



June 2010



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Welcome

Summer is on its way which often means a quiet time for training, however at this time of year we can often receive calls for help because the only person who knows how to deal with certain tasks is on holiday. See our advice below on how to defend against holiday absence and how Nicholson Solutions can help.

Meanwhile we have been busy developing dedicated e-guides and webinars to support on-the-job learning pre and post training. If you're struggling for time and resource for formal training over the summer months why not try out our scheduled webinars. If you're interested in a specific topic please just let us know and we'll see what we can do!

You can now follow us on [Twitter](#)



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[Click](#) to see this month's news on our website.

You are receiving this because you have previously purchased from [Nicholson Solutions](#), or have expressed an interest in our services. If you don't wish to receive this newsletter in future, just [email](#) and let us know.

Holiday Hitches – Mind the Skills Gap

As employees begin to set off for summer holidays are you satisfied that you have the skills in place to allow essential business activities to continue or is your business going to be left with a gaping skills hole?

You may feel comfortable with the skills in your organisation on a day to day basis, however all too often businesses can overlook their weak spots where only one person can perform a particular task. Imagine if that task was using Sage Accounts to generate invoices; what impact would that have on cashflow?

The best defences against holiday hitches are procedures.



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Procedures for key tasks give the stand-in member of staff a sound method to follow, but they may still need to know how to use specific software for the task.

Are your key operations protected with adequate training?

There are a number of different ways to engage in training to safeguard business continuity:

Wiki's & Intranets - Encourage and enable ways for the "skills gurus" to share their knowledge and tips throughout the organisation via a Wiki or intranet

Lunch & learns - Host a learning hour over lunch to share knowledge amongst colleagues

Informal learning - webinars, podcasts, blogs, videos

Formal Training - Throughout a formal training course the trainer can facilitate specific group learning ensuring concepts are related to the organisational needs and on-the-job tasks.

If you need assistance during staff absence or would like to review training requirements to ensure business continuity, please contact us on 01224 330560 or email info@nicholsonssolutions.co.uk

NSL Last Minute Deals

Last minute places available at £180 +VAT for the following courses:

- Excel Standard 2003 Tues 15th June
- Excel Advanced 2003 Thurs 17th June

Please [book me a place](#).

Webinar: Microsoft Project

Have you recently attended a MS Project training course and after returning to your work discovered areas you would like to expand on or questions unanswered? Or perhaps you are interested in attending a course and are keen to gain some insight to the benefits the training may provide?

Scheduled Webinar: MS Project

Register for our webinar featuring Microsoft Project tools for tracking the project and recording actuals.

Date: Tuesday 22nd June 2010

Time: 11.30am - 12.15pm



You can also [request](#) our MS Project e-guide or contact us for further information on 01224 330560 or email info@nicholsonssolutions.co.uk

Tip of the month...

Locked out of Sage with "Username in use error"

If you can't get into Sage Accounts because it says your username is already in use, this probably means Sage didn't shut down cleanly. When this happens it leaves a locking file behind, and to resolve this problem you need to delete it (this is safe to do since Sage recreates it next time you log-in).

The file is called QUEUE.DAT and lives in the ACCDATA folder of your Sage Accounts database.

If you don't know where your database lives, try the following:

With Windows XP try:

C:\Documents and Settings\All users\Application Data\Sage\Accounts*version of Sage*\company.000\ACCDATA

In place of All Users, you may need your Username.

With Windows Vista and Windows 7 try:

c:\Users\Default\AppData\Sage\Accounts*version of Sage*\company.000\ACCDATA

In place of Default, you may need your Username.

[Email us](#) if you want to give us a tip, tell us more about this tip, or find out more about smart ways to use **Sage Accounts**.

Next month's featured course

Our featured course is **Sage Accounts**.

[Click here](#) to view the full course content.

Date: **Thursday 29th July 2010**

Venue: **ACS, Balnagask Road**

Time: **9:00 to 16:00**

Cost: **£230 plus VAT per person**

[Book now](#) as there are only **4 places remaining**.

Special offer! Bring a friend and get a discount. Get 20% off your place for each additional person you book.

[See our full training diary](#)



Other scheduled courses

[View](#) our course diary for the coming month. We have courses scheduled in April for **Sage, SharePoint, Word, Excel, PowerPoint** and **Project**.

In addition to our scheduled courses, we can arrange training on any of our topics. Other titles include **Adobe Acrobat, Contribute** and **Access**. Call us to discuss your requirements.

We offer training on a one-to-one basis or tutor-led for groups of up to 4 people.

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All of our courses are available as one-to-one tuition at your own computer.

Recommend us to your friends and get a free lesson. (one free session per referral following confirmation of a course booking).