanations and demonstrations of both the billing reports and the secondary reports created by T&M Pro.
8. **Billing CAPs Breakdown** – The Billing CAPs module breaks down the functionality and process of using the Retail Value CAPs and Equipment Terms feature of T&M Pro.
9. **T&M Pro Features** – This module includes some of the most crucial features found in T&M Pro:
    a. **The Project Cost Manager -** When utilized, T&M Pro will generate a Cost Summary and detailed Category Cost Reports inclusive of cost totals, gross profit and margin percentages for every billable item and person. This module explains and demonstrates, with a video included, how this feature functions.
    b. **The Project Auditor** – The Project Auditor module - perhaps one of the most invaluable tools in T&M Pro - is used to validate all billable items, values and calculations. Master this feature by utilizing the explanation video, written information, and comprehension exercise.
    c. **Billing Allocations** – This module makes learning how to use the Billing Allocations a breeze. Between written information, demonstrative videos, and an input exercise, you will master allocations in no time.

d. **Additional Features** – This module explains additional features found in T&M Pro such as Administrative Tools, Import/Export Functions, Bill Support Uploads, and more.

10. **Data Input Exercises Quizzes** – This module contains quizzes for the input exercises that you have completed in the Training Manual and Workbook.

11. **Billing Scenarios** – Explore real-life examples and knowledge using features of T&M Pro like the Global Modification Function, Equipment Terms for Weekly/Monthly Rates, and Merging Bill Files.

12. **Creating New Data Files** – The final module of the Online Certification Course will walk you through creating a Price Data File, Project Settings File, and Administrative File from scratch. Once you have created these three files, you will then use them to create an actual bill file and practice input.