Course	Duration
tw12/op/gen001 - timeware® 2011 system overview *A series of simple diagrams highlighting the key elements of a timeware system...*	15 minutes
tw12/op/gen051 – Preparing your timeware® 2011 system *Defining common rules, headings and descriptions...*	120 minutes
tw12/op/per001 – an introduction to timeware® 2011 personnel *Adding, amending and deleting personnel records – who is allowed to use which terminals?...*	45 minutes
tw12/op/abs001 – an introduction to timeware® 2011 absence management *Processing absence bookings and absence statistics?*	30 minutes
tw12/op/att001 – an introduction to timeware® 2011 attendance *The planner and attendance agenda items...*	45 minutes
tw12/op/acc001 – an introduction to timeware® 2011 access control *The alert centre...*	10 minutes
tw12/op/fir001 – an introduction to timeware® 2011 fire roll-call *Which report will run in the event of a fire alarm?...*	30 minutes
tw12/op/pip001 – an introduction to the timeware® 2011 PIP *How can employees use the personal information portal?...*	45 minutes
tw12/op/pip010 – Supervisor features on the timeware® 2011 PIP *How can supervisors use the personal information portal?...*	15 minutes
tw12/op/rep001 – an introduction to timeware® 2011 reports *Which reports are right for your company?...*	30 minutes
tw12/op/job001 – an introduction to timeware® 2011 job costing *Analysing the cost and duration of each job...*	30 minutes

Training: tw12-op-courses

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Notes