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SEAT TODAY!!**
See our website for
more information.
www.gosigma.com



Administrator and Advanced User Training

Registration Information:

Please RSVP no later than

Wednesday January 23, 2008

800-677-1275

Attendees may sign up for any or all
training days.

Seating is limited.

Seats are reserved on a
first-come, first-served basis.

***Purchase Order Number required to
confirm your reservation.***

Training fees:

\$250.00 per day per person

3-Days—\$750.00 per person

Administrator and Advanced User Training



333 N. Wilmot Rd., Suite 205

Tucson, AZ 85711

800-677-1275

520-721-1191

520-721-1459 Fax

Sigma Data Systems
Administrator/Advanced User

Training Location:

State Center Community College

1525 E. Weldon Avenue

Fresno, CA 93704

February 5, 6 and 7, 2008



800-677-1275
520-721-1191



Administrator and Advanced User Training

Day 1 Agenda

Administrator Training

Database Security

- ◆ User Setup Rights
- ◆ Access Groups
- ◆ List Groups
- ◆ Req Groups
- ◆ Exam Groups
- ◆ Function Groups

Policies

- ◆ File Locking—Other “Lock-out Options”
- ◆ Email Setup
- ◆ ID Formatting
- ◆ Other Formatting and Default Options

Setup/Customization

Customizing your database

- ◆ Custom Screens
- ◆ Field naming
- ◆ Customer Letters/Emails
- ◆ Lookup Codes (Validation)
- Job Classification Records

Day 2 Agenda

Advanced User Training

Skills Tracking Options

Job Classification Features

- ◆ Requirements
- ◆ Clients
- ◆ Locations
- ◆ and more...

Advanced Filtering

- ◆ Related Worksets
- ◆ Mixed Logic

Advanced Scheduling

Saved Templates

- ◆ Filter
- ◆ Dialog
- ◆ Report
- ◆ Letter

Custom Reports

Day 3 Agenda

Advanced User Training

Tasks Module—automating processes

Importing and Exporting

T & E Module—scored Training and Experience Ratings

Web Module—including:

- ◆ Page Layouts
- ◆ Page Design
- ◆ Job Posting Formats
- ◆ Application Formats
- ◆ View Status Format



Select Smarter.
Select Sigma.

