



solutio
Training Academy

Introduction

The Solutio Academy is an online training resource designed to assist users of Solutio's software to maximise the benefits of the platform. Organised into six courses, the Academy enables users to learn the nuances of the system via a vast library of bitesized training videos and PDF guides. Each course features modules based on Solutio's primary functions and structured in chronological order of the actual payroll process.

To complete each course, users are required to take an online quiz to ascertain their levels of understanding; upon passing the quiz, users receive a badge to prove that they have completed each course successfully.

Completing the courses, significantly helps users of Solutio to master the system and improve their professional performance to the benefit of all entities engaged in the supply of contingent workers, irrespective of their position or responsibilities.

HOW TO USE THE SOLUTIO ACADEMY

- 1 - Visit www.solutioacademy.com
- 2 - Click 'Create an Account'
- 3 - Add & Submit Your Personal Details
- 4 - Receive your Confirmation Email
- 5 - Log-in & Select Your Course
- 6 - Start & Complete Each Module
- 7 - Take the Quiz & Receive Your Badges

Courses & Modules

Course 1

Getting Started with Solutio

- Welcome to the Solutio Academy
- Onboarding
- Payroll
- Summary & Quiz

Course 2

Onboarding

- Welcome to the Course
- Data Onboarding
- Adding New Data
- Editing & Deleting Data
- Summary & Quiz

Course 3

Billing & Timekeeping

- Welcome to the Course
- Timesheets
- Self-billing
- Cash Matching
- Summary & Quiz

Course 4

Payroll

- Welcome to the Course
- Entitlements
- Processing Payroll
- Post Pay Run Tasks
- Reporting
- Summary & Quiz

Course 5

Customer Care

- Welcome to the Course
- Worker Guidance (Web)
- Worker Guidance (App)
- Payments Information
- Other Queries
- Summary & Quiz

Course 6

Administration

- Welcome to the Course
- Role Management
- Configuration
- Summary & Quiz



SolutioAcademy.com

