

Annual Configuration training course

What's the purpose of the course?

The PAMS annual configuration course is designed to provide course delegates with an understanding of the main actions to be taken to configure PAMS for a new session. It does not cover the technical administration of PAMS, nor the management of interfaces. It does not cover the day-to-day use of PAMS (such as allocation, booking, arrival and departure processes).

Who's the course for?

The course is for end users who are responsible for managing the configuration of PAMS, including the set up of halls, rooms and beds, prices, along with the setup of e-Applications and e-Contracts.

How's the course provided?

The course is run at Occam's office in Ludlow. It is designed to be run for a small group of delegates. The maximum attendees will be 5. Each delegate will be provided with a desk and PC. The PC will be pre-configured specifically for this course. It will be running Windows, Oracle database and application server and PAMS 4.3.2. The PAMS database will be a training database prepared specifically for this course. All delegates will have their own copy of this database.

Each exercise is pre-prepared with sample data when needed.

Duration, accommodation and meals

The course runs across 2 days. Day one starts at midday to allow travelling time to Ludlow. Accommodation (with breakfast) will be provided at a local hotel. An evening meal will be organised for the group. Lunch and refreshments will be provided on both days of the course. The cost of accommodation, meals and refreshments is included in the course price.

Course price.

The price for the course is £1,200 plus VAT. A purchase order is required to confirm a place on the course. Cancellations within 1 month of the course date will be charged in full, unless a replacement delegate is found.

Draft Agenda

Day	Time	Exercise	Details
Day One	12.00 to 12.20	Course Introduction	
	12.10 to 12.30	Familiarisation with equipment and software	
	12.30 to 13.00	Exercise 1 – Sessions	Set up session 2010/2011 Set up new session type (i.e. 51 weeks) Set calendar dates for session types (i.e. 38 and 41 weeks etc) Ensure session/session types are web enabled
	13.00 to 13.30	Lunch	
	13.30 to 14.15	Exercise 2 – Prices	Set up new prices for 2010/2011 Search to see where prices are attached in the premise tree.
	14.15 to 15.20	Exercise 3 – Payment schedules	Set up new payment schedules for 2010/2011 Attach payment schedule to session and session types

	15.20 to 15.30	Coffee break	
	15.30 to 16.30	Exercise 4 – State engine	Review setup for deposits/trusts/prepayments Review status and state changes Attach an e-mail to be sent at a state change
	16.30 to 17.15	Exercise 5 – Premise tree	Drill to find hall, room etc Attach sessions, prices and add availability Run calendar process
Day Two			
	09.00 to 9.10	Introduction to Day Two	
	09.10 to 11.00	Exercise 6 – Build tool overview and e-Applications	Overview of the form Create a new application form for 2010/2011 Copy an existing application form Review accommodation choices Add new attributes Add mandatory address contacts Add/amend wording on web pages (variables)
	11.00 to 11.10	Coffee break	
	11.10 to 12.15	Exercise 7 – e-Applications	Review Web Control folder Change wording for e-mails Review Registered Users folder Restart the web services for changes to take effect Make an application on-line
	12.15 to 12.45	Lunch	
	12.45 to 14.50	Exercise 8 – e-Contracts	Create Terms and Conditions matrix Enable rejection reasons Enable room attributes Set up deposits/Trust/Prepayment Set up web state moves (in the state engine) Add/amend wording on web pages Accept a contract on-line
	14.50 to 16.00	Review of the course	
	16:00	Course ends.	