



New System Administrator Introductory Training

Description: This training is designed for new system administrators to provide the basic skills and knowledge necessary for a person to administer the RMS system. Topical areas include interface management, mail merge set-up, web configuration, user creation and permission levels, and data configuration review.

Length: Two days

When: Client determines timing

Where: Client site or at Raleigh Office

Schedule:

Day 1

<u>Time</u>	<u>Subject</u>
9:00 AM - 10:00 AM	Introduction, Installed Files, and IE Browser Settings
10:00 AM - 10:15 AM	<i>Break</i>
10:15 AM - 11:15 AM	RMS Permissions and Taking Payments over the Web
11:15 AM - Noon	<u>Hands On</u>
Noon - 1:30 PM	<i>Lunch</i>
1:30 PM - 3:00 PM	Student Web Module and Web Module Workflow
3:00 PM - 3:30 PM	<i>Break</i>
3:30 PM - 5:00 PM	Customizing RMS Web Modules, Customizing RMS, and RMS Reports
5:00 PM - 5:30 PM	<u>Hands On</u>

Day 2

<u>Time</u>	<u>Subject</u>
9:00 AM - 9:45 AM	Defaults, Log, Audit, and Semaphore
9:45 AM - 10:15 AM	Interfaces
10:15 AM - 10:30 AM	<i>Break</i>
10:30 AM - 11:30 AM	Interfaces Continued
11:30 AM - Noon	<u>Hands On</u>
Noon - 1:30 PM	<i>Lunch</i>
1:30 PM - 2:30 PM	MSDE/Oracle/SQL
2:30 PM - 3:00 PM	Mail Merge Module
3:00 PM - 3:15 PM	<i>Break</i>
3:15 PM - 4:30 PM	Mail Merge Module Continued
4:30 PM - 5:30 PM	<u>Hands On</u>

Participants: Any new staff who are the RMS System Administrator (SA), or current staff who have just assumed the SA responsibilities. Participants need to have knowledge of server management processes.