

Working with CIPHR and OrgPlus

This one day course is recommended for users who need to generate organisation charts from CIPHR and wish to optimise their use of OrgPlus.

PRECONDITIONS

A working knowledge of CIPHR is desirable.

GOALS

Delegates should complete the course with:

- Knowledge of the CIPHR Jobs file
- The ability to create organisation charts from a variety of data sources
- A comprehensive understanding of OrgPlus' formatting features and presentation styles
- An overview of linking, embedding and publishing your organisation chart

COURSE CONTENT

The working with OrgPlus and CIPHR course will cover:

- Creating an organisation chart from within OrgPlus
- Creating an organisation chart from the CIPHR Jobs file
- Creating an organisation chart from a CIPHR Report
- Creating an organisation chart from an external source
- Amending and formatting organisation charts; fonts, boxes, colours etc
- Amending the hierarchical structure by adding and deleting levels
- Changing the styles of the hierarchical levels
- Printing, publishing and scaling your organisation chart
- Linking and embedding organisation charts in word processing and presentation packages

Please note that the training will be conducted on the latest version of CIPHR and OrgPlus. 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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