



Absalom Training Courses

1. Accessing Your SmartHR

(Meant for people who have never worked on the system before, or who want to see an overview of the system and its capabilities, e.g. new HR officers/managers/directors)

- How to find your way around SmartHR.
- Changing your password.
- How to Quick find a person.
- How to do a build query (do a search on specific employees using different variables)
- How to do a quick export
- A brief glance at the Standard Absalom Reports and Statistics

2. Administration

(designed for users and administrators who have to make changes/additions in the setup of the system, or who capture records)

- Adding, editing and deleting of items in the setup of SmartHR via the Administration section, as well as from the front end.
- A brief glance at all the functions in the Administration module.
- Adding a new branch/division
- Adding, editing and deleting an employee
- Adding, editing and deleting of records
- Transfers, terminations and promotions
- Bulk allocating and bulk deleting

3. Reports and Exports

(designed for users who need to create more complex searches and data exports, draw Standard Absalom Reports, Department of Labour Reports and Statistics)

- How to extract information from employees or groups of employees by building searches/queries using different data variables from the modules in the system
- How to save, run and delete these queries/searches



- How to Quick-Export data
- How to create more complex data export templates
- Applying data filters
- Standard Absalom SmartHR reports, statistics
- Department of Labour reports (standard)
- The trend analyser
- How to freeze panes and add filters in Excel