



QuikStor Express training resources greatly reduces on-the-clock learning time and number of staff involved to train new employees. QuikStor Express offers complete automated and built-in training offering unlimited practice without affecting your actual tenant data!


Practice CheckList

Below is the official QuikStor "Practice Checklist" which can be access and printed direct from the Help menu. This is used to give to new employees/users of Express as a checklist of immediate items to familiarize themselves with for day to day activity. Each employee simply checks off what they've gone through and whatever they haven't you can sit down and review with them or have them contact QuikStor technical support for assistance. All of these functions should be done in the Training Mode in QuikStor Express, which you can get to by going to Help/Training Mode.

Things to practice:

- Move-In — Select a vacant unit from your list, then go to Move-In/Out / Move-In. Try several combinations of the following, noting how each effects the tenant's Paid-To Date and how much they owe you upon move-in:
 - Normal Move-In
 - Changing Rent During Move-In
 - With Free Stuff
 - With Inventory
 - Adding A Gate Code
 - Adding Tenant To Automatic Credit Card Billing
 - With The Following Move-In Special (½ off Prorate & ½ off Rent for 1 month)
- Payments — Various kinds, including: (Each one of these can be found under the Payment menu)
 - Tenant Payments
 - Standard 1- or 2-Months
 - Make a Different Payment
 - Non-Tenant Purchases (such as inventory)
 - Former Tenant Payment
 - Tenant Credit
 - Tenant Debit
 - Change a Paid To Date
 - Change a payment method
 - Void a payment
- NSF Check (Payment/NSF Check)
- Move-Out — (Move-In/Out/Move Out) There are a lot of different ways that you can move someone out, so it would be a good idea to try and become familiar with as many ways as you can.
- Transfer—(Move In/Out/Transfer)
- Tenant / Change Info
- How To Backup Data
 - To Hard Drive (File/Backup Database)
 - To External Media (File/Backup Manager)
- Reports — there are a many reports available in QuikStor Express. It's a good idea to print or print preview each of them so you know what information they all show
- Using Report Selector (find these reports) (Reports/Report Selector)
 - E-M
 - E-L-K
 - E-R-F
 - E-R-M

- E-Y-M
- F-A
- F-C
- E-U
- Icons—Get use to the icons on the main screen of QuikStor Express, many of these allow you to do the functions mentioned in this list quicker and easier.
 - **Help Videos.**

These can be accessed from several places in Express. When you see this button:  it refers you to videos relating to the location of that button. For a complete list of video help files, go to Help / Video Help.

If you hear no sound during the videos, you may not have a sound card or speakers hooked up to your computer. To get the full benefit from this feature, both a sound card and speakers are required. For an immediate sample of some of the great training videos within Express visit www.quikstor.com/qsxvideo (note that your Microsoft Windows on your computer may require you to update your version of Windows Media Player. Simply click No. The first video you view may take up to 60 seconds to initialize due to internet connection and version of your Windows Media player.

On Screen Help.

There is information on your screen in most contexts. For example, in the transfer screen:



You can see the on-screen help in the yellow on the right, starting with “TRANSFER UNIT”.

Training Mode.

If you have a version of Express more recent than 1.1.0.4, you have a training mode that you can play with. Go to Help / Training Mode / Switch to Training Mode, and read through each prompt that comes up, answering yes to each one. Training Mode is the full version of Express, but with a demo data set that you don't have to worry about making mistakes in. You can do any function that can be done in the full version, see how it affects the data, and learn how each function works. To restore the demo data set to how you saw it when you first entered Training Mode, go to Help / Training Mode / Restore Training Database. To exit Training Mode, close Express. When you re-enter the program, you will be in your operational database.