

Fall 2007 Springboard Training Courses

Register now by emailing Training@rms-inc.com or simply go to: <https://rms-inc.webex.com> search on the date and register today!

Course registration fee: is \$200 per connection. Therefore unlimited staff per site may attend, if sharing one connection.

August 6, Monday, 10:00 am to noon EDT- Introduction to the RMS Forum Site

Description: Recently, RMS has created a web site designed to encourage client communication with one another regarding (obviously) their use of RMS and tips, tricks and solutions they have helped them. As a result of client requests, this **free** session provides a tour of the site and descriptions of how a client may use it to their best advantage.

August 24, Friday, 10:00 am to noon EDT- RMS Table Structure

Description: The purpose of this session to provide an overview of the various tables and fields within RMS for folks unfamiliar with the set-up. Such knowledge is necessary for those creating letters and reports and even for efficient use of Advanced Selection. This session is highly recommended for those individuals who do not have a knowledge base of RMS table structure and are intending on participating in the Ah Hoc Mail Merge and Crystal Reports sessions later in the fall.

September 7, Friday, 10:00 am to noon EDT – RMS Q and A

Description: OK, the madness that is fall opening has past for the semester people and upcoming for you quarter folks and lately you have found yourself on occasion thinking “I vaguely remember that from training”, or “am I doing this correctly? “, or “is there an easier way to do this?” This session is for you. An open agenda and forum for RMS clients to ask any questions and to go over any function in RMS.

September 14, Friday, 10:00 am to noon EDT- Mail Merge Basic SQL Statements

Description: A short course for beginners on creating SQL statements for use in RMS Mail Merge. Topical areas include how to determine content and create the script using basic SQL commands such as SELECT, FROM, and WHERE. Equal joins and application of basic criteria for record selection are additional topics.

September 21, Friday, 10:00 am to noon EDT- Mail Merge Advanced SQL Statements

Description: This session expands upon the Mail Merge Basic SQL Statements web x held the previous week. Users are shown more complicated statements and letter design.

September 28, Friday, 10:00 am to noon EDT -Creating Mail Merge Letters using Adobe

Description: The process of using Adobe for the creation of mail merge letters is covered here from start to finish. Converting Word to PDF; insertion of dates; placing merge fields in their proper location; and making changes to your PDFs are examples of discussion items.

October 5, Friday, 10:00 am to noon EDT- Judicial Table Structure and Creating Views

Description: An understanding of the judicial module tables is essential for those clients wishing to create judicial ad hoc letters and crystal reports. An overview of said tables is offered in this session along with the creation of Views, which may assist in the creation of letters and reports. Those clients intending to participate in the Judicial Ad Hoc Mail Merge and Judicial Crystal Reports sessions are strongly encouraged to sign up for this session.

October 12, Friday, 10:00 am to noon EDT- Judicial Ad Hoc Mail Merge Basic SQL Statements

Description: A short course for beginners on creating SQL statements for use in judicial mail merge. Topical areas include how to determine content and create the script using basic SQL commands such as SELECT, FROM, and WHERE. Equal joins and application of basic criteria for record selection are additional topics.

October 19, Friday, 10:00 am to noon EDT- Judicial Ad Hoc Mail Merge Advanced SQL Statements

Description: This session expands upon the Judicial Ad Hoc Mail Merge Basic SQL Statements web x held the previous week. Users are shown more complicated statements and letter design that are specific to the judicial module.

October 26, Friday, 10:00 am to noon, EDT- Crystal Reports Basic

Description: Crystal Reports is a powerful report writing software that is used in creating customized reports. During this two hour session, participants are shown the basic concepts and procedures of Crystal Reports needed to create a simple report. Other additional topics include connecting to a database, steps required for users to view customized reports in RMS, and the setting of user permissions for customized reports.

November 2, Friday, 10:00 am to noon EST- Crystal Reports Intermediate

Description: Building on the Crystal Reports Basic session, participants are shown how to write and design more complex reports using such features as parameters and formulas.

November 16, Friday, 10:00 am to noon EST- Crystal Reports for the Judicial Module

Description: Judicial reporting needs vary widely from campus to campus. This session is designed to cover the specialized needs of judicial reporting and how best to extract the information that the campus requires.

November 30, Friday, 10:00 am to noon EDT- Student Web Config Category Folder Part I

Description: This session and the one offered the following week are aimed at those sites planning on using the self assign feature of our student web and have been previously trained on its functionality, but would like a refresher. We start off with the creation of categories and the thought that goes into the creation and proceeds down the list of functions within the folder.

December 7, Friday, 10:00 am to noon EDT- Student Web Config Category Folder Part II

Description: Picking up from last week's session, discussion revolves around the remaining functions in the Config Category folder and their uses.

December 14, Friday, 10:00 am to noon EDT- Student Web Q and A

Description: This open discussion is an opportunity to ask any question regarding the student web and an opportunity to discover how other sites are using the student web and what type of set-up they employ.