



### *Course Aim*

The course aim is to introduce the delegates to the Information Centre module in conjunction with the Document Control procedure within Agresso QL Students.

### *Pre-requisites*

A course pre-requisite is that the delegates has permission to access the information on offer, and has attended a Desk Top Navigation course.

### *Suggested Attendees*

This course is intended for College staff who will be given access to the information contained within Agresso QL Students.

### *Course Content*

- **Activity Profiles**  
Room, Staff and Student Activity enquiries. Re-building of Registers.
- **Student Analysis**  
Student Analysis by Area of Study, Source, Sponsor and Post Code. Document Production will be demonstrated in this session.
- **Electronic Prospectus**  
Demonstration on how the Electronic Prospectus works.

### *Course Objectives*

The attendee will obtain the skills to enquire and produce documentation from the Agresso QL Students data sets.

### *Methodology*

The aspects of the Information Centre 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*

£300 & VAT per delegate per day.