



Course Description

Ceridian Insync - Basic Crystal Reporting, Version XI Workshop (for 4-digit payrolls)

Workshop Objective:

To create basic Crystal reports by utilizing the information contained in the Ceridian Insync database.

Note: *This course is not available for 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

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.