



## Course Description

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### Ceridian Insync - Basic Crystal Reporting - Version XI - Hands-on Webinar (for 4-digit payrolls)

#### Workshop Overview:

This interactive, hands-on webinar is an excellent solution for clients in areas that are not close to a Ceridian office. Clients complete the same program/course material as those attending a hands-on workshop at one of our facilities. In this hands-on virtual environment, a user, sitting at his/her keyboard in his/her own office, learns how to create basic Crystal reports by utilizing the information contained in the Ceridian Insync database.

**Note:** *This course is not available for Ceridian Insync hosted clients.*

#### Attend if you:

- Are responsible for creating and editing reports for your organization
- Want to create and manipulate basic reports
- Have not created reports using Crystal Reports
- Are new to the Ceridian Insync system
- Are the backup person for your payroll or HR department

#### This workshop will teach you how to:

- Understand the Ceridian Insync Database concepts
- Understand the report design environment
- Create simple reports
- Create simple formulas and record selection statements
- Insert and format text objects and data fields
- Understand how to link multiple tables in a report
- Select, sort and group report data
- Create and work with parameters
- Summarize fields and insert Grand totals
- Understand and create Register reports
- Export reports to other ODBC compliant products
- Modify Ceridian Insync Library reports

#### Facilitation:

- This facilitator-led virtual hands-on interactive learning session is facilitated over two full days with time out for breaks (lunch, etc.) In this online classroom-like setting Ceridian brings the lab to you. You observe, interact and key data in the completion of practice exercises while sitting at your PC in the convenience of your own office.

**Note:** All times listed are in Eastern Time (EST/EDT). If you are not in this time zone, please adjust your schedule accordingly. Webinars are offered in English only.

**Duration:** 2 days

#### Prerequisites:

- **Completion of** Ceridian Insync Payroll and/or Human Resources software training
- Keyboarding skills
- Proficient in the Windows environment
- Basic - intermediate Microsoft Office skills

#### Note:

- For NON Hosted Ceridian Insync clients with 4-digit payroll numbers