

### Insync Basic Crystal Reports Hands-on Virtual Classroom (for 4-digit payrolls)

#### Overview:

Virtual classroom training is an interactive hands-on learning solution where Ceridian brings the lab to you. The Ceridian Insync Basic Crystal Reports course provides current Insync users the know how to create basic Crystal reports. Participants use the Crystal software to query the Ceridian Insync database. Examples included in this training can be used in the work environment.

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

#### Prerequisites:

- Completion of Ceridian Insync Payroll and/or Human Resources software training
- Keyboarding skills and proficiency in Windows
- Basic to intermediate Microsoft Office skills

#### 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

#### After completing this course, participants will be able 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

#### Facilitation:

- This instructor-led learning session is facilitated over two full days with time out for breaks (lunch, etc.). Registered participants observe, interact, enter data and complete practice exercises while sitting at their own computer in the convenience of their own office.

*Note: All times listed are in **Eastern Time (EST/EDT)**. Please adjust to your local time.*

**Duration:** 2 days

**Price:** \$850.00 plus applicable tax (or as per Ceridian quote/contract)