

SUPPLY MANAGEMENT

BirchStreet Memo

PRODUCT/PROGRAM

BIRCHSTREET TRAINING VIDEOS

ATTN:

BirchStreet User Community

HSM CONTACT:

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DETAILS:

In an effort to provide additional training options to our BirchStreet community, we are pleased to announce that we have developed BirchStreet training videos. The courses contain lessons specifically designed for BirchStreet users at all levels, whether it's a new user logging in for the first time or a seasoned user perfecting their order guides. These lessons will help guide users to refresh their knowledge of BirchStreet.

Four lessons are currently available with additional lessons under development. Lessons currently available include:

- [Simple Shopping](#) – Navigating the system and creating purchase orders
- [Advanced Shopping](#) – Managing order guides, editing purchase orders, creating and maintaining Suppliers on the Fly, and other shopping topics
- [Approvals](#) – Approving and disapproving purchase orders and how to find relevant information to assist within the process
- [Hotel Admin](#) – Creating and maintaining users and managing budgets

The name of each course above is a hyperlink to the individual video. To view the entire play list of videos click [This Link](#).

