

Who wouldn't want to be more efficient and proficient when using ComVida?

Do you learn in small bites? Join us for a learning nibble with our new initiative, **Fun Fact-Filled Fridays!**

Come and spend a **quick** 15-20 minutes learning how to navigate through various topics.

What is everyone's favourite four-letter 'F' word? **FREE. Yes, we said FREE, there will be no charge for these Friday sessions.**

Join the crew from the ComVida helpdesk as we break down single concepts, tools, items, reports, or pages, to help improve your efficiency quickly.

Choose which session(s) you would like to attend, send this form back with a list of who is attending, so we can keep track of numbers and that is it.

The session will take place via Zoom at 10:30PST Friday mornings so it will not interfere with most beginning-of-week chores, and still be able to be attended by all clients nationwide.

Some of the upcoming scheduled sessions are:

- Jun 9 - The Stat Not Worked Tool = Happy Holidays!
- Jun 16 - Lookups = A, E, I, T and sometimes U
- Jun 23 - Inactivating vs Deleting = Which One to Use? Hint NEVER Delete
- Jun 30 - How to Void = Beyond the Great Void
- Jul 7 - Calculate Period = The BEST Tool in Your Tool Box
- Jul 14 - Navigating in the Program = How do I Move From Here to There
- Jul 21 - Process and Apply HR Defaults = No Sloppy Seconds
- Jul 28 - Shifts to be filled = Fill 'er Up
- Aug 4 - Position Change = Moving on Up
- Aug 11 - Data Templates = Digging for Gold
- Aug 18 - Block Bookings = You're Gone for how long?!??
- Aug 25 - Weekly Budget = A Quick Glance at Actual vs. Budgeted
- Sept 1 - Reversing Adjustments and Adding Comments = Rejuvenate, Repair and Tell me Why!
- Sept 8 - PIER Review = Prep for those T4's
- Sept 15 - Payroll Import = Wow, really time saving!

To keep these sessions to the point, they are designed as presentation sessions and not traditional question and answer sessions. More in-depth training is available from Helpdesk training classes.

This is the sandwich; the in-depth training is the full meal deal.



**ComVida Corporation**

**Free Fun Fact Friday**

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Company Name:
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Please fill out the section below with your course selections and attendee information:

Session	Date & Time	Attendee(s)	Email address(es)