

Session Name	Brief Description	Long Description
Education Track (Guided Workshops at the Conference)		
HR 101: HR Structures	Set up job and position structures in Vista.	Learn how manage your job and position structures in Vista. This workshop guides you through adding additional reporting levels between existing positions, a useful skill should you need to revise or expand your company's reporting structure. You'll also learn how to add a new position to the system, including a manager assignment and position detail with a pay grade and qualifications. Finally, you'll add a new position group to help organize and manage a series of new positions.
HR 102: Performance Reviews	Set up, assign, and run through a performance review.	Learn how Vista's Performance Review features help you to manage much more than annual performance reviews. This workshop will take you through the steps required to set up, assign, and perform a review.
Benefits 101: Basic Benefit Plan Setup	Define benefit plans, including premiums, valuations, deductions, and fringes.	There are many nuances involved in setting up benefit plans to effectively serve your organization. Plans must be organized into plan groups, plans, and options. Premiums, valuations, leave accruals, deductions, and fringes have to be set up for proper processing and calculations. Eligibility rules must be set up to cover all possible scenarios. This workshop will present a case study involving a variety of benefits-related needs and guide you through the process of analyzing those needs, converting them to an effective setup, and testing the benefit plans in Vista.

PDS UGA 2019 CONFERENCE
The Magnificent Seven
 WORKSHOP DESCRIPTIONS

Session Name	Brief Description	Long Description
Leave 101: Leave Processing	Walk through leave processing using Vista's flexible accrual engine.	Learn the basics of setting up a leave plan, including linking your plan to Benefits and a payroll earnings type. With the number of government-mandated leave plans being implemented nationwide, learn how Vista's flexible leave accrual engine can cover many different configurations. Let the trickiest thing about Vista Leave Accrual be deciding which days to take PTO!
Crystal 101: Crystal Report Basics	Create basic Crystal Reports.	With little or no previous Crystal Reports® knowledge, learn the process of creating basic Crystal Report templates using the Vista database. This workshop will teach you the fundamentals of report design. You will learn how to do the following: create a report using a single Vista view, add objects to your report, format reports, sort records, use the Select Expert feature, create summary records, and more.
Crystal 104: Integration into Vista	Integrate your Crystal Reports seamlessly into Vista.	Take Crystal reporting in Vista to the next level in this workshop. Learn how to add reports to Vista and schedule them to run interactively or on a regular basis. This workshop also details how to customize Crystal reports by adding parameters, including field definitions, and the integration of PDS Enterprise Server resolvable keywords into Crystal reports. Finally, it reviews how to create links throughout Vista to open specific Crystal reports.

Session Name	Brief Description	Long Description
Analytics 101: Introduction to Analytics	Create your own Vista Analytics and add them to your dashboards.	Experience this powerful Vista add-on component in this example-driven workshop. Learn how to create your own analytic, use both grid and graph views, and add user-defined parameters. Then learn to create more advanced analytics that offer drill-downs to navigate across Vista, and finally learn to add your analytics to a Vista dashboard. (If you don't currently own the Vista Analytics component, you will receive complimentary access at the UGA, so this is the perfect time to evaluate it for your organization.)
Security 101: Know your Rights	Navigate through Vista Security, including applications, pages, and options.	Navigate through the Vista Security application and learn about the different types of security access. Using what you've learned, create a new Security Group, move a current user to the new group, and grant them access to the appropriate applications, pages, and options. Also learn how to create security overrides for specific members of the group. Finally test your accomplishments by viewing Vista as two different users.
Recruiting 101: Basic Setup and Qualifying Questions	Create a recruiting requisition, post your job details, and add qualifying criteria.	Walk through the process of building a new requisition in Vista while understanding the seamless integration of HR Positions and Jobs with the Recruiting component. Learn how to alter posting details, edit job descriptions, and define qualifying criteria to fill a role, including the new rating/scoring feature!
SQL 101: Simple Queries	Open up the endless Vista data possibilities with basic SQL queries.	Have you ever wondered how your technical staff can type in a few commands to magically accomplish a task that would have taken you hours and hours? Attend this workshop to understand the basics of SQL, which will help you to communicate more effectively with the technical team, and to work more efficiently!

PDS UGA 2019 CONFERENCE
The Magnificent Seven
 WORKSHOP DESCRIPTIONS

Session Name	Brief Description	Long Description
Workflow 101: Workflow Basics	Plan and define a basic Vista workflow, attach security, and launch it.	Explore Vista’s workflow functionality in this introductory workshop. You’ll learn how to launch a workflow from Vista’s self-service module and learn the mechanics behind it, including Vista security setup. You’ll also walk through the process of planning and creating your own Vista workflow template using a flowchart.
Payroll 101: Setup	Prepare Vista for payroll processing by setting up earnings, deductions, and more.	Learn the power of Vista setup tables pertaining to payroll. This workshop will introduce you to various payroll tables such as Earnings, Deductions, Tax Profiles, Fringes, Direct Deposit, Shift Codes and Charge Numbers. We will first review these tables, and understand how to set up a new entry for each of these. Next, you’ll see how to assign employees to specific setup values prior to processing a payroll.

