

## CIPHR People Familiarisation

This two-day course is recommended for new users of CIPHR People. It will provide users with a comprehensive working knowledge of the product.

### PRECONDITIONS

No prior knowledge of CIPHR People is required.

### GOALS

Delegates should complete the course with:

- A broad working knowledge of CIPHR People
- The ability to manoeuvre around the product
- A good understanding of the CIPHR toolbar
- An ability to enter data and produce standard reports
- The ability to produce letters and graphs

### COURSE CONTENT

The CIPHR People Familiarisation course will cover:

- CIPHR navigation - how to move around the product
- Creation of new data and modification of existing data
- The importance of codes tables and their use in data entry
- Practical examples to illustrate product functionality
- Use of the subset screen for selecting groups of records
- Production of standard reports
- Reports within data areas, using printer icons
- Integration with word processing, spreadsheet and organisation chart software

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.

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)