



## Course Aim

The aim of CAM Training is to provide the attendees with knowledge of how to operate CAM software to record student applications and Enrolments, build fees, maintain cash registers and take payment of fees.

## Pre-requisites

The course pre-requisites are that delegates are involved in the college application and enrolment function. It would also be advantageous (but not essential) that the delegate has some familiarity with the Agresso QL Students Application and Enrolment process.

## Suggested Attendees

This course is intended for those dealing with the Colleges Applications and Enrolments.

## Course Content

- Maintenance Overview**  
 An overview of Cash Receipting which includes Maintenance Parameters and Cash Register Definitions, for Institutions using Cash Registers for Fee and Payment functionality. Delegates will also be Shown Printing and Printer Profiles.
- CAM Administration**  
 Before using CAM there are administration tasks to be completed, these include: Parameters and Workgroup configuration. The course also covers the setting of a Prompt Tex Dictionary, designing the Course Search Layout, editing Popup Maintenance and viewing the Cash Till Maintenance.
- Using CAM**  
 The main purpose of the day, hands on training in the use of CAM Sessions, the options available within the software. Creating Fees and Payment details using CAM and the Cash Register, finally allowing confirmation of a Student.

### Course Objectives

The attendee will have a fuller understanding of the admissions process through CAM.

### Methodology

"The theoretical aspects of enrolments is discussed with "hands on" training provided by the course leader to reinforce all aspects of the training

### Duration

1 day  
From 10.00 a.m. - 16.30 p.m.

### Location

Agresso's Swansea Training  
Centre or customer site

### Cost

POA - dependant on location.