Session Name	Brief Description	Long Description
Education Track (Self-Study Workshops-Application)		
Benefits 201: Combining Benefit Plan Eligibility Rules	Make employees eligible for benefit plans using any combination of rules.	Understand the nuances in setting up benefit plan eligibility. Walk through scenarios where you'll set up the Vista eligibility definitions. As you do so, you'll gain a deeper understanding of the different ways you can make people eligible for plans. You'll also work through eligibility exceptions, custom groups (e.g., grandfathered people), waiting periods, combination rules, and dependent eligibility.
Benefits 202: Linking Dependent Plans for Eligibility	Define benefit plan eligibility based on participation in other plans.	Do you have benefit plans that should only be made eligible to employees based on their participation in other plans? If so, learn how to set up a dependent (linking) plan and an option. (This workshop assumes the user has prior benefits experience or knowledge, such as that from Benefits 101 and 201).
ACA 101: Setup	Simplify year-long and year-end ACA processing with just a few Vista screens.	ACA reporting has a lot of complex details behind it; however, Vista can simplify most of the work for you if you take the time to properly configure your ACA settings. Learn the details behind each of the Vista ACA setup areas, including company information, HR status, earnings codes, and benefits. Then hire a full-time and a variable employee to review their different Vista-generated ACA information.
Reporting 201: Crystal Parameters, Multiple Views, Formulas, Etc.	Take Crystal to the next level by adding parameters, formulas, and more.	Learn how to create Crystal Reports input parameters, "Join" multiple database Views, create intermediate formulas, group records together, switch your report between different databases (e.g., Production, Development, Training, etc.), and more. (This workshop assumes you have basic Crystal knowledge, such as that from Crystal 101.)

PDS UGA 2019 CONFERENCE
The Magnificent Seven
 WORKSHOP DESCRIPTIONS

Session Name	Brief Description	Long Description
Reporting 202: Crystal Crosstabs, Sub-Reports, Stored Procedures	Dazzle your Crystal Report users with crosstabs, sub-reports, and procedure-based reports.	Develop more complex reports using crosstabs, sub-reports, reports that draw data from database stored procedures, and more. Take your reporting to new levels! (This workshop assumes you have intermediate Crystal knowledge, such as that from Crystal 101 and Crystal 102.)
Recruiting 102: Requisitions through New-Hire	Dive deep into the recruiting process from new requisitions to new-hire.	Gain hands-on knowledge to manage your recruiting process—starting with creating a new requisition and ending with a new-hire. Everything in between is what you will discover makes Recruiting such a powerful Vista module. (This workshop assumes you have basic Vista Recruiting knowledge, such as that from Recruiting 101.)
Security 102: Advanced Topics	Explore Vista 7 security options, including Pages, Page Options, and new Application Options.	Continue the exploration of Vista security, focusing on the areas released in Vista 7. These items include Page, Page Option, and new Application options. In addition, explore the Company, Location, Organization and Team access features that open up the system for employee engagement. (This workshop assumes you have basic Vista security knowledge, such as that from Security 101.)
HR 103: EEO	Eliminate your EEO reporting stress by digging into the Vista EEO tools.	Don't make EEO reporting a stressful time in your calendar year. Learn how to bring together a successful EEO report. Understand the different reports generated by Vista (Error, Audit, Statement, Establishment list), correct errors that leave employees off your final report, explore practices for structuring your establishments, and make sure that employee information reported for EEO is established correctly.

Session Name	Brief Description	Long Description
HR 104: Learning Plan Management Basics	Compare inventoried employee qualifications against role responsibilities to create learning plans.	Integrate Vista Learning Plans into the overall Learning functionality. Step through the processes of inventorying employee qualifications, defining qualifications for employee roles, and tagging which courses lead to proficiencies in which qualifications. Then generate analyses of course deficiencies and employee skill deficiencies, before creating automated learning plans to address those.
Education Track (Self-Study Workshops-Technical)		
External Interfaces 101: Exporting Basics	Create your first Vista external interface exporting Vista data.	Get an introduction to the powerful Vista External Interfaces module. Briefly touch on a number of capabilities: exporting a data set into a file, emailing files, varying export formats, and varying email options.
External Interfaces 102: Advanced Importing	Create your second Vista external interface importing external data into Vista.	Focus on the data importing features of Vista External Interfaces. Work with both delimited and fixed-length files. Do simple imports and also more extensive processing, including error checking. (This workshop assumes the knowledge of External Interfaces 101, which mostly touched on exporting.)
External Interfaces 103: Advanced Exporting	Explore advanced exporting features with Vista External Interfaces.	Learn how to create a scheduled interface that performs automated data integrity checks in your Vista database. Gradually add more features to the interface, eventually allowing it to send out emails based on specific events. (This workshop assumes the knowledge of External Interfaces 101 and 102.)
SQL 102: Data Manipulation	Bring your SQL SELECT statements to the next level with GROUP BY and JOIN clauses.	Explore more advanced SQL SELECT features, including the GROUP BY clause and the JOIN clause. Also explore creating and deleting tables, as well as inserting, updating, and deleting records from your table. (This workshop assumes the knowledge of SQL 101.)

