



ComVida Corporation

SOFTWARE SOLUTIONS THAT FIT

TRAINING CATALOGUE

(Fall/Winter 2019)

EMPLOYEE MANAGEMENT SOFTWARE (EMS)

Human Resources, Staff Scheduling & Payroll

Software version CVC51 only

REGISTRATION

To register for a course, please send an email to helpdesk@comvida.com with the class webinar registration form attached (last page of document).

We will email the link for accessing the webinar via *GoToMeeting* along with the course materials prior to the class.

Classes are approximately 1 – 3 hours in length. The duration of each webinar may vary depending on the number of participants and the questions asked.

Course fee is listed beside each description of the class, there will be applicable taxes per course. Any number of staff from your organization can attend. 24-Hour cancellation notice is required.

To take advantage of these training courses you must be **using CVC51**.

For the notifications course – Twilio will need to be installed.

Space is limited so be sure to register early!

GENERAL COURSES

NOTIFICATIONS (400.00)

A prerequisite of taking the Notification course is, you must have your Twilio account set up and ready to use. This class offers a 2 hour training session with a 1 hour, one-on-one session to follow the same day, to ensure that everything has been set up in your database to go live with Notifications after this class.

Notifications in CVC51 now features the ability to send bulk text messages or a single message to an employee's cell phone from the Shifts To Be Filled or Block Booking pages in Scheduling. This can also be done from the new Communication Hub. CVC51 also offers the users the option to set up multiple user-defined notification types, such as: Vacant Shifts, Vacation/Time Off requests, Skill Set expiry or when upcoming milestones are being reached, like anniversary dates.

STAFF SCHEDULING COURSES

WHATS NEW IN STAFF SCHEDULING (260.00)

This course will go through all the new and exciting features in Setup. This was previously known as Enterprise Settings. Review the new pages that have now been added to Scheduling to increase productivity and save on time. Some other topics that will be covered are: Customized EI Class Handling, Display on Daily page, Scheduled Periods, status of assignments, Assignment editor, Shift configuration, Full Employee Filter Criteria option and the new Options under the Tools menu. That is not all, there is much more to see and hear about!

HUMAN RESOURCES COURSES

WHATS NEW IN HUMAN RESOURCES (260.00)

We will also cover the new home page look and functionality, the Communication Hub and what can be done and contained within the Hub. Review the new Home page and HR Master page. Enhancements to the Call Record report, Add Employee screen, Full Employee Filter Criteria option, Employee Values As At Date and more.

PAYROLL COURSES

REPORT WRITER (210.00)

The Report Writer tool allows the user to create reports containing selected information about employees and calculated payroll amounts. This course will show you how to interpret the report setup, copy and modify reports, use filters and sorting as well as the more advanced features available in the Payroll Report Writer.

WHATS NEW IN PAYROLL (\$260.00)

This course will show you how to streamline the proportionating feature, ease of batch editing, home page comments/notifications used in payroll, future dated position codes, email pay slips after creating bankdata.lst,

adding new items to amounts, a new field called required in items , overriding history dates in reports and the list goes on and on. For some great features that you may not be currently taking advantage of in Payroll.

CVC51Webinar Schedule	November	December
GENERAL		
Notifications CVC51	7 th – 9a-11a + 1 hr setup	
	14 th – 9a-11a + 1 hr setup	
**Twilio program must be installed.	28 th – 9a-11a + 1 hr setup	
		12 th – 9a-11a + 1 hr setup
STAFF SCHEDULING		
What’s New in SS CVC51		5 th – 12:30p – 2:30p
HUMAN RESOURCES		
What’s New in HR CVC51	21 st -1p-3pm	
PAYROLL		
Report Writer CVC51	21 st – 9a-10:30a	5 th -3p- 4:30p
What’s New in PR CVC51		5 th – 9a-11a

Note: All courses listed above are in Pacific Time. If none of the course times are suitable for your organization, feel free to send us a request along with an alternate date & time and we will do our best to accommodate your request.



**ComVida Corporation
Webinar Class Registration Form
Fall/Winter 2019**

#327 – 555 Sixth Street
New Westminster, BC V3L 5H1

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

Bill To:

Please fill out the section below with your course selections from the prior page and attendee information:

Class	Date & Time	Price	Attendee(s)	Email address(es)
Sub-Total:				
GST				
(5%)				
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Total				
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