

## Compel - Personnel Manager Familiarisation

### PERSONNEL MANAGER FAMILIARISATION

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

### PRECONDITIONS

No prior knowledge of Compel Personnel Manager is required.

### GOALS

Delegates should complete the course with:

- A broad working knowledge of Compel Personnel Manager
- A good understanding of the Compel toolbar
- The ability to manoeuvre around Compel Personnel Manager
- The ability to enter data and produce standard reports
- The ability to produce letters and graphs

### COURSE CONTENT

The Personnel Manager Familiarisation course will cover:

- Compel for Windows navigation - how to move around the product
- Creation of new data and modification of existing data
- The importance of code 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



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