

User Training

Executive, Organization, Prospects	User	Document-Administrator	Authorization- Administrator	Process- Administrator
Data protection in human resources	User Training Digital Personnel File	Basic Training Template-Design	aconso Assistant Training	Basic Training Process-Design
			aconso Cloud Assistant Training (remote) <i>Note: only for our cloud customers</i>	

User-Training Digital Personnel File

This training provides you a smooth transition from the paper world into the digital world. With on-the-job training you will learn the tools for a safe handling of the *aconso* Digital Personnel File in your daily work.

Content:

- Modules and structure of the *aconso* Digital Personnel File
- Research and working with the *aconso* Digital Personnel File
- Workflow supporting tools
- Daily schedule

Who?	User Technical - Administrator
When?	on request
Duration:	1 Day
Where?	is individually coordinated
Requirements:	none
Costs:	on request