

# Are you getting the *most* from PastPerfect?



**AYA can help!**  
**Classroom training**  
**On-site assistance**



**AYA Training &  
Consulting**

**Specializing in PastPerfect  
museum software**

## Why you need AYA

Are you getting the most from your PastPerfect museum software? With help from AYA, you'll be able to do any of these tasks quickly and effectively:

- Have all your staff **enter data** in a **consistent** way
- Print a list of all the artifacts in one area so you can **take inventory**
- Quickly **process current or incoming accessions**
- Run a **collections** or **contact report** and get the results you need
- Send **overdue notices** to your members whose dues are in arrears
- Winnow **unwanted or duplicate names** from your mailing lists
- **Safeguard your work** against accidental data loss
- Create and send a **mass mailing** or **mass email** message
- Track all your **interactions** with members, prospects, and other persons of interest to you
- Process a batch of dues or donation **payments**
- **And much more**

With AYA's **affordable, cost-effective** classroom training and on-site assistance, you'll start getting the full value of your investment in PastPerfect. Why wait? Call today!

## AYA's clients say...

"A wonderful help for new and experienced users alike... Far surpassed expectations... Hands-on demo was great"

"Terrific – very organized and thorough"

"I wish I had had this course three years ago... Lots of helpful information to make my job easier and of better quality"

"Very clear and easy-to-follow presentation"

"I learned a lot even though I am very familiar with PastPerfect"

"Thoroughly enjoyable"

"It exceeded expectations. I am feeling more confident regarding PastPerfect"

"Far surpassed expectations"

"Excellent – a great teacher"

**"Anybody who is going to use this software should take this training"**



**www.ayatraining.com**

**info@ayatraining.com**

**508/846-1725**

AYA Training & Consulting  
P.O. Box 568  
Bedford MA 01730-0568



Classroom training and on-site assistance for PastPerfect users

## IN DEPTH classes

AYA's two-day PastPerfect IN-DEPTH class covers the features and functions you are most likely to need. *Sign up for either or both days.* Get the training you need most.

### DAY 1: Collections Management

- Accessioning museum objects
- Cataloging objects, books, documents, and photographs
- Adding photos and multimedia objects
- Using search tools
- Running collections reports
- Safeguarding your work

### DAY 2: Contact Management

- Working with contacts and memberships
- Processing dues and donation payments
- Working with lists and labels
- Sending email and postal mailings
- Running contact and membership reports



## Hands-on training

Our classes are hands-on! You are welcome to bring a laptop computer so you can follow along with the examples shown in class.

Can't bring a laptop? No problem! The workbook you'll receive in class has all the examples we'll teach you – step by step, with screen shots to show exactly what you should see as you go along. You'll be able to practice using all of the most important features of PastPerfect when you get back to the office.

### All your questions answered

There's plenty of time to ask questions during class, and additional time after class for questions and individual coaching.

### For users at all levels

It's not just for beginners. Many of the people who take AYA's classes have used PastPerfect for a while but still don't feel that they know how to use it most effectively. A day or two of AYA training gives them a big boost!

## CLASS SCHEDULE

For a list of upcoming classes, please visit our web site:

[www.ayatraining.com](http://www.ayatraining.com)

Would you like to be **notified by email** when more classes are listed? Join our free email list at [www.ayatraining.com](http://www.ayatraining.com). Look for the sign-up box on the left.

## AYA at your site

Let AYA come to your site to give you whatever help you need to get the most out of PastPerfect. *Reasonable daily rates. Call for a free consultation.* AYA can

- Give your staff a **training session customized to meet your needs**
- Do your **data entry** for you, or do some of it so your staff will have good examples to follow
- Advise you on the **best way to use PastPerfect** to meet your needs
- **Audit the work you've done so far** to ensure that you're heading in the right direction

You have limited staff time and funding to invest in your PastPerfect installation. Protect that investment with a little help from AYA.

Here's more AYA can do for you:

### Inventory assistance

Is it time to inventory your collections? Let AYA help you with the planning, launch, and completion of an **efficient and cost-effective** inventory project.

### Custom user guides

AYA can write a customized PastPerfect user's guide for your staff. Have everyone **do it the way that's best for you – and get it right the first time** so it won't have to be done over again.

## Virtual Exhibit rollout

Virtual Exhibit (an add-on for PastPerfect) is the quickest and easiest way to get **special items** from your collection **onto the internet** for all the world to see. AYA can get your virtual exhibits online in no time.

### Database cleanups

Is your database in a muddle? Do you have duplicates, inconsistencies, mysteries? Do your searches fail to bring the results you need? AYA can **clean up your PastPerfect database quickly and effectively, at your site or over the internet.** *Call for a free consultation.*

## About AYA

Alethea "Lee" Yates, the Principal of AYA Training & Consulting, offers an unusual combination of a **high-tech industry background** and **real-life PastPerfect experience**. A 15-year software technical writer and high-tech veteran, Lee entered the museum industry a decade ago and has worked with PastPerfect for a wide variety of historical society, museum, library, and government clients.

Wherever you are with your PastPerfect installation, AYA has the experience and know-how to help you

**get the most from your PastPerfect software**