PDS UGA 2019 CONFERENCE
The Magnificent Seven
 WORKSHOP DESCRIPTIONS

Session Name	Brief Description	Long Description
SQL 103: Stored Procedures	Learn the basics of SQL stored procedures, the foundation of the Vista database model.	Learn about SQL stored procedures, which are the foundation of the Vista database model. Learn how to create and execute simple procedures. Then add advanced features such as cursors and input parameters. (This workshop assumes the knowledge of the SQL 101 and 102 workshops.)
SQL 104: Vista User Exit Stored Procedures	Work with Vista User Exit Stored Procedures, the cornerstone of Vista database flexibility.	Understand more deeply and work directly with Vista user exit stored procedures, which are the cornerstone of how PDS provides you with the ability to tailor functionality in base system procedures. (This workshop assumes the knowledge of the SQL 101, 102, and 103 workshops.)
SQL 105: Complex Queries	Bring your SQL skills to new heights with Common Table Expressions and XML manipulations.	Get an introduction to more complex types of SQL queries and explore how each of these concepts can be directly applied to extract useful business information from the Vista database. Learn about Common Table Expressions (CTEs) and how they can be used. Explore how XML manipulation can be incorporated into SQL queries. Finally, get an introduction to both scalar and table-based SQL functions. (This workshop assumes the knowledge of the SQL 101-104 workshops.)
Enterprise Server 101: Basics	Get introduced to Enterprise Server, your Vista e-Assistant.	Get a basic introduction to Vista's Enterprise Server (your "e-Assistant"). Create, schedule, and test some common Enterprise Server jobs. Along the way, review the structure of an Enterprise Server job while importing and exporting files and records.
Enterprise Server 102: Understanding Job Types	Create, schedule, and test more variations of Enterprise Server jobs.	Create, schedule, and test more variations of Enterprise Server jobs, while exploring some of the more advanced scheduling and execution options. (This workshop assumes the knowledge of Enterprise Server 101.)

PDS UGA 2019 CONFERENCE
The Magnificent Seven
 WORKSHOP DESCRIPTIONS

Session Name	Brief Description	Long Description
Enterprise Server 103: Creating Reports	Integrate Crystal and HTML reports into Enterprise Server jobs.	Learn how you can use Enterprise Server to create, save, and deliver reports – both simple HTML ones as well as more involved Crystal reports. (This workshop assumes the knowledge of Enterprise Server 101 and 102.)
Enterprise Server 104: Launching Jobs	Launch Enterprise Server jobs from within Vista pages, stored procedures, workflows, and more.	Focus on different ways in which Enterprise Server jobs can be launched from within Vista. Review the difference between job templates and ad hoc jobs. Then learn how to launch Enterprise Server jobs from within database scripts, database stored procedures (including Vista user-exit stored procedures), from within Vista workflows, and from within other Enterprise Server jobs. (This workshop assumes the knowledge of Enterprise Server 101-103.)
Enterprise Server 105: Resolvable Keywords and Functions	Unlock Enterprise Server processing flexibility with resolvable keywords and functions.	Extend the power and flexibility of Enterprise Server jobs by incorporating resolvable keywords and functions within your jobs –as user input devices, as control-of-flow devices, and as convenience tools. (This workshop assumes the knowledge of Enterprise Server 101-104.)
Workflow 102: Adding Auto-Decision Steps	Power-up your Vista workflows with Auto-Decision steps.	Use the basic building block of complex automated Vista workflows – the Auto-Decision step, where you can let the flow direct what to do next based on information already in the flow, entered by users, or elsewhere in the Vista database. (This workshop assumes the knowledge of Workflow 101.)
Workflow 103: Incorporating Reports	Include reports in your Vista workflows.	Learn how to create and incorporate reports in your workflows – both Crystal reports and simple HTML reports. (This workshop assumes the knowledge of Workflow 101 and 102.)

PDS UGA 2019 CONFERENCE
The Magnificent Seven
 WORKSHOP DESCRIPTIONS

Session Name	Brief Description	Long Description
Workflow 104: Launching Flows	Launch Vista workflows from web pages, stored procedures, Enterprise Server jobs, and more.	Explore the different ways that you can have Vista launch workflows. Direct Vista to launch a flow before it processes information submitted by a user on a screen; launch a flow after the information is processed; launch a flow from within an Enterprise Server job; and launch a flow from within another flow. (This workshop assumes the knowledge of Workflow 101-103.)
Workflow 105: Tailoring the Approval Screen	Tailor your Vista workflow approval screen to appear how you like.	Focus on the workflow user participation (“approval”) screen. Review all of the different ways you can control both the formatting and functionality of the screen, including hiding fields, displaying fields (in different ways), making them read-only, and more. (This workshop assumes the knowledge of Workflow 101-104.)