



Applications, Room/Plan Management and Profile End User Training

Description: New end users or current end users who need a refresher in applications, room/plan management and profile areas are the focus of this three-day training. Attendees are given an brief overview of the system at the start, navigation processes and tips follow, and then training proceeds looking at the applications module first, room/plan management functions, and lastly, profile management. The purpose of functionality is discussed, followed by a demonstration, and then the attendees work on exercises highlighting the functionality in question. Each attendee receives a comprehensive training manual with descriptions and abovementioned exercises. Discussion concerning integrating RMS with client business practices is encouraged as well.

Length: Three days, but the schedule and content are flexible according to client need.

When: Client determines timing

Where: Client site or at the RMS office in Raleigh.

Schedule:

Day	Time	Sub ect
Day One	9:00am–10:30am	Overview of RMS
	10:45am–Noon	Navigation
	1:30pm–2:30pm	Navigation Continued
	2:45pm–5:00pm	Applications, Workflow, and Communications
Day Two	9:00am–10:30am	Applications, Workflow, and Communications Continued
	10:45am–Noon	Application Module Assignments
	1:15pm–3:30pm	Application Module Assignments Continued
	3:45pm–5:00pm	Room/Plan Management and Workflow
Day Three	9:00am–10:30am	Room/Plan Management and Workflow Continued
	10:45am–Noon	Casual Bookings and Room Closures
	1:30pm – 2:30pm	Profile Management and Workflow
	2:45pm – 3:45pm	Reports
	4:00 – 5:00	Closing and Review

Participants: This is recommended for any staff members whose responsibilities include student applications, room/plan assignments, and profile management.