



## Tools and Automation

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This course equips you with the skills required to automate day to day Varicent SPM tasks. In a highly interactive environment, a Certified Varicent Instructor will guide you through automating Payee and Workflow Groups maintenance, scheduling the importing, publishing, and calculating of data, creating Web Forms to capture end user data, configure and administer sign offs and inquiries, locking time periods, making adjustments and viewing audit logs.

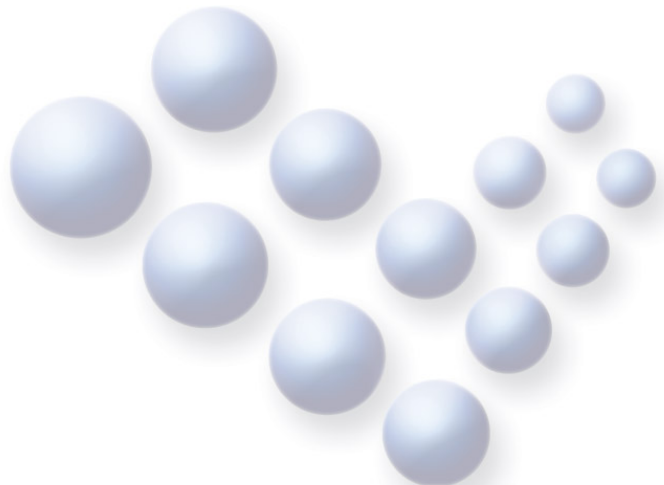
**Duration:** One day

**Audience:** This course is recommended for team members who are responsible for configuring or maintaining the functions that support compensation processing, inquiries, and adjustments.

**Prerequisites:** You are expected to be proficient in Windows, Internet Explorer, and Excel. Students also need to have completed Incentive Compensation Management 1.

**Course Learning Objectives:** After completing this course, you will be able to:

- Automate recurring tasks using Task Manager and Scheduler
- Access and review the Audit Log
- Lock time periods
- Create Adjustments
- Create Web Forms
- Configure and administer sign offs and inquiries



**Topics:**

- Task Manager
- Payee Groups
- Workflow Groups
- Enabling Varient Web access
- Alerts
- Task Manager Rules
- Scheduler
- Processes
- Audit Module
- Log Files
- Web Form Tools
- Period Locking
- Adjustments