

UNIT4

End User Training

End User Training is one of the key services that Unit4 Training provides to help your organisation get the most from the software solutions you have chosen. Unit4 Training has a team of professional trainers with a wealth of experience in supporting and implementing role-focused ERP and business applications; utilising their regulatory, statutory and industry knowledge and experience to help you achieve the best learning experience for your End Users.

What

100% customised product training based on:

- Your organisation
- Your business processes
- Your language (that your employees understand)

We translate **your** business processes and application configuration into bespoke courses.

Your employees will receive targeted training relevant to their actual role.

*"The Trainer's ability to translate our **business processes** & application configuration into the courses delivered was extremely first-rate."*

Why

The normal off the shelf training does not necessarily focus on the employee's job.

Your end users are the **engine** of your organisation and therefore should receive dedicated training to meet their training needs.

Training end users is a **key** success factor in all implementation of our solutions.

*"I hear and I forget
I see and I remember
I do and I understand."*

The philosophy of Confucius



*"The Training was centred on **our business** and the trainers demonstrated **such knowledge** of our business processes that one delegate thought the Trainer was one of our employees."*

Analysis and Design

A thorough training needs analysis is carried out to determine the most effective training for the various roles. A training solution is agreed and the training designed to meet the requirements and timelines.

Delivery

Through various delivery mechanisms and media such as:

- Instructor led training
- Presentations
- eLearning
- ADEMs (Awareness & Demo sessions)
- Train your Trainers
- Bespoke manuals and Quick reference guides (sample provided on the reverse of this flyer).

Where

Unit4 Training can deliver the training at your location, utilising your business software where appropriate for training effectiveness and minimising disruption to your staff.

Contact Us

If you would like to arrange a free end user training scoping session, please get in touch at training.uk@unit4.com or call **01275 813 250**.

Timesheet Entry - MS5 Experience Pack

Timesheet

Work task: Administration Training Project Management

Business Area: Financial Systems | Cost centre*: Bristol - Geology | Job type: Onsite | Position: Engineer

Income category*: Technician | Invoiceable: 0

Hours: 8 (Tue 06/02) | 8 (Wed 07/02) | 8 (Thu 08/02) | 8 (Fri 09/02) | 8 (Sat 10/02) | Total: 40.00

Buttons: Copy timesheet | Disable grouping | Expand groups | Collapse groups | Show full period

Success
Your timesheet has been sent for approval

Buttons: Send for approval | Save as draft

1 - Login

Use the Web Portal to login with your **Username & Password**. Enter A3 in Client and click **LOGIN**.

UNIT4
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User name: Hanyb
Client: A3
Password: *****

LOGIN | Forgiven your password?

2 - Navigate

Click **Your employment** > Timesheets

Menu

- Your employment
- EReturns
- Start pages
- Expenses
- Timesheets
- Absences

3 - Timesheet Period

Select the Timesheet week using the **Calendar picker**.

Timesheets
Select a date to open a timesheet

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Feb 2007	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	1	2	3	4
Mar	5	6	7	8	9	10	11
	12	13	14	15	16	17	18

4- Work Tasks

Click **Add work task** at the bottom, select from your Work Orders and click **Add to timesheet**. Enter your time then click **Send for approval** at the bottom to submit for authorisation.

Select work task

Search: All | Search project or work order

Favourites and recent work tasks

- Group Training Analysis Administration Project Management
- Group Training Analysis Administration Training (CBGM0102) Project Management (PRM)
- Group Training Analysis Reports
- Group Training Analysis Finance Training
- Group Training Analysis Travel
- Group Training Analysis Project Management

Add to timesheet | **Add work task**

Key Information

You **MUST** enter your Timesheet on a weekly basis. The Project Manager is required to action it ASAP for billing purposes.