



Training for Distributors – Year 2005

Dates of the training courses for the Year 2005:

Course	February	May	September	November
Installation & Administration	Wed. 16 th to Fri. 18 th	Wed. 18 th to Fri. 20 th	Wed. 07 th to Fri. 09 th	Wed. 16 th to Fri. 18 th
Programming	Mo. 21 st to Wed. 23 rd	Mo. 23 rd to Wed. 25 th	Mo. 12 th to Wed. 14 th	Mo. 21 st to Wed. 23 rd
Hardware aspects	Th. 24 th	Th. 26 th	Th. 15 th	Th. 24 th

Information:

- Other dates are on request
- Courses are by default in English (according to the number of participants, courses can also be done in French and Dutch)

Details of the courses:

Installation & Administration: 3 days

DAY 1:

Technology:

- Technology and configuration
- Efficient in a web environment
- Various clients, data collection and mail

System requirements and installation:

- System requirements
- Installation of Efficient application
- Administration of Efficient

DAY 2:

Terminals & Auto task:

- Captor hardware
- Terminals within Efficient



- Auto task setup
- Details on communication with the terminals

Optional modules:

- Efficient Access
- Efficient Fire

Upgrade:

- Upgrading an existing installation

DAY 3:

Installation:

- Installation on Microsoft Windows Server 2003

Administration:

- SQL Server and database

Exercise:

- Mastering the environment

Administration:

- IIS and Server performances
- Reporting on problems

Efficient and its data:

- Efficient Database Policy
- Import tables
- Database model

Programming: 3 days

DAY 4:

Welcome:

- Agenda

Efficient Time – Getting started:

- Home page
- Define logon screen for users
- User preferences



- Custom menu definition
- Home page configuration
- System configuration

Efficient Time – Minimum setup / Working unscheduled:

- Labor definition
- Period definition
- Pay group definition
- Employee list
- Global recalculate
- Auto-task stations
- Users
- Exercise 1: Working unscheduled with breaks
- Auto-breaks
- Time card report
- Counter list
- Paid breaks
- Unpaid breaks
- Exercise 2: Working unscheduled with daily zone groups
- Holiday list
- Daily zone groups
- Exercise 3: Working unscheduled with authorization
- Exercise 4: Working unscheduled with labor level
- Block transfer
- Time sheet / Time sheet status
- Summary report
- Labor report

DAY 5:

Efficient Time - Working scheduled:

- Schedule / Schedule pattern
- Daily / Weekly / Periodic zone groups
- Auto-shift



- Exercise 1: Schedules / Patterns /Auto-shift
- Absences
- Exercise 2: Absences
- Schedule reports

Efficient Time – Rounding and exceptions:

- Exercise 1: define cumulative benefit counters
- Counters & reports
- Clock info groups
- Global assign wizard
- Presence panel
- History report
- Exercise 2: on call callback

DAY 6:

Efficient Time – Premiums:

- Working with premium windows
- Exercise 1: Counter definitions, premium windows
- Exercise 2: Using premium matrix / overlap method

Efficient Time – Specific programming:

- Working with If/Then limits

Efficient Personal:

- PowerPoint presentation
- Absence request / Report
- Punches
- IP Phone
- Web groups
- Time sheet
- Benefit report
- Exception report

Efficient Visitor:

- PowerPoint presentation
- Reports



Efficient Planner:

- PowerPoint presentation
- Employee skills
- Schedule Group overview

Efficient Project:

- PowerPoint presentation
- Reports

Workshop and Case studies:

- PowerPoint presentation

Hardware aspects: 1 day

DAY 7:

Presentation of the hardware product range

Omni Clock:

- Features
- Firmware

Omni Attend:

- Features

Omni Communication modes:

- RS232
- Capnet
 - Combox controller
 - Capdrive controller
- Ethernet

Omni outputs

Omni inputs

Barcode input

Capstring interface

Omni Clock:

- Features



- Fingerprint verification / identification
- Omni-Touch: How to enrol
- Omni-Touch: How to clock
- Changes within the Attend firmware
- Terminal setup

Omni Access:

- Features
- Connections
- Electrical specifications
- Omni Access Touch
- Overview of the various models

Universal connection box:

- Features
- Models
- Connection board
- Interface board
- Jumper setting
- Addressing
- Interfaced readers
- Downloading tool

PC proximity Card reader:

- Features

Demonstration