

CIPHR Report Designer – Extending Your Knowledge

This one-day course is designed to build upon the CIPHR Report Designer course and will equip delegates with the knowledge to create complex reports.

Attendance on this training event equates to 5.5 CPD hours.

PRECONDITIONS

Delegates must have attended and have consolidated the learning gained on the 2 day CIPHR Report Designer Course and be able to work with advanced Excel concepts.

OBJECTIVES

Delegates should complete the course able to:

- Create new sub-headings on the CIPHR Reports menu onto which new reports can be placed
- Confidently work on complex reporting requirements
- Create reports combining data from a number of CIPHR data areas.
- Configure reports to work with automated rolling selection date ranges allowing for automatic report generation
- Create calculated fields within a Pivot Table
- Produce reports identifying missing records i.e., Emergency contacts
- Configure Further Information Fields to use within Formulas.

COURSE CONTENT

The CIPHR Report Designer – Extending your Knowledge course will cover:

- The use of multiple Excel formulae to format, calculate and filter CIPHR data as required
- Creating and scheduling reports to be generated, in a selected format, on a recurring day, date and or time.
- Combining data from Job & Pay, Allowances and Payments into a single report
- Reporting on specific changes that have been written into the CIPHR Audit Log
- Creating Reports to include all employees regardless of whether they have records in the selected data area
- Adding additional sub-headings to the CIPHR menu tree for ease of access to your own reports

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.

