

COMVIDA CORPORATION

Courses & Training

2011/2012



SUITE 201 ~ 319 GOVERNORS COURT NEW WESTMINSTER BC

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Introduction

A product is only as good as the people and company that stand behind it!

The ComVida team of dedicated, experienced professionals ensures that the software is robust in design, simple to implement, and easy to use.

As a tool, a ComVida product cannot perform its purpose if placed in the hands of the untrained. However, in the hands of a well-trained user, it is a formidable and incisive business instrument.

Whether there is a change of staff at a client's site or a new product release, ComVida's team of Trainers is ready to deliver training seminars and classes for all levels of users. A combination of structured courses and hands-on training ensures that the participants continue to learn how to derive maximum benefit from our products.

Courses and training can be provided in several formats. We are confident that one of them will work for you and your team.

Training and courses can be provided

- In a classroom setting
- In a webinar
- At our corporate office
- At your location
- for Individuals or groups

Along with our regularly scheduled classes, we can offer the training on a one-on-one basis to individual organizations.

For more information or to book a training session, please contact the Helpdesk at helpdesk@comvida.com. Please put TRAINING in the subject line.

Human Resources

Creating Pages

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 sources.

Topics include:

- Planning the pages
- Defining Lookup Types
- Defining Fields
- Creating Pages
- Security Levels

Staff Scheduling

Scheduling Level 1

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.

Topics include:

- Logging On
- Security
- Scheduling ~ Daily Page | Monthly Page | Annual Page
- Entering New Employees
- Rotation Assignment
- Changes to Assignments
- Terminating Employees
- Changing a rotation
- Managing the Schedule ~ Block Booking | Multiple Change | Filters | Stats | Freezing and Exporting to payroll
- Reports

Scheduling Level 2

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.

Topics include:

- Enterprise Settings ~ Bridges | Comments | Cost Centres | Positions | Skill Sets | Units
- Setting Up Data Templates | Holidays | Schedule Periods
- Making an Employee an operator
- Scheduling configuration including adding pay codes | shifts | rotations
- Tools including Shift Handling | Multiple Change | Multiple Substitutions | Stat Holidays | Shift Exchange | Stat not Worked
- Exporting employees from EMS
- Importing employees
- Exporting Schedules including Undoing a transfer | Making changes to transferred assignments

Topic Specific Workshops

Along with our usual course offerings, we have developed a series of mini workshops that deal with specific areas of the software.

These webinars include:

- Shift Handling
- Shifts to be filled
- Type Blocks and Filters
- Setting up a new Operator
- Self Serve

Payroll

Introduction to Payroll

This course is designed for the new user. We will cover all of the steps required to run your payroll.

Topics Include:

- how to read the calculate period,
- modify employee masters,
- make adjustments,
- and much more.

Reports Programming

This course is for the payroll user who likes to be able to pull reports or create and modify existing reports. This class will show you how to use filters and sorting as well as some of the more advanced features available.

Items Programming

This course is for the advanced user who has had lots of experience using the ComVida Payroll System. We will show you how to make changes to items as well as create new items; what happens when you change an item and what can be affected by those changes.

Year End

This course is designed for the payroll user who is responsible for completing year end.

It will include planning for T4's and T4A's, preparing for the B.C. Pension submission, updating company info for the new year, and revising item or employee information.

Financials

Budgets

This course will assist the user in setting up Budgets within FMS.

User Defined Statements

This course will assist the user in creating User Defined Statements using the User Defined Statement feature within FMS.

Year End

This course is designed for the FMS user who is responsible for completing year end.

Topics include

- defining your fiscal year
- replicating your chart of accounts
- closing year end
- importing budgets
- doing adjusting entries

Registration Form

Client Name and Address:

Please answer the following questions:

Which training are you interested in?

Who from your company will be participating?

How soon did you want the training done?

Are you interested in classroom training or webinar?

If you want classroom training did you want it in the ComVida Offices or at your site?

Contact Person	Phone Number	Email address

For ComVida purposes

	Date		Date		Date		Date
Client Contacted		Training Booked		Training completed		Acct Notified	