



## Course Aim

The aim of this course is for the users to be able to receive student NMAS details and be able to process the decisions and send the files back to NMAS. To have full understanding of the NMAS module and the links to other parts of the admission process.

## Pre-requisites

The delegate should be involved in the admissions process and have attended a desk top navigation course.

## Suggested Attendees

This course is intended for any staff involved in the admissions process.

## Course Content

- **NMAS Definitions**  
The setting up of the parameters, standard offer codes and abbreviations.
- **Course Maintenance**  
The linking between NMAS and the curriculum module.  
Course/Vacancy Details.  
Course/Campus Validation.
- **NMAS Applications**  
Processing the NMAS FILEOUT files and transactions.  
View the NMAS transaction Log.
- **NMAS Transaction Processing**  
Making decisions on the student's application.  
User Batch Management.  
Correcting course codes.  
Institution Transactions.  
Generating the NMAS FILEIN.
- **Other NMAS Processes**  
Student Transaction History.  
NMAS Application Cycle Rollover

## Course Objectives

The attendee will obtain an understanding of how the NMAS files are received, processed and transmitted back to NMAS. Will have a full understanding of the set up that needs to be done to maintain the NMAS module

## Methodology

"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.