



Upland Cimpl University – Basics for Employees & Managers

Course Overview

This course teaches you the basics of Cimpl from an employee and a manager's perspective. Learn how to view your costs & assets, the ones you are responsible for, as well as how you stand cost-wise compared to your department and company. This course will show you how to place orders, view your user statement, and that of your employees.

Course Objectives:

By the end of this course, participants will be able to:

- Log in to Cimpl
- Dashboard: know what I have, and what my employees have as well as the costs associated to myself and what is under my responsibility
- Understand the User Statement & Dispute it if required
- Process actions in the Self-Service
- Execute and schedule reports
- Requests: view statuses of my requests, approve requests

Course Logistics:

- New participants are enrolled each Monday
- Course access is available 24x7 for four weeks
- Includes approximately 30 min of course material
- Get questions answered by the Cimpl training team

Pricing:

- \$175 CAD
- Course registration is non-refundable

Registration:

[Register Here](#)