LEARN
@ the Equus Pre-Conferences Training
Denver | April 30 - May 1, 2018

Advance your AssignmentPro product knowledge by taking advantage of our day Pre-Conference Training. Cost to attend either the Basic or Advanced Training is $100 per participant. Register now!

MONDAY, APRIL 30, 2018

		BASIC TRAINING	ADVANCED TRAINING
1:30	2:30	**COURSE:** Tier 1 Super User Support **INSTRUCTOR:** Steven Oduniyi **DESCRIPTION:** Basic troubleshooting, reviewing logs, knowing when to send to Equus, creating effective support requests **PREREQUISITES:** General system knowledge and ability to create/update assignments, employees, and authorizations. System administrator users will benefit more from this session.	**COURSE:** Effective Compensation Configuration **INSTRUCTOR:** Richard Brockhoff and Mikael Lorimer **DESCRIPTION:** Understanding how to use the Compensation Data Repository, Custom Calculations, Compensation Calculation and Compensation Worksheets in the compensation process **PREREQUISITES:** Strong understanding of how payrolls are configured and executed as well as a strong understanding of how compensation worksheet and compensation calculation configuration is done using custom calculations.
2:30	3:30	**COURSE:** Basic Maintenance **INSTRUCTOR:** Daniel Rosson **DESCRIPTION:** Create and maintain lookup lists, custom fields, company segments, required fields **PREREQUISITES:** General system knowledge and ability to create/update assignments, employees, and authorizations. System administrator users will benefit more from this session.	
3:30	3:45	Break	
3:45	4:45	**COURSE:** Creating User Pages **INSTRUCTOR:** Rafe McDonald **DESCRIPTION:** Create and maintain user pages, including new feature providing for hierarchical lookups **PREREQUISITES:** General system knowledge and ability to create/update assignments, employees, and authorizations. An understanding of data structuring will be helpful. System administrator users will benefit more from this session.	**COURSE:** Using Custom SQL in User Reports to Support Compensation Reporting **INSTRUCTOR:** Tyler Meche/Jason Bobzin **DESCRIPTION:** Learn how to create custom SQL to do more with user reports, including aggregating data, creating reports to underpin your metrics/SLA reporting, and creating complex reports across varied data sources. **PREREQUISITES:** Effective Compensation Configuration

TUESDAY, MAY 1, 2018

		BASIC TRAINING	ADVANCED TRAINING
8:30	9:30	**COURSE:** Policy Configuration **INSTRUCTOR:** Troy Parker **DESCRIPTION:** Creating and maintaining policies, including policy fields/exceptions and new features supporting mobile employee experience, auto policy selection and an introduction to core/flex **PREREQUISITES:** General system knowledge and ability to create/update assignments, employees, and authorizations. System admins will benefit more from this session.	**COURSE:** Using Custom SQL in User Reports (continued) **INSTRUCTOR:** Tyler Meche/Jason Bobzin **DESCRIPTION:** Learn how to create custom SQL to do more with user reports, including aggregating data, creating reports to underpin your metrics/SLA reporting, and creating complex reports across varied data sources. **PREREQUISITES:** Effective compensation configuration
9:30	10:30	**COURSE:** Authorization Routing **INSTRUCTOR:** Gary Sanders **DESCRIPTION:** Configuring authorized approvers and approval rules **PREREQUISITES:** General system knowledge and ability to create/update assignments, employees, and authorizations. System admins will benefit more from this session.	**COURSE:** Creating a Custom Balance Sheet Using Excel Merge Docs **INSTRUCTOR:** Dung Tran **DESCRIPTION:** Learn how to create custom balance sheets to meet any business needs **PREREQUISITES:** Effective compensation configuration and ability to use custom SQL in user reports
10:30	10:45	Break	
10:45	11:45	**COURSE:** Merging Data **INSTRUCTOR:** Daniel Kennamore **DESCRIPTION:** Learn to merge data into documents, email templates, service orders and excel documents. **PREREQUISITES:** General system knowledge and ability to create/update assignments, employees, and authorizations. Knowledge of system emails is helpful. System administrator users will benefit more from this session.	**COURSE:** Creating a Custom Balance Sheet Using Excel Merge Docs (continued) **INSTRUCTOR:** Dung Tran **DESCRIPTION:** Learn how to create custom balance sheets to meet any business needs **PREREQUISITES:** Effective Compensation Configuration & Using Custom SQL in User Reports
12:00	1:00	Lunch	

The Client Conference will kick off following lunch at 1:00 p.m.