



## Course Description

### Staff Management

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This course is designed to give a full overview of the programs “Staff Management” and “Staff and PQS Configuration”.

The information added to these programs can be used within Shift Planning and within the Training modules. It is a pre-condition to fill the details into this program to use the above mentioned programs.

#### Course Objectives

Upon completion of this course, you will be able to:

- ✓ Set up the program Staff and “PQS Configuration” with different qualification types (licences, ratings, courses, etc.) with the help of “Form Configuration”.
- ✓ Monitor the renewal of personnel licences and courses
- ✓ Call up the history of all qualifications per person
- ✓ Print authorization reports and several other reports regarding the qualifications of your company

#### Who should attend

Everybody who needs to set up and keep record of personnel data.

# AMOS

AMOS Training

<b>Prerequisite</b>	AMOS Basics Training
<b>Skill</b>	Beginner to medium
<b>Certification</b>	After completion of the course, the participant receives a letter of participation
<b>Type</b>	Classroom Training
<b>Duration</b>	0.5 day
<b>Training Costs</b>	See pricelist
<b>Registration</b>	Please register your participant(s) via <a href="http://www.swiss-as.com">www.swiss-as.com</a> .