



## Auto Allocation Training

**Description:** The automatic room allocation process is one of more laborsaving features of RMS. For those of us who have spent weeks in matching students with roommates and hall preferences, this process is remarkable. However, the auto allocation is probably the most intense and involved feature within RMS. This two-day course is dedicated to explaining the Auto Allocation Process screen-by-screen, step-by-step in an effort to ease the set up process according to your institution's characteristics.

**Length:** Two days

**When:** Client determines timing

**Where:** Client site or at Raleigh Office

**Schedule:**

### Day 1

<b>Time</b>	<b>Subject</b>
9:00 AM - 10:15 AM	<b>Introduction to the Auto Allocation process</b>
10:15 AM - 10:30 AM	<i>Break</i>
10:30 AM - Noon	<b>Eligibility Criteria and Room Criteria Set-up</b>
Noon - 1:30 PM	<i>Lunch</i>
1:30 PM - 3:00 PM	<b>Various Admin Module Set-ups</b>
3:00 PM - 3:15 PM	<i>Break</i>
3:15 PM - 5:00 PM	<b>Auto Allocation Form Settings</b>

### Day 2

<b>Time</b>	<b>Subject</b>
9:00 AM - 10:15 AM	<b>Auto Allocation Log and Reports</b>
10:15 AM - 10:30 AM	<i>Break</i>
10:30 AM - Noon	<b>Running Auto Allocation and Preview</b>
Noon - 1:30 PM	<i>Lunch</i>
1:30 PM - 3:00 PM	<b>Specific Institutional Needs and Practices</b>
3:00 PM - 3:15 PM	<i>Break</i>
3:15 PM - 5:00 PM	<b>Specific Institutional Needs and Practices Continued</b>

**Participants:** Assignments staff and system administrators.