Getting Started with

SedonaOffice®

The #1 Financial Software for Security Companies

We understand that proper installation and implementation
of SedonaOffice is crucial to your future experience. Each
new SedonaOffice client is assigned a Project Manager who
plays a hands-on role throughout the process. The Project
Manager is responsible to assist and work with you through
the entire implementation as you Go Live!

Benefits of SedonaOffice Implementation Service

- Ensure SedonaOffice is up and running accurately

- Data conversion services to assist in the migration of your existing data

- Implementation experts that are assigned exclusively to your project

- Timeline and responsibility assignment outlined from the onset

- Learn with your own data in a Sandbox before your Go Live!

- Training classes customized to meet your needs

> *The guidance provided by SedonaOffice during the implementation process to all of our departments from administration, accounting, sales and marketing, to our field operation and inventory teams provided enormous insight into our business operations and the opportunity to improve our process.*
>
> — Steve Firestone, Executive Vice President
> Select Security

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Areas of the
Implementation Process

1

PROJECT MANAGEMENT *

SedonaOffice will assign a Project Manager who will oversee all aspects of your system implementation. Implementation activities and responsibilities are outlined in a schedule format.

2

CONVERSION **

Converting data is an important step in the implementation process. Your Project Manager and Conversion Specialist will work with you in mapping your data. Most implementations include 2 test conversions and a Go Live! conversion.

3

TRAINING ***

Administrative - Our trainers will walk through each of the setup tables and discuss with you the functionality of each element in the table. Additionally, they will provide examples on how to use and implement each setup table for your particular business model.

Application - New users will be instructed on how to use SedonaOffice using your organization's data before you Go Live!
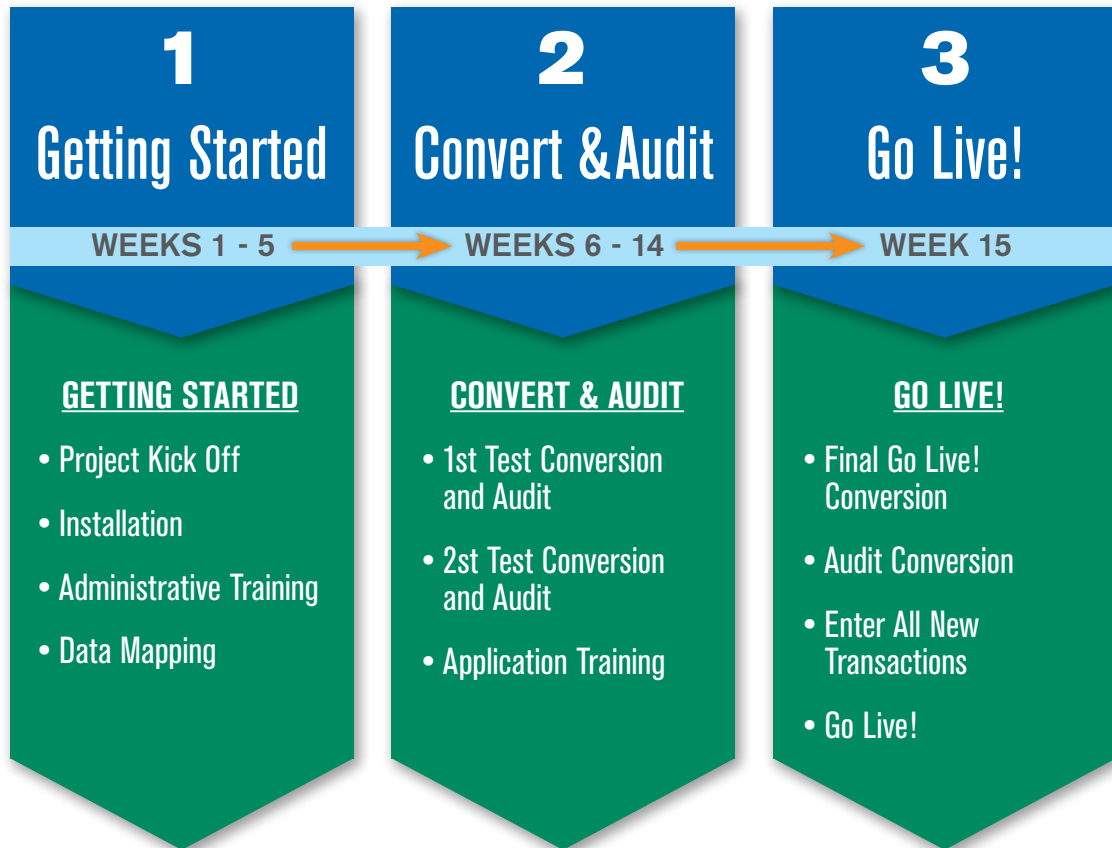
4

PILOT PROGRAM ****

Step through each functional module of SedonaOffice in the life cycle of a customer, using your data to insure that all necessary processes are in place and Users are thoroughly trained.

5

GO LIVE! ONSITE TRAINING *****

Going live can be very stressful. Having one of our trainers on site the moment you Go Live! will provide valuable training and assistance to your Users.

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Implementation Timeline*

1	2	3
Getting Started	**Convert & Audit**	**Go Live!**
WEEKS 1 - 5 →	WEEKS 6 - 14 →	WEEK 15

GETTING STARTED

- Project Kick Off
- Installation
- Administrative Training
- Data Mapping

CONVERT & AUDIT

- 1st Test Conversion and Audit
- 2st Test Conversion and Audit
- Application Training

GO LIVE!

- Final Go Live! Conversion
- Audit Conversion
- Enter All New Transactions
- Go Live!

* The implementation duration varies based on numerous factors such as quality of information and timeliness of an organization's responses to questions during the process. Each implementation is unique.

What Contributes to a Successful Implementation?

- Realistic timeline
- Communication both internally and with SedonaOffice
- Users involvement at an early stage
- Delegation of tasks to multiple people
- Creating an environment which welcomes questions

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The Role of the
Project Manager

The SedonaOffice Project Manager is your advocate for successful deployment and is involved in every part of the implementation process from start to Go Live!

Main point of contact at SedonaOffice

Ensure timeliness of process

Data review and auditing

Determine training schedule

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We Can Work with Your Existing Data

Data may be extracted from SQL Server databases or most other relational databases using the ODBC driver that comes with your current software. If neither of those is an option, we can work with you to export the data to Excel through reports from your current software. Below is a partial listing of data that we have converted to SedonaOffice:

- AlarmKey
- Alarm 7
- Jonas
- Mastermind
- MicroKey
- Great Plains
- Service CEO
- Dice
- QuickBooks
- Bold Theos
- Sage

Our Promise

We understand that SedonaOffice is a significant investment.
Our promise is that we will constantly work to deliver both
an exceptional product and service. There is nothing better
for our business than satisfied customers and we work towards
that end everyday. We will be with you each step of the
implementation process and provide support through our
Premier Support Plan included with every purchase.

Questions on the Implementation Process?
Please call (440) 247-5602 or email sales@SedonaOffice.com