



Conference Module End User Training

Description: This two-day course introduces participants to the functionality of the Conference Module along with functions located in other modules. As with other RMS training, attendees are given a brief overview of the system at the start, navigation processes and tips follow, and then training proceeds looking at the conference module specifically coupled with functions located in other modules. 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

When: Client determines timing when implementation schedule is developed or when the module is purchased

Where: Client site or at the RMS office in Raleigh

Schedule:

First Day

Time	Subject
9:00 AM - 10:30 AM	Review of RMS
10:30 AM - 10:45 PM	<i>Break</i>
10:45 AM - Noon	RMS Admin Set-ups
Noon - 1:30 PM	<i>Lunch</i>
1:30 PM - 3:15PM	Navigation
3:15PM - 3:30 PM	<i>Break</i>
3:30 PM - 5:00 PM	Creating/Editing a Conference and Quote Development

Second Day

Time	Subject
9:00 AM - 10:30 AM	Rooms Assignments and Management
10:15 AM - 10:30 AM	<i>Break</i>
10:30 AM - Noon	Rooms Assignments and Management Continued and Accommodation Reports
Noon - 1:30 PM	<i>Lunch</i>
1:30 PM - 3:30 PM	Events Management and Reports
3:30 PM - 3:45 PM	<i>Break</i>
3:45 PM - 5:00 PM	Conference Tools and Workflow

Third Day

Time		Subject
9:00 AM	- 10:30 AM	Accounting and Accounting Reports
10:30AM	- 10:45 AM	<i>Break</i>
10:45 AM	- Noon	Accounting and Accounting Reports Continued
Noon	- 1:30 PM	<i>Lunch</i>
1:30 PM	- 3:15PM	Conferences from Other Module
3:15PM	- 3:30 PM	<i>Break</i>
3:30 PM	- 5:00 PM	Reports and Closing

Participants: This is recommended for any staff members whose responsibilities include a wide spectrum of conference duties.