



Course Description

PayFlex - Basic Crystal Reporting, Version X1 - Hands-on Webinar for 32-bit Software

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 PayFlex.

Attend if you:

- Want to create and manipulate basic reports
- Have not created reports using Crystal Reports X1

How you will benefit:

- You will be able to organize, structure and highlight your data into meaningful information
- You will be able to develop reports that allow you to communicate more effectively with the decision makers in your organization
- Create custom reports quickly and accurately
- Reduce time by manipulating data from PayFlex

Once you have attended, you can:

- Understand the report design environment
- Create simple reports
- Create simple formulas
- Insert and format text objects
- Link, select, sort and group tables
- Summarize fields and insert Grand totals

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:

- Keyboarding skills
- Proficiency in the Windows environment