

Attaché Masterclass:

Essential Skills for Supervisors and Administrators

Overview:

This masterclass is designed to empower the Supervisor and administrators with the essential skills and knowledge to confidently manage their Access Attaché system.

What do you need to know?

The course assumes confidence in Attaché navigation and an understanding of accounting / payroll principles.

Delivery Method

This webinar is delivered via the GoTo platform.

Duration

2 hours.

What does this course cover:

- Managing users:
 - Setting up user profiles.
 - Managing users.
 - Menu access rights.
 - User transaction log.
- Customising and design tools:
 - Forms designer.
 - Screen designer.
- System configuration:
 - Options setup.
 - Track changes.
- Other:
 - New reports.
 - Shortcuts.
 - Access Evo.

Course Outline

Objectives:

- ✓ Understand the role of a supervisor and an administrator.
- ✓ Gain practical knowledge on how to manage users.
- ✓ Learn about maintaining layouts in Attaché using the Forms and Screens Designer.
- ✓ Understand the Options and their impact on the system behaviours.
- ✓ Configure track changes for critical data fields.
- ✓ And, much more.