



**ComVida Corporation
Webinar Class Registration Form
Fall 2011**

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

Phone: 604-540-4400 ext. 0
Fax: 604-540-4020
Email: helpdesk@comvida.com

Bill To:

Class	Date	Description	Participant(s) Name	Price	Total
Shifts to be Filled	Nov 28 th 10:00am - 11:00am and Nov 30 st 1:00pm - 2:00pm	This course is designed for anyone responsible for scheduling. We will go over all of the steps required for covering shifts. We will teach you how to effectively use the Shifts to be Filled page with all the new features and enhancements.		\$125.00 Per site	
Shift Handling	Nov 30 th 10:00am - 11:00am and Dec 1 st 1:00pm – 2:00pm	This course is for the user(s) that would update schedules. Typically this would be Schedulers or managers, but it is open to anyone interested. We will show you how to make changes to schedules to reflect the correct assignments using all three methods of Shift Handling.		\$125.00 Per site	
Setting up a New Operator	Dec 1 st 10:00am - 11:00am and Dec 2 nd 1:00pm – 2:00pm	This course is designed for the user responsible for setting up new operators of the system. In this class we will explain all fields in the Operator Page and what impact they have.		\$125.00 Per site	
Self Serve	Dec 2 nd 10:00am - 11:00am	This course is designed for those organizations that wish to alleviate the phone calls to the Scheduling office by having your staff log onto ComVida to view or access their own schedules. This set up is completely secure so users will be able to access only their own profile.		\$125.00 Per site	
Type Blocks and Filters	Nov 28 th 1:00pm - 2:00pm	This course will show users how to set up and use Filters in ComVida. This simple but powerful feature will help save time in your daily tasks		\$125.00 Per site	
				Subtotal:	
				HST:	
				Balance Due:	

Space is limited so be sure to register early!