

CIPHR System Manager

This two-day course is recommended for users who are responsible for managing the CIPHR system. The delegate may either be a Systems Manager or an IT professional, who will be responsible for supporting the HR system and monitoring the overall setting up and use of the CIPHR system. They will also be equipped with the knowledge to adapt the system to the changing needs of the organisation.

PRECONDITIONS

Delegates should have attended a CIPHR People Familiarisation event

It is expected that the delegate will be proficient in Windows

GOALS

Delegates should complete the course with:

- A thorough understanding of the tools available to ensure the system meets the organisations requirements and changes to those requirements when the need arises

COURSE CONTENT

The CIPHR System Manager course will cover:

- Maintenance of code tables and creation of new codes
- A thorough understanding of those code tables and the implications and effects of their use in CIPHR People
- Setting up a new Absence Year, Holiday Year and Holiday Entitlement
- The diary and automatic diary entries. Deleting diary entries
- Creating new letters, modifying letters and modifying letters to include other fields
- Export management
- Using the bulk change facility
- The audit log
- The use and creation of Tasks and Processes
- Custom categories – Understanding their use and creation of new Custom Categories
- Further information fields – Understanding their use and creation of new fields
- Subset administration – configuring the Subset form
- System settings
- Table & field administration
- Personalisation

TO REGISTER...

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

The training culminates in delegates being set a number of scenarios which they may face back at the workplace. Delegates will be asked to use their knowledge and the various CIPHR tools to address the requirements in each scenario. 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.

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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 www.ComputersInPersonnelhr.com