

# Tips to Having a Great Webinar Experience

- View the webinar on your computer, but call from an outside phone line for better audio.
- Ensure you're internet connection is strong.
- Live streaming uses a lot of computer memory. To help with this, ensure you've closed all applications running on your computer except for the webinar.
- Print the PDF handout for note-taking and to jot your questions down to ask during the question and answer portion of the webinar.



# Welcome

The following webinar will begin shortly:

## Customizing Boulevard

Learn quick tips on how to customize Boulevard to fit your business needs. We'll show you how to set up your **preferences**, other **settings**, and create **shortcuts**. Also learn about what **Views** are, and their uses.



If Boulevard looks fuzzy during the webinar...

**Fuzzy Screen? Click**



## Preferences



### Business Info

- Contact info displayed on invoices
- Consultant and unit information



### Backup

- Notifications & Automatic Backup



### Invoices

- Customize the look & other defaults



### Online Sync

- My Account credentials
- Avenue options
- Outgoing email settings



### Seminar Dates



### Plug-ins

- ProPay account info
- Mapping directions



# Settings

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## Alerts & Colors

- Set Alert location and duration, tool bar visibility and color
- Set colors used throughout the program, & font style and size



## Skin Themes

- Change the overall look of Boulevard



# Shortcuts

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## Add Shortcuts using Drag & Drop method



## Choose to Auto Hide or Dock the Shortcuts



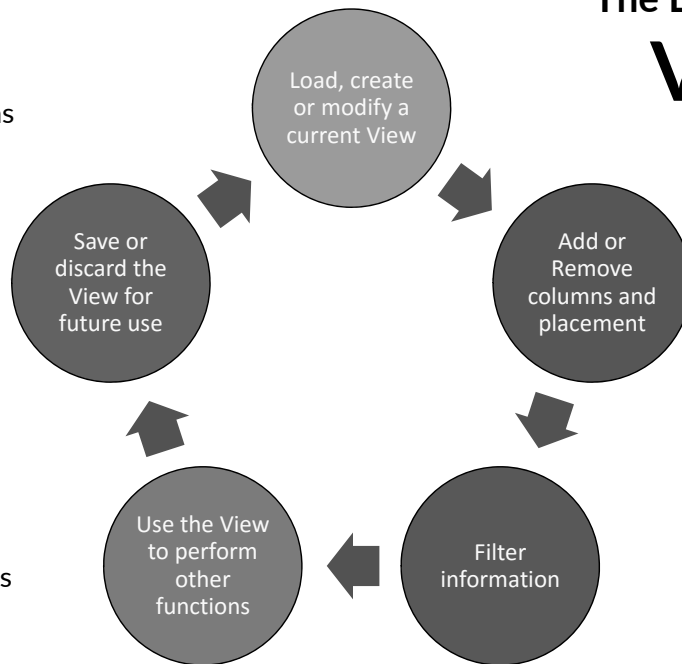
## Purpose

To filter and display information in various areas of Boulevard in a format that can be customized

## Uses

- On-screen data filtering
- Reports
- Labels
- Group or Individual Emails
- List Builder

## The Lifecycle of a View



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## Questions?

### We're Happy to Answer Them!

- This is a live broadcast; so that everyone may hear you, please ensure you're in a quiet area.
- We want to respect everyone's time. We ask that you please keep the questions to the topics covered.
- Dial \*6



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## Upcoming Webinar Setting Up a Reward Program

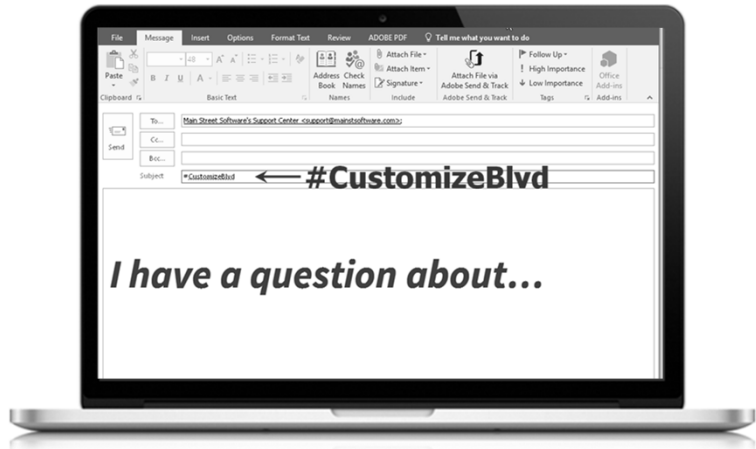


## Additional Questions?

Email us with the subject line:

**#CustomizeBlvd**

Your message will  
receive top priority!



Like Us to receive details on future webinars and more!



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