

Training Services

Maze Training

COURSE DESCRIPTIONS

Academic Reporting

This course is designed to give users of Maze an understanding of how to:

- Prepare for academic reporting
- Enter Interim reports data for a student
- Enter Interim reports data for a subject
- View and check the Interim report data
- Print Interim reports
- Enter Semester reports data for a student
- Enter Semester reports data for a subject
- View and check the Semester report data
- Generate letters to parents for unexplained absences
- Print Semester reports

Applying Updates to Maze

This course will provide participants with the understanding of:

- The differences between the Maze platform (System) and Application layer updates;
- Preparing to run the ALUU
- Using the ALUU
- Handling errors in customised databases
- How to customise an ALUU ini file
- Tailoring an update and service pack for customised databases
- Applying an update
- Applying a service pack

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Assets

This course is designed to give users of Maze an understanding of:

- The information held in Maze for Assets
- Creating asset associated information
- Recording static asset information
- Creating Asset Records
- Various methods for reporting the additions to assets
- How to use reports to provide asset information
- How to process various types of depreciation
- Disposing of an asset
- Revaluing assets and recording the new value
- Trade-ins

Creditors

This course is designed to give users an understanding of how to:

- Enter creditor records
- Create purchase orders
- View outstanding orders
- Enter invoices
- Assign purchase orders to invoices
- Enter credit notes
- Process manual payments
- Automatically generate payments
- Reverse payments
- Produce creditor financial reports

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Database Administration

This course has been designed to give Maze users an understanding of:

Maze Database Architecture

- File locations – database files, schema, formats
- CAZ Database Manager
- Backing up and Restoring databases
- Database Maintenance Plans
- Verifying schema and formats
- Database Properties

Managing User Groups and Individual Permissions

- Create users
- Use groups to apply security and permissions
- Understand how roles are applied in the Maze Schema
- Understand how applying roles to users and groups will affect the end user
- Use the Password program to manage users
- Edit user permissions
- Reset user passwords
- Suspend and remove users

Maintaining the Menu Structure

- Storing formats
- Add to and modify various areas of the menu
- Import, export and merge menu files
- Apply security to the menu levels
- Create menu reports

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Data Retrieval - Report Designer

This course has been designed to give participants an understanding of how to extract data from Maze by creating their own reports using the Maze Report Designer. We will provide information on how the report designer works and the logical steps required in designing a report.

On completion the participant will:

- Understand the difference between the different areas of a report
- Be able to place and move items in a report
- Use the SQL Designer to write SQL statements to retrieve data from the database
- Make basic changes to existing reports and create new reports
- Create new reports from a Quicklist report
- Order records, calculate totals and start a new page

The content of this course assumes the participant has a good working knowledge of using Windows; Windows-based products (for example, Word, Excel, Maze) and has a basic understanding of SQL (Structured Query Language).

Prerequisite: Prior to this taking this course, the participant must have previously attended Data Retrieval - Worksheet and Quicklists, and SQL

Data Retrieval - Worksheet and Quicklists

This course is designed to give participants an understanding of how to:

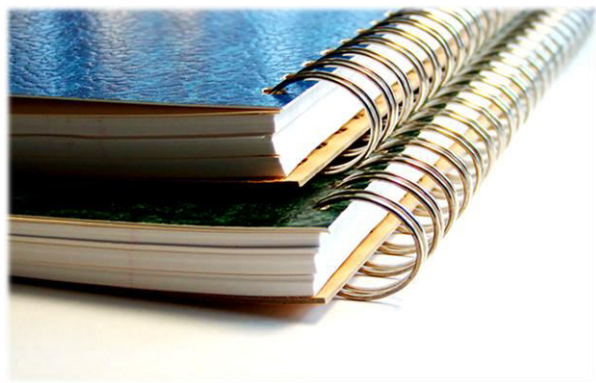
- Use the Maze worksheet to view information in spreadsheet style
- Create simple queries to restrict the information displayed in the worksheet
- Use Query by Example to select tables & fields and apply conditions to the results
- Use various worksheet features to modify the information
- Use the Export feature to move information into Microsoft Excel
- Create simple lists of information and queries for Quicklist reports
- Apply simple formatting techniques to the Quicklist report
- Create a Mail Merge document

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Data Retrieval – SQL: Making your data work for you

This course has been designed to give Maze users an understanding of how to get more out of their database. To do this you require a good understanding of how the information is stored and how best to retrieve that information using the SQL (Structured Query Language).

