



Course Aim

To Report and Query off the HR employee information.

Pre-requisites

No specific training is required prior to this training course. However it would be beneficial for the day if you have ideas of queries or reports you need to produce.

Suggested Attendees

Personnel Staff

Course Content

- *Enquiring about individual employee details—Payroll or Personnel*
- *Employee Lists using various search criteria*
- *Setting up reporting templates*
- *Functionality of Agresso QL Personnel*
- *Producing absence/holiday reports*
- *Reporting into excel*
- *Adding operator functions to queries*
- *Diary Functionality*
- *Reviewing Notes*
- *Updating of Information into Agresso QL Personnel - (When available)*

Course Objectives

The attendee will have skills to create queries and reports on individual employees. They will have the ability to produce reports on selected employees or all employees via various criteria.

Methodology

An overview of how reports and lists can be produced followed by a “hands on” session for the users to set up their own reports.

Duration

1 day
From 10.00 a.m. - 16.30 p.m.

Location

Agresso’s Swansea Training
Centre or customer site

Cost

POA - dependant on location.

