

CIPHR System Manager Security

This one-day course is recommended for users who are responsible for managing and establishing security on the CIPHR system. They may either be a CIPHR System Manager or an IT professional, who will be responsible for supporting the HR system and managing the security elements of the CIPHR installation.

Attendance on this training event equates to 5.5 CPD hours.

PRECONDITIONS

It is expected that the delegate will have previous knowledge of CIPHR and/or have attended the CIPHR HR Administration course.

OBJECTIVES

Delegates should complete the course able to:

- Demonstrate knowledge in setting up a new CIPHR system user.
- Identify the various elements involved in setting up and changing system passwords.
- Identify and set up access rights for the various forms and user roles and recognise the implications of enabling edit, read and delete rights.
- Recognise the difference between form, field and record group access rights.
- Identify those features that affect CIPHR's reports and mail merge function.
- Demonstrate knowledge in creating default menus and adding reports to the default CIPHR toolbar.

COURSE CONTENT

The CIPHR System Manager Security course will cover:

- Creating and allocating new users and, where appropriate, linking their CIPHR login to their CIPHR Net login.
- Generating new and changing existing passwords and understanding the steps involved when a user has forgotten their password.
- Setting up new and amending existing user roles and allocating users to those roles.
- Identifying the difference between form, field and record group security access rights and when to use them.
- Creating new field and record groups to apply to user roles.
- Using security to control the information that is visible on CIPHR reports and in mail merge documents.

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.

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.

TO REGISTER...

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