



**ComVida Corporation  
Class Registration Form**

#201 – 319 Governors Court  
New Westminster, BC V3L 5S5

Phone: 604-540-4400 ext. 1  
Fax: 604-540-4020  
Email: [helpdesk@comvida.com](mailto:helpdesk@comvida.com)

Bill To:

Class	Date	Description	Participant(s) Name	Price	Total
HR Pages	Jun 15 1:00 pm – 4:00 pm	This course is to help the user navigate through the ComVida Human Resources module. We will assist you in designing and creating your own pages, how to set security levels and how to create data templates to import information from ComVida Payroll and other applications.		\$250.00	
Staff Scheduling Level 1	Jun 16 9:00 am – 3:00 pm	This course is for the new user working in Staff Scheduling. We will show you how to add a new employee, attach the employee to a rotation and generate assignments, how to manage the schedule by using Tools such as Shift Handling and how to navigate to other screens.		\$250.00	
Staff Scheduling Level 2	Jun 17 9:00 am – 3:00 pm	This course is for the user who needs some more advanced work in Staff Scheduling. We will show you how to make an employee an operator, set security levels, maintain various tables, and the Tools that are available. We will also discuss how to export and import employee information and schedules between EMS and Payroll.		\$250.00	
				Subtotal:	
				GST (5%)	
				Balance Due:	

**Space is limited so be sure to register early!**