

# 2010 Training Information



Description & Course Materials (in Knowledge Base)	Cost	Where & How Long
<p><b>WebPay Training:</b> This session is for new users of our Web Pay product or those unfamiliar with the topic. The session includes instruction on employee maintenance, payroll processing, and basic reporting capabilities. Course Materials: WebPay User Guide</p>	No Cost *	Online via WebEx - 2 to 2 ½ Hours
<p><b>M3 Training:</b> This session is for new users of our M3 product or those unfamiliar with the topic. The session includes instruction on employee maintenance, payroll processing, and basic reporting capabilities. Course Materials: M3 User Guide</p>	No Cost *	Online via WebEx - 3 to 4 Hours
<p><b>WebPay Report Writer Training:</b> This session is for users of our WebPay who are unfamiliar with utilizing the Report Writer feature. The session includes instruction on configuring a new report, sorting/filtering, basic calculations, and exporting capabilities. Course Materials: WebPay User Guide</p>	No Cost *	Online via WebEx - 2 Hours
<p><b>M3 Report Writer Training:</b> This session is for users of our M3 product who are unfamiliar with utilizing the Report Writer feature. The session includes instruction on configuring a new report, sorting/filtering, basic calculations, and exporting capabilities. Course Materials: M3 User Guide</p>	No Cost *	Online via WebEx - 2 Hours
<p><b>M3 Advanced Report Writer Training:</b> This session is for users of our M3 product who have already participated in the Basic M3 Report Writer Training class. The session includes instruction on advanced field formatting, complex calculations, and sophisticated filtering capabilities. Course Materials: Advanced Report Writer in Millennium 3</p>	No Cost *	Online via WebEx - 1 ½ Hours

\* Training sessions published on the Training Calendar are free of charge. Fees may be applicable for on-site and/or custom training sessions.

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