

## Personnel Manager ADVANCED Training Course Checklist

Start Time  End Time  Total Duration of Breaks   
 Standard 10:30 16:00 (Max 1.5 hrs)

Customer \_\_\_\_\_ Location \_\_\_\_\_  
 Attendees \_\_\_\_\_ Job Titles \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Trainer \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_

Please note that it may not be possible to cover all the topics on this checklist and will depend upon the customers requirements

Security Manager	Requested	Covered
General Overview		
Creating/Editing Users and templates		
Database/Screen/Field Security		
Employee Security		
Function Security		
Security Audit		

Utilities	Requested	Covered
Batch Inputs (Where records are Different)		
Batch Inputs (Where records are Same)		
Global Updates		
Purging Data		
Pay Increase Utility		
Working Time Tracker Utility		
Recalculating Personnel Manager		
Archiving an employee		
Transferring employees		

Reports	Requested	Covered
Reports Overview		
Creating a New Report using the Wizard		
Define Search tab Overview		
Layout Page Overview		
Using the Report designer		
Sections - Arranging		
Placing Objects		
Customising Objects (Labels)		
Adding Fields to reports		
Creating Calculated Fields		
Creating Summary Reports		
Example Report #1 - Salaries by Department		
Example Report #2 - Sickness Analysis		

