



TRAINING CATALOGUE

(Spring/Summer 2020)

EMPLOYEE MANAGEMENT SOFTWARE (EMS)

Human Resources and Staff Scheduling

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 to include Texting and Voice messaging – Twilio will need to be installed. This feature is also available for just email notifications and would not require a Twilio account.

Space is limited so be sure to register early!

GENERAL COURSES

NOTIFICATIONS (400.00)

A prerequisite of taking the Notification course (if you are wanting to text or voice message) 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. Notifications can also be sent through email without the use of Twilio.

EMPLOYEE SELF-SERVE (140.00)

The Self-Serve area of CVC51 is available to all employees with a user ID and password. This area displays your detailed information from HR, including notifications, as well as your scheduled assignments in a Monthly or Annual view. This course is designed for those organizations who wish to alleviate the phone calls to the Scheduling office by having staff log onto CVC51 to view or access their own schedules. This setup is completely secure so users will be able to access only their own profile.

SETTING UP A NEW OPERATOR (140.00)

The Operator page in HR combines multiple pages of security into one page. There are several areas that can be configured for an employee. 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.

TYPE BLOCKS & FILTERS (140.00)

Type Blocks are a very simple but powerful concept. EMS allows users to select groups of Scheduling, Payroll and HR data that are of a common "type." Selection of groups of data of a common type is based on the "Type Block." The most commonly used method of specifying selection criteria is the "Filter." This course will show users how to set up and use Filters in CVC51. This simple but powerful feature will help save time in your daily tasks.

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!

SHIFTS TO BE FILLED (140.00)

The Shifts to Be Filled page in Staff Scheduling displays the Shifts that are under-covered on the Working date, that is, the Shifts where additional coverage is required and those employees who are available to provide the Shift with full staff coverage. 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.

SHIFT HANDLING (140.00)

Sometimes it may be necessary to change an employee's assignment because it has changed since the rotation was generated. This may be because of many reasons, including sickness, a vacation request, or the needs of the business have changed. At those times, a Shift Handle will need to be performed, so the assignment will reflect the change. 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.

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.

DATA TEMPLATES IMPORTING/EXPORTING FROM HUMAN RESOURCES (140.00)

Data Templates are used to define the layout of an import or export file by identifying which fields are being imported or exported and their location in the file. Employee data can be imported and exported through Human Resources. 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, such as Time Bank balances, can be imported to HR.

HUMAN RESOURCE USER-DEFINED PAGES (140.00)

Human Resources allows for the complete tracking of unlimited employee information. The user-defined pages can be set up to meet your organization's specific requirements based on Collective Agreements, Government Employment Standards, and Employment Policies. This course will teach users how to create their own custom HR pages. Anything that is currently being tracked manually in Excel or on paper can be tracked electronically on a custom page. This allows the user the capability to run reports and track information easily.

TERMINATING EMPLOYEES & HOW TO LOCATE INCORRECTLY TERMINATED EMPLOYEES (140.00)

This course will walk through the procedure to terminate an employee. We will also show you how 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.

CVC51 Webinar Schedule	June	July
GENERAL		
Notifications	18 th – 8:30a-10:30a 1 hour to follow in the pm	30 th – 8:30a-10:30a 1 hour to follow in the pm
**Twilio program must be installed for text and voice messaging.		
Employee Self-Serve		16 th – 8:30a-9:30a 16 th – 10:30a-11:30a
Setting Up A New Operator		9 th – 8:30a-9:30a 9 th – 10:30a-11:30a
Type Blocks & Filters	25 th – 8:30a-9:30a	
STAFF SCHEDULING		
What's New in SS CVC51	Upon request 2 hours	Upon request 2 hours
Shifts to Be Filled	11 th – 8:30a-9:30a 11 th – 10:30a-11:30a	
Shift Handling	4 th – 8:30a-9:30a 4 th – 10:30a-11:30a	
HUMAN RESOURCES		
What's New in HR CVC51	Upon request 2 hours	Upon request 2 hours
Data Templates, Import/Export for HR	25 th – 10:30a-11:30a	
Terminate Employees & Locate Incorrectly Terminated Employees		2 nd – 8:30a-9:30a 2 nd – 10:30a-11:30a
HR Pages		23 rd – 8:30a-9:30a 23 rd – 10:30a-11:30a

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
Spring/Summer 2020**

#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%):	
Total:	