

CIPHR Net Familiarisation

This one-day course is recommended for new users of CIPHR Net in addition to those who will act as System Administrators and oversee its roll out to employees

PRECONDITIONS

No prior knowledge of CIPHR People is required.

GOALS

Delegates should complete the course with:

- A working knowledge of the CIPHR Net product
- Confidence to manoeuvre comfortably around the product
- A good understanding of the CIPHR Net button icons
- An ability to enter data and make standard reports available to other users
- The ability to configure CIPHR Net in certain areas, using CIPHR People

COURSE CONTENT

The CIPHR Net Familiarisation course will cover:

- CIPHR Net navigation buttons – how to move around the product
- Use of the employee directory
- Use of all CIPHR Net menus
- Use of New Starter and Leaver wizards
- On demand reporting
- Manager and Deputy Verification
- Configuring CIPHR Net menu headers, page verification, read and write access to pages
- Many practical examples to illustrate the different areas of product functionality

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.

This outline represents the topics which are usually covered on this event. The actual course work may be adjusted to suit the individual needs of the delegates.

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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