

User

Course Duration:

1 day of classroom based hands on instructor-led training.

Course Summary:

This course shows users how to easily plan and monitor resources at all levels within the college.

Who should attend:

This course is aimed at anyone within the organisation who wants to use ProResource.

Level:

This course can be tailored to cater for all levels of user, from novice to advanced. No previous experience of ProResource is necessary, however even experienced users will benefit from the training.

Pre-requisites:

Delegates should:

- Have a basic knowledge of using computers

Course Content:

The course focuses on:

- Familiarisation with sorting & filtering data
- Reporting/exporting data
- System conventions
- Planning courses
- Reporting

Specific topics covered within the course:

- Familiarisation with sorting & filtering data
- Reporting/exporting data
- The planning summary window
- System conventions
- The breakdown window
- Planning enrolments
- Planning staff Usage; Salaried staff, Contract staff, Servicing staff
- Planning funding
- Planning expenses
- Bulk planning
- Adding new course/ qualifications
- Workshops
- Reporting
- The detailed summary window
- Selecting Columns and Criteria

Administrator

Course Duration:

1 day of classroom based hands on instructor-led training.

Course Summary:

This course provides detailed information on how to set up and administer the ProResource system within the college.

Who should attend:

Users who are responsible for the administration and management of ProResource and its related databases.

Level:

This course is aimed at more experienced ProResource users.

Pre-requisites:

Delegates should:

- Have a good understanding of ProResource (client side)
- Have already attended the ProResource: User training course

Course Content:

The course focuses on:

- Setting up the system
- System conventions
- Security
- Planning
- Monitoring
- Reporting

Specific topics covered within the course:

- System conventions
- System configuration
- Importing data
- Reference data
- College structure
- Staff & servicing
- Security
- Users
- Planning levels
- User levels and access
- Planning & monitoring
- Creating plans & monitors
- High level planning
- Working with monitored data
- Comparisons
- ProResource & ProGeneral
- Funding, funding bodies and fee mapping