



**ComVida Corporation
Webinar Class Registration Form
Late Spring 2015**

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

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Bill To:

Class	Date	Description	Participant(s) Name	Price Per site
Shifts to be Filled	Jun 2 nd @ 13:00 PDT Jun 5 th @ 10:30 PDT	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.		\$140.00
Shift Handling	Jun 4 th @ 13:00 PDT	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.		\$140.00
Setting up a New Operator	Jun 5 th @ 13:00 PDT	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.		\$140.00
Self Serve	Jun 2 nd @ 8:30 PDT	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.		\$140.00
Type Blocks & Filters	Jun 3 rd @ 8:30 PDT	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.		\$140.00
Data Templates Importing/Exporting From HR	Jun 2 nd @ 10:30 PDT	This course will demonstrate how powerful the import and export feature can be. With the use of data templates, data can easily be imported or exported. Data from Payroll can also be imported to EMS, likewise, data from EMS can be imported to Payroll.		\$140.00

HR Pages	Jun 3 rd @ 13:00 PDT Jun 5 th @ 8:30 PDT	This course will teach users how to create their own custom HR pages. Anything that currently is being tracked manually on paper, can be tracked electronically on a custom page. This allows the user the capability to run reports and track information easily.		\$140.00
Notifications	Jun 3 rd @ 10:30 PDT Jun 4 th @ 8:30 PDT	This course was designed to teach users how to use the system to send 2 way communications between supervisors, Department heads and other staff. Vacation Requests, Worked Hours, Expiring Skill Sets, Upcoming Reviews and Meetings are just some examples of this feature.		\$140.00
Terminating an Employee – Locating incorrectly terminated EE's	Jun 4 th @ 10:30 PDT	This course will walk through the procedure to terminate an employee. Also, steps will be shown to make sure that all currently terminated employees were terminated correctly. This will ensure that your active employee count is up to date and accurate.		\$140.00
			Subtotal:	
			GST (5%)	
			Balance Due:	

Space is limited so be sure to register early!