

Advanced Adhoc Reporting for Powerpay Plus Webinar

Overview:

This webinar is designed for Powerpay Plus Customers. Participants will gain an understanding of how to create Adhoc reports.

Prerequisites:

- Strong understanding of Powerpay screens and fields
- Proficient in the Windows environment
- High comfort level with the internet

Webinar Requirements:

- Computer with high speed internet access
- Telephone for audio

Facilitation:

- Web based training that is interactive in that participants can verbally communicate with the facilitator, ask questions, etc. using the telephone
- Attendees learn via the web from 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.

Attend if you are:

- A Powerpay Plus customer with the client administrator role, or have been assigned access to Advanced Adhoc Reporting to define custom client-specific reports.

How you will benefit:

- This webinar will help participants understand and use basic techniques to effectively create basic or advanced reports, including visual representations such as graphs and charts.

After completing this webinar, participants can:

- Understand user roles and access
- Work with the panels and sections of the Report Builder workspace
- Use predefined templates in Advanced Adhoc Report Builder
- Add and delete columns
- Format report elements such as fonts and alignment
- Group and sort data
- Add calculations such as a total, average or count
- Open custom reports from the Client folder
- Export report results
- Manage reports with custom folders
- Set up and maintain user access

Duration: 3 hours

Price: \$225.00 plus applicable tax (or as per Ceridian quote/contract)