Overview of Sigur online training courses

Access control offices
Course duration: 4 hours.
Target audience: specialists of access control offices, receptionists, front desk attendants.

Curriculum:
- basics of HR management, creating and editing employees' records;
- document recognition and import of employee's or visitor's records;
- organization of automated issuance and collection of cards and badges;
- registration of preliminary visitors' applications, specifics of the visitor application approval
   process, black list management;
- visitors' personal data management;
- badge design in the integrated badge design app, designing layouts for printing;
- trip sheet management and issuance of keycards for vehicles;
- integrated analytics tools and creating and customizing templates for reporting.

Time and attendance management
Course duration: 4 hours
Target audience: accountants.

Curriculum:
- basics of HR management, creating and editing employees' records;
- assigning work schedules for employees, differences between work schedules and
   access policies in a physical access control system;
- different approaches to time and attendance management and using a zonal approach
   in your company for better time and attendance tracking;
- creating and assigning excuse documents, such as sick leaves, annual leaves, business trips,
   etc. and accounting for excuse documents for time and attendance management purposes;
- overview of all time&attendance-related system reports and customizing these reports
   depending on your needs;
- exporting time and attendance data to third-party systems, exporting standard
   T-13 forms to 1C:Enterprise;
- reporting process automation, setting up a schedule for email reports.