On completing this course, participants should be able to:

- Use Query Builder to generate SQL statements
- Minimize search results in SQL
- Group and organise search results in SQL
- Total, subtotal, count records and values in SQL
- Manipulate data results using functions like: aggregate functions, date and time functions;
- Use mathematical functions and Case statements

The content of this course assumes that the participant has an advanced knowledge of using Maze and a basic understanding of SQL.

Prerequisite: Prior to this taking this course, the participant must have previously attended Data Retrieval - Worksheet and Quicklists

eMaze Administration

This course will provide you with the information you require to gain a thorough understanding of

- Activating Users and User Stores
- Publishing Maze reports in eMaze
- Bulk Publishing of formats (post schema verifies)
- Configuring User Permissions
- Setting up Group filters
- Customising the eMaze menu
- Configuring Home Page including Quicklinks
- Customising the look and feel of eMaze
- File streaming
- Linked Reports and default parameters
- Installing eMaze Updates
- Export to Excel, displaying images in search results
- New features in next release

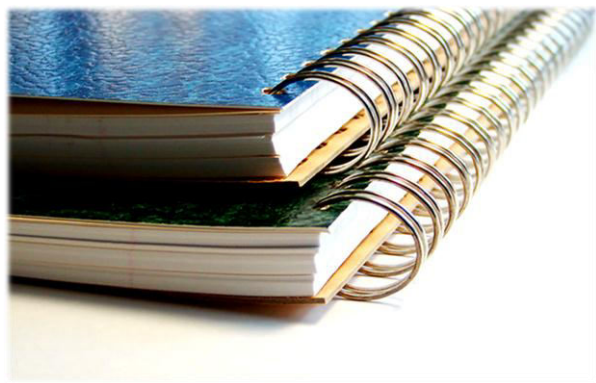
Prerequisites: Working knowledge of eMaze and general Web Technologies is required.

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End of Financial Year Processing - Payroll

This course is designed to give users of Maze an understanding of:

- The steps involved in completing the End of Year process for Payroll Processing
- Creating the employee PAYG Summaries
- The data that is affected during the End of Year process
- The information required for the new payroll year

End of Year Processing - Finance

This course is designed to give users of Maze an understanding of:

- How to prepare for the EoY financial process
- Using the automated task to run common reports required for the EoY process
- The information in the Log Print
- Completing the EoY process for various financial areas

End of Year Processing - Students

This course is designed to give users of Maze an understanding of:

- Some of the preparation for the processes required at the end of the academic year, to deal with students
- The processes available in Maze to complete the tasks required at the end of year
- The information that is affected during an End of Year student process
- Information that needs to be checked after running the processes and to prepare for the new academic year.

Enquiries

This course is designed to give users of Maze an understanding of:

- Entering Enquiry Milestones
- Flagging a Withdrawn Application Status
- Identifying an Enquiry Officer
- Entering and modifying Enquiries
- Using mail merge to create a selection of Enquiry letters
- Emailing and sending SMS messages to Enquirers
- Transferring Enquiry Records to Future Families and Students
- Flagging Enquiries as Withdrawn
- Producing a range of Enquiries Reports and Statistics

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Family Billing

This course has been designed to give users of Maze an understanding of the financial processes with an emphasis on processing for families, including:

- Manage Student Billing details
- Create Fees
- Create Billing Templates
- Process Auto Generate Fees and Subject levies
- Process Ad-hoc Invoices for Fees and Subject levies
- Process Student Group invoices
- Process Refundable Enrolment Deposits Credits
- Produce a range of Family Statements
- Process Family and Mixed Receipts
- Process Credit Notes
- Process a refund of fees to a family
- Produce Family Debtor Reports

General Ledger

This course is designed to give participants an understanding of:

- Creating, adjusting and reviewing budgets
- Tracking GL postings
- The relationship between the General Ledger and Control Accounts
- Last Years' General Ledger
- Working with GST and BAS
- Forward, Standing and Reversal Batches
- End of Month Rollover

