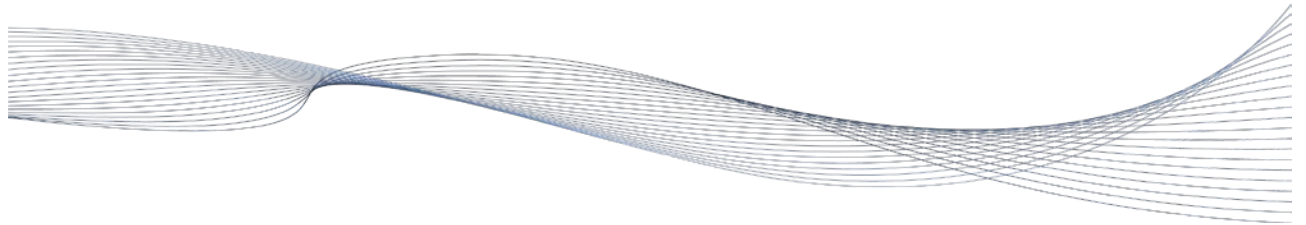


XPLAN Coding Essentials

Supplementary Course



Overview: This course covers some of the tools and knowledge required to commence coding documents, ranging from a basic letter to more complex documents.

It also provides the knowledge and skills required to make changes to existing templates.

- Recommended for:**
- Administration staff required to code documents
 - Paraplanners required to code documents
 - Planners wanting to code their own documents
 - System Administrators

- Prerequisites:**
- Completion of an XPLAN New User course.
 - Understanding of the basic workings of the different XPLAN modules especially IPS & XTOOLS and XTOOLS+

Duration: 1 day.

Learning Outcomes: After completing this course, participants will be able to:

- Use the XWord toolbar
- Understand the basis for XPLAN coding
- Code a basic letter
- Include information using 'if' and 'else' statements
- Incorporate tables into their documents
- Include IPS charts and reports
- Include XTOOLS and XTOOLS+ outputs.

Register: Contact your Account Executive or view the [XPLAN training schedule](#) on our website.

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