

## RDB ProNet Courses

On install, the new user training comprises Day 1 and 2 of the new user courses.

Students have a choice of attending **Perm**, **Contract** or **Temp** new user courses.

### ***New User Day 1 Course - 1 Day***

Entry requirement: open to anyone at companies where RDB ProNet is already installed.

<b>Perm</b>	<b>Contract</b>	<b>Temp</b>
logging on user preferences RDB shortcuts toolbar main index notebook diary/tasks RDB sync company records contact records applicant records CV reader job index adding jobs sending CVs	logging on user preferences RDB shortcuts toolbar main index notebook diary/tasks RDB sync company records contact records applicant records CV reader job index adding jobs assigning workers	logging on user preferences RDB shortcuts toolbar main index notebook diary/tasks RDB sync company records contact records applicant records CV reader job index adding jobs assigning workers

### ***New User Day 2 Course - 1 Day***

Entry requirement: Open to anyone who has completed the New User Day 1 Course in the previous 4 months or has passed the Pre-New User Day 2 Course Quiz.

<b>Perm</b>	<b>Contract</b>	<b>Temp</b>
adding jobs searching text searching sending CVs applicant action placements invoices	adding jobs searching text searching sending CVs applicant action placements contract manager	adding jobs searching assigning workers contract job manager placements timesheets/invoicing contract manager

### ***Proficient User Course – 1 Day***

Entry requirement: Open to anyone who has completed the New User Day 2 course or has passed the Pre-Proficient User Course Quiz.

tagging saving search criteria mailshots canvassing applicant contact management attribute index	stored documents reference management manual entry, batch processing custom body template searching
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### ***System Manager Courses***

Students have a choice of attending either course or both. Entry requirement: Open to anyone who has completed the New User Day 1 course.

<b><u>Documentation – 1 Day</u></b>	<b><u>Configuration – 1 Day</u></b>
stored documents template maintenance placement documentation job documentation notebook documentation notebook folder maintenance cv send documentation custom merge fields	user maintenance role maintenance sector maintenance group maintenance attribute maintenance favourite attribute maintenance job templates language maintenance look ups, status, master types custom columns filtering/pre-defined filters user thesaurus diary sharing/resource diaries reports design form

### ***Super User Course***

A 4-day course covering all topics listed in the new user and proficient user courses outlined previously; designed for anyone who intends to train others within their own company. This is not an open course; each course is designed for individual clients.

### ***Bespoke Courses***

Courses tailored to clients' specific requirements can be delivered. Please contact First Choice Software Ltd for further details.

### ***Online Training***

Individual online training is available on request. It is delivered in hourly sessions.