



corehr

Optimisation Services

CoreHR Product Training

*Delivered in collaboration
with CoreHR Partners*

BDO EATON SQUARE
CONSULTING DISRUPTED

CoreHR Product Training Summary

Introduction

With the recent enhancements in the CoreHR product across all modules, CoreHR in partnership with BDO Eaton Square, is delivering client training across all key modules over the coming months.

These sessions will be run in different locations to facilitate all clients.

About the Training

Duration: 1 Day

Locations: Dublin, Cork & London

Modules:

- › CorePay
- › CorePersonnel
- › Core Work Force Management (Time and Roster)
- › CoreInsight (Basics and Advanced)

Key Deliverables & Benefits

- › New and existing users understand the key functionality within CoreHR
- › Users can maximise the functionality within CoreHR to enhance / streamline their business processes
- › New and existing Clients can leverage functionality to enable other areas of the organisation such as managerial activities
- › Users proficient in building basic reports via Insights
- › Enable users around the business to extract / validate data stored in CoreHR

CoreHR Product Training Summary

How to Register

This one-day training workshop is available for just **€750 per person** and is restricted to a maximum of 8 attendees per workshop.

Price includes morning & afternoon tea / coffee breaks and light lunch for participants. Places will be allocated on a first registered basis, which will be confirmed on receipt of appropriate PO.

To register please use one of the below options:

1. Register via the email that will be sent to all clients over the next few weeks and months.
2. Raise a case through community portal to express interest.
3. Speak to a Customer Success Manager or any main CoreHR or BDO Eaton Square contact.

Sample CoreHR Insights Training Agenda

Areas to be covered	Advanced Areas to be covered
<p>Navigation of Insights</p> <ul style="list-style-type: none"> > My reports > My Shared Reports > Report Store <p>Admin Area in Insights</p> <ul style="list-style-type: none"> > Standard Reports > Data Reports > Interface Reports > BI Imported Reports <p>Standard Reports available in Insights</p> <ul style="list-style-type: none"> > Search > View > Clone/Amend <p>Other Options available in Insights</p> <ul style="list-style-type: none"> > Sharing > Scheduling > Exporting > Downloading reports 	<p>Additional Functionality in Insights</p> <ul style="list-style-type: none"> > Charts (Widgets) > Filters > Prompts > Calculations > Functions > Settings <p>Access</p> <ul style="list-style-type: none"> > Menu Profile Access (Analytics) > Core Personnel Access (System Users) > Core Time Access (Work Groups) > Core Pay Access (Pay Groups) <p>How to create a Report</p> <ul style="list-style-type: none"> > Areas / Views / Logical Linking > Adding / Removing Fields > Re-ordering Fields > Renaming Field > Hiding Fields <p>Current Reports</p> <ul style="list-style-type: none"> > How to Update current report Calculations > How to Update current report Filters

Contact us:

By raising a Change Request Management case on the CoreHR Community:

<https://community-corehr.force.com/portal/s/login/>