

Thank you for your interest in our training session on **Attendance on Demand Basics**.

The topics covered in the training are listed below.

- What is Attendance on Demand
- Look and Feel of Attendance on Demand
- Understanding T&A Terminology
- Adding Employees
- Modifying Employee Personal Information
- Terminating Employees
- Reinstating Employees
- Scheduling
- Reviewing & Editing Time Cards
- Creating and Applying Schedule Patterns
- Employee Benefits
- Adding & Deleting Holidays
- Using Dashboards
- Using Interactive Summaries
- Setting up and Running Reports



Note: this course includes half an hour for lunch which we will provide.

Directions to our office

We are at 2281 116th Ave NE, Suite 300, Bellevue, WA 98004. Phone: 425-861-9599

From the South, take the NE 4th Street exit from Interstate 405. Take a right at the light at the top of the ramp. Go to the next light and turn left onto 116th Ave NE and follow that North past Overlake hospital, up and over a hill. When you start going down the hill look for our offices on the West side of the street. Look for a wooden sign with Cedar Park on it. There is also a sign with multiple addresses on it, including ours, there are several buildings in our small business park. Turn into the driveway where you see the address sign and take the second right turn you can make. The first is into a small parking area at the back of our building. After you take the right turn (heading North) you will see our building on the right. We are in Suite 300.

From the North, take the NE 8th Street exit from Interstate 405 and use the East bound ramp. Go over the freeway and get into the left lane to turn left at the first light which is 116th Ave NE. Continue North on 116th past Overlake hospital, up and over a hill. When you start going down the hill look for our offices on the West side of the street. Look for a wooden sign with Cedar Park on it. There is also a sign with multiple addresses on it, including ours, there are several buildings in our small business park. Turn into the driveway where you see the address sign and take the second right turn you can make. The first is into a small parking area at the back of our building. After you take the right turn (heading North) you will see our building on the right. We are in Suite 300.

From (NE 20th or Northup) go South on 116th, just after you go under the 520 overpass you will see a group of buildings on the West side. Take the 2nd entrance, you will see the Cedar Park sign, and follow the remainder of the directions from above.