

CIPHR – A Manager’s Overview

This one-day course is recommended for users who need to interrogate data from the CIPHR products. It will provide delegates with a working knowledge of the product, utilities for integration with other software, reporting and an appreciation of the system potential.

PRECONDITIONS

No prior knowledge of CIPHR products is required.

GOALS

Delegates should complete the course with:

- An overall knowledge of the use of the CIPHR product range
- Confidence to manoeuvre around the product and a good understanding of the CIPHR toolbar icons, menu groups, shortcut bar and menu tree
- An ability to produce standard reports and interrogate data on-screen
- A comprehensive understanding of the interconnectivity with third party software for data export and subsequent manipulation
- An appreciation of the capability of the CIPHR products and how the system may be developed and expanded further

COURSE CONTENT

- The CIPHR Overview course will cover:
- Product navigation, accessing menu options, use of the CIPHR toolbar buttons, icons, and interoperability within the CIPHR product range
- Accessing, viewing and moving through data records
- The importance and relevance of System Codes
- Subsetting - selection of specific record groups to view or report on
- Reports - with emphasis on those which provide management information
- Data export - linking with other software and an appreciation of their potential uses, word processing, spreadsheets and organisation charts
- Pay review

An appreciation of the full CIPHR product range and further training opportunities

Please note that the training will be conducted on the latest version of the product. If any differences exist between this and previous versions, these will be highlighted by the trainer.

TO REGISTER...

To register for this course or if you would like more information about this and other courses, please contact the training centre



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