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SITE CERTIFIED
PERSONNEL
PROTECT YOUR
SCHEDULESOFT
INVESTMENT

ScheduleSoft **SITE CERTIFICATION**

ScheduleSoft Site Certification is a four-day, multi-stage training program that delivers the knowledge and skills necessary to operate, maintain, and troubleshoot your specific ScheduleSoft solution. This training is available to sites that have implemented and documented their solutions through ScheduleSoft Professional Services.

Site Certified personnel protect your software investment by ensuring that your location has frontline expertise in workforce scheduling rules, execution, and support.

DAY 1:

ScheduleSoft Fundamentals

This course provides the foundation for understanding how the ScheduleSoft client application utilizes employee and organizational information to automate workforce scheduling. This hands-on training session guides participants through a sample location scenario – from reviewing its fundamental scheduling rules to configuring the data necessary to generate accurate assignments. Participants will also establish a conceptual understanding of how the Employee Self-Service Kiosk provides a communication link between employees and the ScheduleSoft client application.

DAY 2:

Site Solution: Scheduling Rules & Practices

Using your site's Schedule Information document, participants will learn not only the specific steps involved in creating your workforce schedule, but also the rules that govern each of those steps. This course builds clarity and consistency into how participants execute and understand your ScheduleSoft solution.

DAY 3:

Site Solution: Demo Database

Using a simplified, demonstration version of your ScheduleSoft database, participants will review and execute the specific scheduling strategy dictated by your unique solution. Participants will generate and audit schedule results to ensure that employee assignments adhere to your published rules and practices. Using the same demonstration database, participants will also execute Employee Self-Service Kiosk functions that mirror those outlined in your solution.

DAY 4:

Site Solution: Live Database

Participants will apply the skills and knowledge gained in all previous courses to generate and troubleshoot schedules within your live database. These exercises ensure that participants have all the tools necessary to immediately contribute to your scheduling operations.

ScheduleSoft Site Certification will be awarded to participants upon successful completion of this final session.