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Introduction to Finance

This course is designed to give users of Maze Finance an understanding of fundamental Accounting concepts, including:

- Basic accounting equation
- Understanding Debits and Credits
- Accounting Terminology
- Transactions and processes in Maze
- General Ledger and Subsidiary Ledger
- End-of-Period and End-of-Year
- Audit Trail
- Accrual and Cash Accounting
- Open Item and Balance Forward
- Financial Reports
- GL PREV
- Matching Concept
- Types of Batches

MarkBook

MarkBook provides the ability to record and report on student assessments. Participants will gain an understanding of how to:

- Create individual and subject-wide assessment outlines
- Link assessment outlines to timetabled classes
- Create assessments and overview assessments
- Enter assessment results
- Export MarkBook to Excel
- Copy assessment outlines from one MarkBook to another.

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Payroll Processing

This course is designed to give users of Maze an understanding of how to:

- Set up a Pay Item
- Set up an Employee
- Generate a batch for payroll processing
- Modify the items to be paid to employees in the payroll batch
- Change an employee's standard pay whilst in the payroll batch
- Change an employee's standard pay method whilst in the payroll batch
- Update a payroll batch
- Generate an electronic file required for banking software
- Produce pay slips
- Print payroll reports
- Create an ad-hoc pay for an employee
- Reverse or partially reverse an employee's pay where corrections are required
- Generate a pay for an employee which covers multiple pay periods
- Generate multiple payroll batches in advance
- Record notes on employees and view their note histories
- Create individualised messages on pay slips
- Use the payroll function to process expense reimbursements
- Create multiple groups of employees for payroll purposes

Period-based Attendance

Period-based Attendance records and reports on student attendance on a period-by-period basis. Participants will gain an understanding of how to:

- Add and review Absence Types for Period Based Attendance
- Flag Absence Types for SMS messages
- Enter Expected Absences
- Enter Period Based Absence data by Class or Student
- Identify families who will receive SMS messages regarding absences
- Send SMS messages regarding absences
- Enter Expected Absences through the Calendar
- Enter Behaviour Related Absences
- Print Reports on Attendance and Absences

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School Calendar

This course is designed to give users an understanding of how to:

- Nominate quilts for the calendar
- Generate the calendar automatically or manually
- Change the setting in calendar after the generation that is: day types, period details etc
- Use the calendar to find staff, students and view resources
- How to setup and use events management
- How to setup and use exams
- How to assign relief teachers and enter replacement rooms

SMS and Email from Maze

This course has been designed to give users of Maze an understanding of how to:

- Set SMS permissions for delegated users
- Specify receiving of replies to SMS messages
- Identify and add family recipients for SMS messages
- Specify SMS messages for student absent types
- Send notification of absences by SMS
- Send notification of sickbay attendances by SMS
- Send ad-hoc SMS messages
- Send ad-hoc email messages to individuals and groups
- Setup email report templates
- View communications history
- View reports relating to SMS messaging and emailing

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Students and Families

This course is designed to give participants an understanding of how to:

- Navigate their way through the Student and Family Records module of Maze
- View, find, add, enter and edit students' records
- Enter an Enquiry
- Mail Merge in Enquiries
- Email from Enquiries
- Transfer records from Enquiries to Future Students
- Use Future Students to enter students on a waitlist
- Transfer students from future students to current students
- Transfer students and families to Past School Members
- Produce a clearance form and a transfer note
- View, enter and edit Absences
- Send SMS messages regarding Absences
- Maintain Sickbay records
- Send SMS messages regarding Sickbay visits
- View, add, enter and edit Awards, Behaviours and Suspensions

Timetabling

This course is designed to give users of Maze an understanding of how to:

- Maintain a current timetable
- Determine the timetable structure
- Enter student, subject and resource information
- Generate, manipulate and copy grids
- Generate, manipulate and copy quilts
- Produce and use timetabling reports

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Troubleshooting Maze Finance

This course is designed to give users of Maze an understanding of:

- Cash and accrual accounting in Maze
- How to resolve common mistakes made in Maze Finance
- Basic functionality often not commonly known by users including
 - Search
 - Favourites
 - Adding shortcuts
 - Adding pdf reports
 - Forward batching
 - Standing journals
 - GLPREV journals and Finance Year-End
 - BAS doubling transactions

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