

## CIPHR Decisions Familiarisation

This one-day course is recommended for new users of the CIPHR Decisions product.

### PRECONDITIONS

No prior knowledge of CIPHR Decisions is required.

### GOALS

Delegates should complete the course with:

- A working knowledge of the CIPHR Decisions product
- Confidence to manoeuvre comfortably around the product

### COURSE CONTENT

The CIPHR Decisions Familiarisation course will cover:

- Introduction to concepts and terminology
- Software used
- Data refreshing routines and data sources
- Toolbar button options
- Use of filter choices
- Impact of position of fields for dimensions
- Exporting to Excel
- Copying to Excel

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



intellect

Training Centre, Computers In Personnel Ltd. Abbey House, 28-30 Chapel Street, Marlow, Bucks, SL7 1DD  
Tel +44(0) 1628 814010 Fax +44 (0) 870 366 2346  
Email [training@CIPHR.com](mailto:training@CIPHR.com) [www.ComputersInPersonnelhr.com](http://www.ComputersInPersonnelhr.com)