

HR3Pay Data Explorer

IN BRIEF

Delivery: Instructor-led course

Duration: 3 hours

Class size: 10 Students Max.

Cost: \$250 per person + GST

Inclusions: Expert instructor, comprehensive course manual, individual computer access, and fully catered morning/afternoon tea.

Prerequisites:

A basic understanding of Windows® concepts and a working knowledge of payroll concepts.

Products Covered:

HR3 Pay

Previous Training: None

Course Description

This course includes an overview of the Report Grid and Data Analyzer components of the Data Explorer module in HR3Pay.

Topics Covered

Grid Reporting

- Adding and removing columns
- Grouping columns
- Context Menus
- Filter Options
- Saving a Custom View
- Loading a Custom View
- Printing the Current View
- Exporting the Current View
- Security

Crosstab Analyzer

- Adding or removing rows
- Adding or removing columns
- Adding the data fields
- Filtering the results

Hierarchical Value Presentation

- Displaying Multiple Data Fields
- Saving a Custom View
- Loading a Custom View
- Printing the Current View
- Exporting the Current View
- Security